Contents
Welcome .................................................................................................................................................. 2
UHD Mission, Vision, and Shared Values ............................................................................................... 2
Graduate Degrees .................................................................................................................................. 3-4
GRADUATE Policies and Procedures: ............................................................................................... 5
  Administration of a Graduate Program ............................................................................................... 5
  Admission Process .............................................................................................................................. 5
  Transferring Graduate Credit from Other Programs ........................................................................ 5
  Residency Information ...................................................................................................................... 6
  Orientation ......................................................................................................................................... 6
  Advising ............................................................................................................................................. 6
  Registration ........................................................................................................................................ 6
  Enrollment .......................................................................................................................................... 6
  Minimum Grade Point Average for Graduate Students and Probation and Suspension ................ 7
  Appeals Process ................................................................................................................................. 7
  Incomplete Grades ............................................................................................................................. 8
  Leaves of Absence .............................................................................................................................. 8
  Academic Honesty ............................................................................................................................. 8
  Post-Baccalaureate Students ............................................................................................................. 9
  Financial Aid ...................................................................................................................................... 10
  Estimated Costs ................................................................................................................................. 11
  Applying for Graduation ................................................................................................................... 11
Appendix: Policies relating to Graduate Study ................................................................................ 13
  Admission of Students (PS 03.A.24) ................................................................................................. 13
  Grading System (PS 03.A.04) ........................................................................................................... 13
  Graduation and Commencement (PS 03.A.06) ............................................................................... 13
  Academic Probation and Suspension (PS 03.A.07) ....................................................................... 13
  Academic Amnesty (PS 03.A.08) ...................................................................................................... 13
  Academic Honesty (PS 03.A.19) ...................................................................................................... 13
Welcome

Welcome to the University of Houston – Downtown (UHD).

This handbook is intended as a resource for all active graduate students at UHD and overviews the UHD graduate policies governing graduate policies. Each graduate program, however, has more specific requirements on areas like transfer coursework and grades, so you should consult the program’s handbook for a graduate program’s policies. Copies of the policies mentioned are included in the appendix at the end of this handbook.

Vision

The University of Houston-Downtown will be a premier city university engaging every student in high-impact educational experiences and ensuring that students graduate with 21st century skills.

Mission

The University of Houston-Downtown is a comprehensive four-year university offering bachelor's and selected master's degree programs and providing strong academic and career preparation as well as life-long learning opportunities. Located in the heart of the city, the University reflects the diversity of the Greater Houston Metropolitan Area and, through its academic programs, engages with the community to address the needs and advance the development of the region. UHD is an inclusive community dedicated to integrating teaching, service, and scholarly research to develop students' talents and prepare them for success in a dynamic global society.

Shared Values

- **Excellence** - UHD nurtures excellence in teaching, learning, scholarly work and stewardship of the University for the benefit of students, the community and the academy.

- **Student Success** - UHD facilitates and supports students in achieving their full potential for academic, personal and career growth through excellent programs.

- **Inclusiveness** - UHD values diversity and promotes access to higher education through flexible and affordable programs.

- **Respect** - UHD treats all individuals with respect and dignity and promotes collegiality, cooperation and open communication.

- **Integrity** - UHD is committed to the highest ethical standards in its operations and holds itself accountable to its constituencies.
Graduate Degrees

The University’s Colleges offer the following graduate degrees, listed under the College that hosts the degree.

**College of Business**

- Master of Security Management for Executives
- Master of Business Administration (M.B.A)*

The M.B.A. program offers the following six certificates with graduate courses focused on the concentration area:

- Accounting Concentration
- Business Development / Sales Management Concentration
- Finance Concentration
- Human Resource Management Concentration
- International Business Concentration
- Investment Management Concentration
- Leadership Concentration
- Supply Chain Management Concentration

*Accredited by [AACSBI](https://www.aacsb.edu) - The Association to Advance Collegiate Schools of Business

**College of Humanities and Social Sciences**

- Master of Science (M.S.) in Technical Communication
- Master of Arts (M.A.) in Non-Profit Management
- Master of Arts (M.A.) in Rhetoric and Composition
College of Public Service

Master of Science (M.S.) in Criminal Justice

Master of Arts in Teaching (M.A.T.) with three areas of expertise:

- Advanced Early Childhood, EC-6
- Advanced Technology, EC-12
- Advanced ESL, TESOL-Standards Based, EC-12

College of Science and Technology

Master of Science (MS) in Data Analytics (coming Fall 2015)
GRADUATE Policies and Procedures:

Administration of a Graduate Program

Graduate programs can be cross functional in nature. They may span across departments or even colleges. In general, administrative governance issues (other than grade appeals) arising from the cross functional nature of graduate degrees will seek resolution through first the ranking graduate director or administrator’s office and subsequently through the Dean’s office where the program is housed.

Admission Process

Graduate Admissions procedures are summarized in UHD Policy 03.A.24 (Admission of Students). All candidates must submit an official transcript from institutions which awarded a degree. Programs may require additional information such as test scores (GRE, GMAT, etc), so candidates should consult the graduate handbook or official website of the program of interest for specific application materials required. The Admissions Committee for each program evaluates candidates using a matrix based on required application materials to determine if an applicant is admitted. The Program Director/Administrator of the respective graduate program will follow notification procedures to notify students, in writing, of the committee’s decision. To be admitted to UHD as a graduate student, an applicant must be accepted into a specific graduate program (Policy 03.A.24, section 3.3 & 3.3.1)

Students may be admitted conditionally at the discretion of the program’s admissions committee. Conditionally admitted students will be notified of the specific stipulations of this status and the conditions necessary to remove the “conditionally admitted” classification.

NON-U.S. resident students requiring a student (F1) visa should complete the Application for International Admission. International students should contact the International Students Office at 713-221-8522 for information about additional admissions requirements such as TOEFL scores, health insurance, and evidence of adequate financial support https://www.uhd.edu/admissions/graduate/Pages/graduate-international.aspx

Transferring Graduate Credit from Other Programs

Students may transfer six credit hours of coursework to meet graduate requirements, with the approval of the graduate program’s Graduate Director or Graduate Coordinator. Transferred coursework must be at the graduate level, from a regionally accredited university, and at the B level or above. Students who would like to apply credit earned prior to a graduate program must make the request, to the relevant director, prior to matriculating. Students who wish to include coursework earned after matriculating must seek approval before registering for the intended coursework. Applying for transfer credit approval will require the submission of various materials and may include the following: a syllabus, a description of the course, and
an explanation as to why the course qualifies for transfer in the particular program.

**Residency Information**

Prospective students born outside the United States will need to present immigration documentation, passport, or citizenship certificate in order to determine residency for tuition purposes. Students born outside of Texas may need to provide information regarding employment in the state in order to determine qualification for in-state tuition.

**Orientation**

Applicants admitted to a graduate program should attend an orientation or meet with a graduate officer or college advisor to discuss academic goals, program requirements, registration, and enrollment before registering for classes or before beginning their first semester of coursework.

**Advising**

Upon admission, students are expected to enroll for at least one course in the acceptance semester. It is recommended that all graduate students meet with the program’s graduate Director or a graduate advisor at least once an academic year to review degree progress. Beginning in Fall 2015, students may review their degree plan in UHD’s electronic degree audit system (“My Degree Evaluation”) in the MyUHD e-student services.

**Registration**

Upon admittance to a graduate program, new students will be able to register for classes in person or online. The graduate director or officer for the program will enter the necessary approvals in the registration system so that the student can register either online or in person. The UHD student information system will prevent registration in a course if a student lacks a prerequisite required in the catalog. Students should contact the graduate program director or the college’s advising office if they are having difficulties registering for classes.

To register online, go to https://global.dt.uh.edu/eservices/ and select “My Registration & Schedule” to register or to review your class schedule. (While selecting courses, select “Graduate Only” under “Course Level” to review only graduate level courses available for the semester.) You will need to enter a User ID (your 9-digit Student ID) and a password to verify your identify before registering in E-Services.

**Enrollment**

Full-time enrollment for graduate programs for the fall and spring semesters is 9 hours. International students are required to take 9 hours. Part time enrollment is less than nine hours. Graduate programs generally take 2 years to complete for full time students and 4 to 6 years to complete for part-time students. Most financial aid programs require graduate students to finish their studies in 6 years.
Minimum Grade Point Average for Graduate Students and Probation and Suspension

While enrolled in any graduate program, students must maintain a minimum grade point average of 3.0. Sections 3.4 and 3.5 of UHD Policy 03.A.07 (Academic Probation and Suspension) outline the procedures related to probation, suspension, and satisfactory progress for graduate students. A student whose cumulative graduate gpa drops below 3.0 is placed on probation and must maintain a 3.0 or higher semester gpa in each subsequent semester until the cumulative graduate gpa is raised to 3.0 or above. A graduate student on probation who does not achieve a graduate program GPA of at least 3.0 in the subsequent term will be suspended from the university. After one year, a suspended student may apply for reinstatement, at the discretion of the Graduate Director or coordinator of the program.

A graduate student who receives grades of “C” in 9 or more graduate semester hours is subject to dismissal. According to UHD’s Grading System policy (PS 03.A.04), below average work (grades of “D” or “F”) is not acceptable and constitutes grounds for a graduate student’s dismissal from the program. Please note that according to the university grading policy, “All credit hours attempted as part of a graduate degree will be calculated in the GPA.” Transferred grades, from other institutions, are not calculated in a graduate student’s GPA. Please note that a graduate program may have more stringent requirements on C grades or probation/suspension, so students should consult their program handbook or website for these more specific restrictions.

Appeals Process

In cases where a student or applicant wishes to appeal probation or suspension, the Graduate Director or ranking officer will hear the appeal, as noted in Section 3.6.2 of the Academic Probation and Suspension policy (03.A.07).

A student appeal of a grade should follow as closely as possible sections 4.5 through 4.8 of the Grading System policy (PS 03.A.04). According to section 4.5.4, if a course is taught in a different department, as may occur in interdisciplinary programs, the grade appeal should be directed to the Chair of the Department offering the course, and if necessary to the Dean or Dean’s representative of the College that offers the course.

Appeals or complaints on matters other than grades or probation status should be directed to the graduate director or coordinator. A student should furnish the relevant graduate officer with a written request for an appeal that identifies the specific decision that is being appealed, the details of the situation (as concise as possible), and a proposed rectification. Appeals should be filed within the semester of the incident.

Students are allowed to apply to another graduate program if they withdraw from one or are dismissed from a program. Grades from the first program will not be counted in graduate program from which the student is graduating.
**Incomplete Grades**

An incomplete grade is given only when an unforeseen emergency prevents a student from completing the coursework and only with the instructor’s approval. According to the Grading System policy (sections 3.4 to 3.4.3), incomplete grades are given when the majority of the coursework is completed. A grade of “I” will be changed to a passing grade if the missing work is completed satisfactorily by the deadline set by the instructor but no later than the end of the long semester immediately following the term in which the “I” grade was received. An incomplete grade that is not removed by this deadline becomes an “F,” thereby constituting immediate grounds for expulsion from the program.

Note: In graduate programs, IP (in progress) grades may be assigned to thesis, capstone, or directed study courses, particularly where thesis requirements are mandated.

**Leaves of Absence**

Leaves of absence may be granted by the graduate director of the program for extenuating circumstances. Leaves of absence shall be granted for specific periods of time, e.g. one semester, one year, etc. and may contain requirements for readmission into the program. A student who requests an extension of a current leave of absence shall have that request considered as a new request. Students who take a leave of absence will be required to complete a readmission form and pay a readmission fee. If a student doesn’t enroll for two consecutive semesters, s/he must also contact the relevant graduate officer and graduate advisor, immediately, to be fully reinstated into the program.

For military deployment or reserved duty, standard rules and Federal regulations of readmission apply. Contact the registrar for the appropriate procedures and forms.

Please make note that courses are on a set rotation of offerings, so be aware of how a leave of absence will affect one’s ability to take necessary classes and prerequisites in an expeditious fashion.

**Academic Honesty**

The Academic Honesty Code is embraced by all members of the University of Houston-Downtown academic community and is an essential element of the institution’s academic credibility. The Honesty Code states “We will be honest in all our academic activities and will not tolerate dishonesty.” The University’s Academic Honesty Policy describes procedures that deal with alleged violations of the Honesty Code in a fair and consistent manner. It is each student’s responsibility to read and understand the Academic Honesty Policy (03.A.19). It may be accessed online or in the University of Houston-Downtown Student Handbook. Penalties for honesty violations range from a failure in the assignment or course to expulsion, depending on the severity of the offence. Honesty appeals procedures are outlined in sections 4.1 to 4.1.2.3 of the policy and are directed first to
the chair of the department offering the course, then if appropriate to the Dean’s Office of the College offering the course and the Student Discipline Committee.

**Post-Baccalaureate Students**

Post-baccalaureate students are students who have completed an undergraduate degree or the equivalent but who are not pursuing a second undergraduate degree or are not admitted to a UHD graduate program. Students who wish to take courses at the graduate level without pursuing a graduate degree at UHD will need to apply as a post-baccalaureate student at the undergraduate level.

Anyone who plans to enroll in graduate courses as a post-baccalaureate student must contact the program’s graduate director or the college’s graduate advisor to determine if there are seats available in a course and to receive approval to register in any graduate course, at the graduate program director’s discretion. Graduate students admitted to a respective graduate program have priority in the registration process.

**Required admission materials for post-baccalaureate students:**

- *Application form:* The undergraduate application form includes post-baccalaureate admission option.
- *Application fee.*
- *Official transcript* from the institution where bachelor’s degree or equivalent was awarded.

**International post-baccalaureate admissions:**

- International admission requirements apply.

**Post-bac regulations:**

- If she meets prerequisite requirements and is approved by the graduate program director or coordinator, a post-baccalaureate student may register for up to nine graduate semester hours without being admitted to any graduate program.
- A post-baccalaureate student may take undergraduate courses along with graduate courses. Undergraduate courses are not subject to the nine semester credit hour graduate maximum.
- A post-baccalaureate student taking graduate courses will have the same privileges as post-baccalaureate students taking undergraduate courses.
- A post-baccalaureate student is expected to complete the same work and be evaluated according to the same standards as a graduate student admitted to the graduate program.

**Transferring post-baccalaureate course credit to graduate programs:**

Students may petition to insert UHD post-baccalaureate graduate coursework, where a grade of “B” or better was earned, for graduate credit in a particular degree granting program. The graduate director or coordinator, considering each petition individually, will determine if the graduate coursework taken by a post-baccalaureate student may be transferred to the program in question.
To be considered for transfer credit, the student’s petition must demonstrate that a course from another institution was:

- Relevant to the focus of the degree in question.
- Completed at the graduate level with a grade of ‘B’ or better from a regionally accredited college or university (official transcript, if transferred from another university).
- Not previously applied toward an undergraduate or graduate degree.
- Completed no later than six years from the date of graduation.

If the courses are from another graduate program, the petitioning student may be asked to provide course descriptions, syllabi, or readings lists.

Admission of post-baccalaureate students to a graduate program: Permission to enroll in UHD graduate courses as a post-baccalaureate student does not guarantee acceptance into a graduate program. UHD current and former post-baccalaureate interested in pursuing a master’s degree must apply to the graduate program for admission and meet all the admissions requirements. If denied admission to a graduate program, students who have not taken more than 9 graduate semester credit hours at UHD may be allowed to continue as a post-baccalaureate student and to continue taking graduate courses (see restrictions noted above).

**Financial Aid**

**The Office of Scholarships and Financial Aid**
Suite 330-South, 713-221-8041

The Office of Scholarships and Financial Aid (OSFA) assists students with the financial planning and financing for their education. Financial aid consists of grants, scholarships, loans, and work study. Most aid, except for scholarships, is based upon individual need and eligibility. Aid is available to students who are enrolled part-time or full-time, have satisfactory academic progress, and demonstrate financial need.

To be considered for aid the candidate will need to complete the Free Application for Federal Student Aid (FAFSA). A paper application can be picked up at the Office of Scholarships and Financial Aid or the application can be filled out online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The UHD school code is **003612**. Post-baccalaureate students who are not admitted to a graduate program generally do not qualify for federal financial aid.

Application and other forms, as well as information on graduate loans, are available at UHD’s Financial Aid site at [https://www.uhd.edu/financial/Pages/financial-index-2.aspx](https://www.uhd.edu/financial/Pages/financial-index-2.aspx).

**Emergency Tuition and Book Loans**

A limited amount of money is available to make emergency loans to students. The eligibility guidelines and the instructions can be viewed at [https://www.uhd.edu/student-resources/cashiers/Pages/cashiers-loans.aspx](https://www.uhd.edu/student-resources/cashiers/Pages/cashiers-loans.aspx). These loans require an application and funds are disbursed on a first-come, first-served basis.
Estimated Costs

Estimates of tuition and fee costs are posted on the Financial Aid website.

Applying for Graduation

Students intending to graduate in a particular semester must be sure to complete a graduation application form and submit it to their graduate director one week before the first day of record.

Intellectual Property

The UH System Board of Regents Policy Section III, 21.08 outlines rules for intellectual property ownership for all UHS faculty, staff, and students. In accordance with this BOR policy, UH System policy, SAM 01.E.01 establishes the System’s Office of Intellectual Property Management, which oversees issues of intellectual property for the entire UH System.

Board of Regents Policy 21.08.4.A specifies that “the University will not assert ownership of copyright developed by faculty, staff or students, unless separately contracted for, in any:

1. Books, journal articles, texts, glossaries, bibliographies, study guides, laboratory manuals, syllabi, tests, and survey instruments;
2. Lectures and unpublished lecture notes;
3. Musical works;
4. Dramatic works;
5. Works of visual art, such as sculptures and drawings;
6. Architectural works.”

For the majority of UHD students and faculty, then, the University will not dispute the ownership of their intellectual products.

However, Board Policy 21.08.4.B specifies that “the University will assert ownership of copyright developed by faculty, staff or students, with regard to other types of works subject to copyright, namely,

7. Films, audiovisual works, slide programs, film strips;
8. Sound recordings and video recordings containing original performances;
9. Programmed instruction materials;
10. Computer programs, software, and documentation.”

The policy enumerates the circumstances under which the University or UHS may claim copyrights for and ownership of such intellectual products. Students with questions or concerns
about their intellectual property rights should consult their graduate director and the UH Office of Intellectual Property Management.
Appendix: Policies relating to Graduate Study

- Admission of Students (PS 03.A.24)
- Grading System (PS 03.A.04)
- Graduation and Commencement (PS 03.A.36)
- Academic Probation and Suspension (PS 03.A.07)
- Academic Amnesty (PS 03.A.08)
- Academic Honesty (PS 03.A.19)
Memo To: All UH-Downtown/PS Holders
From: William Flores, President
Subject: Admission of Students

1. PURPOSE

This PS states the University of Houston-Downtown (UHD) policy on the admission of students.

2. DEFINITIONS

2.1 Former Student Applicant: A degree-seeking applicant returning to UHD after an interruption of at least two consecutive semesters, or after suspension.

2.2 Freshman Applicant: A degree-seeking applicant without college credit or whose only college credit was received prior to high school graduation.

2.3 Freshman-Transfer Applicant: A degree-seeking applicant, who has graduated from high school or equivalent, who has enrolled in a post-secondary institution, who does not have a bachelor’s degree, and who has earned fewer than 15 college level credit hours.

2.4 International Student Applicant: A degree-seeking applicant, who is not a citizen or permanent resident of the United States, has not applied for permanent residency, or has not qualified for Texas residency based on SB 1528.

2.5 Graduate Student Applicant: An applicant who has completed the equivalent of a bachelor's degree and wishes to pursue graduate-level work.

2.6 Post-baccalaureate Student Applicant: An applicant who has completed the equivalent of a bachelor's degree. Post-baccalaureate students can take undergraduate courses, pursue a second degree, or meet the prerequisites needed for graduate majors.

2.7 Transient Student Applicant: An applicant wishing to attend UHD for only one long semester or for one or more summer sessions may qualify for transient admission.

2.8 Transfer Student Applicant: A degree-seeking applicant, who has graduated from high school or equivalent, who has enrolled in a post-secondary institution, who does not have a bachelor’s degree, and who is not a former UHD student.

2.9 Transfer GPA: A measure of the overall level of a student’s academic achievement in post-secondary institutions, other than UHD. The transfer grade point average is calculated of all transfer course work (See Transfer Credit Policy PS 03.A.10). For
courses taken more than once, the highest grade will be transferred and used in computing the transfer grade point average (See Transfer Credit Policy PS 03.A.10). Remedial and developmental courses are not used in calculating the grade point average. When applicable, plus and minus grades are transferred as the letter grade (e.g. “C-” will transfer as “C”, “B+” will transfer as “B”).

2.10 Special Admission Applicant: An applicant not meeting the requirements of any of the above categories may be considered for special admission on an individual basis.

3. POLICY

3.1 Undergraduate Admission: Undergraduate admission to UHD means that the student is authorized to enroll in credit-bearing courses. Upon admitting a student, UHD retains the right to assess the student's academic ability and experience, and to specify which courses the student is eligible to take.

In addition to meeting the requirements for admission specified in this policy, the applicant must comply with all procedures established by the Office of Admissions. In signing the application for admission, the applicant certifies that all of the information submitted in support of the application is complete and accurate. Any misrepresentation, falsification, or omission of information on the application for admission or any other documents is grounds for immediate dismissal.

3.1.1 Freshman Admission:

3.1.1.1 To be considered for freshman admission an applicant must submit an application for admission, the non-refundable application fee, official high school transcript or GED, and SAT/ACT scores.

3.1.1.2 To qualify for freshman admission an applicant must meet the admission criteria below:

a. Be a graduate of an accredited high school, or hold a GED. The Uniform Admissions Policy, TEC 51.803-51.809, requires that all students must meet one of the following college readiness standards in order to be eligible for consideration for admission to a Texas Four-Year public institution:

(i) Successfully completed the recommended or advanced (distinguished) high school program or complete the portion of the program that was available to them; or

(ii) Successfully completed a curriculum that is equivalent in content and rigor to the recommended
or advanced (distinguished) high school program at
a high school that is exempt from offering such
programs; or
(iii) Satisfied the College Readiness Benchmarks on
the SAT or ACT assessment;

b. Have no earned college credit or all college credit earned
was received prior to high school graduation;

c. Meet the minimum admission criteria outlined by UHD;
(i) Upon occasion, the Individual Review Committee
may elect to offer admission to freshman students that fall
below the minimum admission criteria. Freshman students
admitted conditionally are required to complete specified
requirements as defined by the Institutional Review
Committee before they are allowed entrance into courses.
Failure to fulfill the specified requirements will prevent
enrollment for the term of admission.

d. A student 25 years old or older, may qualify for an
SAT/ACT waiver;

3.1.2 Freshman-Transfer Admission:

3.1.2.1 To be considered for freshman-transfer admission an applicant with
fewer than 15 earned college-level semester credit hours must submit an
application for admission, the non-refundable application fee, official
high school transcript or GED, SAT/ACT score, and an official transcript
from all post-secondary institutions attended.

3.1.2.2 To qualify for freshman-transfer admission an applicant must have
earned fewer than 15 college-level semester credit hours, have a minimum
Transfer GPA of 2.0, and must meet all conditions outlined for Freshman
Admissions.

3.1.3 Transfer Admission:

3.1.3.1 To be considered for transfer admission, an applicant with 15 or more
earned college-level semester credit hours must submit an application
for admission, the non-refundable application fee, and an official
transcript from all post-secondary institutions attended.

3.1.3.2 To qualify for transfer admission, an applicant must have earned 15
or more college-level semester credit hours, and must have a minimum
Transfer GPA of 2.0.
3.1.4 International Undergraduate Admission:
To qualify for international undergraduate admission, in addition to meeting the appropriate requirements for freshman or transfer admission, an international applicant must provide: a transcript evaluation by a UHD-approved certified evaluation service of all transcripts from colleges and universities outside the United States; a statement of financial support indicating who will be responsible for the applicant's educational and living expenses; a current TOEFL score of at least 550 paper-based, 213 computer-based, or other acceptable evidence of English proficiency at a level acceptable for college; evidence of required health insurance; and any other documentation required to comply with policies and procedures of the United States Citizenship and Immigration Services.

3.1.5 Transient Admission:
To be considered for transient admission, an applicant must submit an application for admission, the non-refundable application fee, and provide documentation that they are in compliance with the Texas Success Initiative (TSI). Transient admission status is valid only for one long semester or contiguous summer sessions.

3.1.6 Special Admission:
An applicant not meeting the requirements of any of the above categories may be considered for special admission on an individual basis. An applicant for special admission must submit an application for admission, the non-refundable application fee, and provide documentation that they are in compliance with the Texas Success Initiative (TSI). An applicant in this status will be permitted to enroll in a maximum of 36 credit hours at UHD. Students admitted under this category, who later decide to become degree-seeking students, may apply credits earned under the special admission status towards a degree.

3.1.7 Admission Decision Appeals:
3.1.7.1 A freshman or freshman-transfer applicant that has been denied admission may request further consideration by submitting a Freshman Admissions Appeal Form. An appeal to reconsider the original admission decision may or may not change the decision. The applicant is encouraged to appeal only if:
   (i) Their academic credentials (test scores and/or grades) have changed significantly or
   (ii) They wish to provide additional information that further explains personal circumstances that may have affected their ability to meet admission requirements.

3.1.7.2 A transfer applicant who has been denied admission may request a new decision based on new grades, earning an associate's degree, and/or personal circumstances that may have affected their ability to meet admission requirements by submitting a Transfer Admissions Appeal Form and providing proof of such changes. An appeal to reconsider the original admission decision may or may not change the decision.
3.1.7.3 The Institutional Review Board is responsible for reviewing and making decisions on all admission decision appeals. All decisions on admission appeals are final.

3.2 Post-baccalaureate Admission:
3.2.1 To be considered or post-baccalaureate admission an applicant must submit an application for admission, the non-refundable application fee, and an official transcript from the college or university granting the baccalaureate degree.

3.2.2 To qualify for post-baccalaureate admission an applicant seeking an additional undergraduate degree from UHD must have a minimum 2.0 Transfer GPA.

3.3 Graduate Admission:
An applicant wishing to pursue graduate-level work at UHD must hold a bachelor's degree from an institution accredited by an accrediting agency recognized by the U.S. Department of Education or completed undergraduate work at a foreign university that is determined to be of equivalent or higher academic quality as an accredited American institution and meet the minimum admission criteria of the graduate program for which they wish to pursue a degree.

3.3.1 Graduate Admission to a Degree Program:
A graduate applicant must file an application for admission, pay the non-refundable application fee, and submit official transcripts of institutions in which a degree was awarded or will be awarded. A transcript is considered official when it bears the institution’s seal, is signed by the issuing authority and is sent directly by the issuing institution or delivered in a sealed envelope from the institution.

A graduate applicant may be required to submit all previous college transcripts including previous graduate course work as defined by the specific graduate program admission requirements. Additional application materials, such as standardized test scores, vary based on the specific graduate program. The applicant must be accepted into a specific graduate program at UHD to be admitted to the University as a graduate student.

3.3.2 International Graduate Admission:
3.3.2.1 To qualify for international graduate admission, an applicant whose undergraduate work was completed at a foreign university is eligible for admission if UHD determines that their academic preparation is equivalent to or higher than that of a graduate of an accredited American institution. International applicants must provide a transcript evaluation by a UHD-approved certified evaluation service of all transcripts from undergraduate work from outside the United States.

3.3.2.2 In addition to meeting the appropriate admission requirements for the specific graduate program, an international applicant must: provide a
statement of financial support indicating who will be responsible for the applicant's educational and living expenses; a current TOEFL score of at least 550 paper-based, 213 computer-based or other acceptable evidence of English proficiency at a level acceptable for college; evidence of required health insurance; and any other documentation required to comply with policies and procedures of the United States Citizenship and Immigration Services.

4. PROCEDURES

Procedures for this policy are imbedded in the Policy section.

5. EXHIBITS

There are no exhibits associated with this policy.

6. REVIEW PROCESS

Responsible Party: (Reviewer): Senior VP for Academic & Student Affairs & Provost

Review: As needed.

Signed original on file in Employment Services and Operations.

7. POLICY HISTORY

Issue #1: 01/16/1985
Issue #2: 05/15/1985
Issue #3: 04/2/1986
Issue #4: 11/14/1986
Issue #5: 11/5/1993
Issue #6: 03/15/1995
Issue #7: 04/11/2000
Issue #8: 06/27/2014
8. REFERENCES

Texas Senate Bill 1528: Residency and Instate Tuition
Texas Education Code 51.803-51.809: Uniform Admissions Policy
Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter C, Rule §4.54: Texas Success Initiative, Exemptions and Waivers
Texas Administrative Code, Title 19, Part 1, Chapter 4, Subchapter C, Rule §4.57: Texas Success Initiative, College Ready and Adult Basic Education Standards
Transfer Credit Policy PS 03.A.10
1. PURPOSE

This PS describes the grading system used at the University of Houston-Downtown in the undergraduate and graduate programs. The end-of-course grades are intended to convey the level of achievement of each student in the class. These grades are used by students, faculty, university administrators, and prospective employers to make a multitude of different decisions. The policies and procedures described in this policy are designed to assure consistency in the assignment of grades at UHD.

2. DEFINITIONS

2.1 Grade: A score indicated by a letter grade that reflects the instructor's evaluation of a student's achievement in a specific course.

2.2 Grade Points: A course score value that is derived by multiplying the number of semester hours of academic credit for a course by a point value for each possible grade in the course. The grade point values are listed below.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Definition</th>
<th>Grade Points per Semester Credit Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3.0</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>Failed</td>
<td>0</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>---</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
<td>---</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory (Passed)</td>
<td>---</td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory (Failed)</td>
<td>---</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>---</td>
</tr>
<tr>
<td>W</td>
<td>Drop</td>
<td>---</td>
</tr>
<tr>
<td>CA</td>
<td>Credit Awarded</td>
<td>---</td>
</tr>
</tbody>
</table>

2.3 Grade Point Average (GPA): A measure of the overall level of a student’s academic achievement. (See 4.8.1 for graduate GPA calculation.) It is calculated by dividing the total number of grade points earned at UHD by the total number of semester hours at UHD (not including courses repeated for a grade). The following formula represents the method of computing the GPA.
GPA = Total Number of Grade Points Earned ÷ Total Number of Semester Hours Counted

2.4 Dropped Course: A course in which an undergraduate student at an institution of higher education has enrolled for credit, but does not complete, while still staying enrolled in one or more courses for the semester or term. To drop a course, a student must notify the Registrar’s Office via Student e-Services of the drop before one of the deadlines specified in 4.2 or 4.3 of this policy. It is advised that a student consult an academic advisor before dropping a course. See PS 03.A.36 Course Drop Limit.

2.5 Withdrawal: A student withdraws from the university by dropping all courses in which the student is enrolled for the semester or term.

2.6 Class Day: A day on which the University has one or more classes scheduled.

2.7 Census Date: Also called the Day of Record, this is the last day a student may drop a course without a grade. The Day of Record is posted in the Academic Calendar.

2.8 Home Department: The program or department that offers the academic course.

3. POLICY

3.1 Developmental Course Grades: An asterisk (*) next to a grade indicates that it was received for a developmental course. Grades for developmental courses are not included in the GPA calculation nor do developmental courses count toward graduation.

3.2 Grades for Repeated Courses: When a course is repeated, only the highest grade will be used in computing the grade point average. If a course taken initially at UHD is repeated later at another institution for credit, only the UHD grade is included in the grade point average.

3.3 GPA Certified at Graduation: Unless a grade appeal has been found in the student’s favor as outlined in the grade appeal process (section 4.5 of this policy) the GPA certified at the time of graduation remains the official GPA for the certified degree and shall not be subject to change. A student’s eligibility for honors at the time of graduation shall not be adjusted. Grades for courses repeated after graduation and new courses completed after graduation, do not change the GPA certified at the time of graduation. A student’s overall GPA at UHD may be updated based on courses taken subsequent to the certification and award of the degree. Transfer grades are not included in the calculation of the UHD GPA.

3.4 Grade of I (Incomplete): A grade of I is given only when students have completed a significant portion of the course requirements and a documented emergency prevents students from completing the remaining course requirements. Before instructors assign a grade of I, they must file with, and get approved by, their department chair a form documenting the work necessary for removal of the I and signed by the student and the
instructor. If a student is unable to sign the form, the instructor must state on the form the reason for granting the I and the work necessary for the removal of the I.

3.4.1 A grade of I will be changed to a letter grade specified by the instructor if the missing work that resulted in the grade of I for a Fall semester is completed before the end of the following Spring semester. If the I is earned in the Summer or Spring semesters, the missing work must be completed before the end of the following Fall semester. If the I was earned during a part of term or mini-term course, the missing work must be completed before the end of the following long semester. If the missing work is not completed in this time period, the grade of I will be changed to I/F.

3.4.2 Students who have received I grades because their enrollment has been interrupted by duties to the United States military must complete the missing work within one year from the conclusion of those duties. It is the responsibility of the veteran to provide official documentation of their required duties to the Office of Veterans Affairs. If the work is not completed within one year the grade automatically converts to an I/F.

3.4.3 A grade of I counts as an F in calculating the graduation GPA for purposes of determining eligibility for graduation.

3.5 Grade of IP (In Progress): A grade of IP may be assigned only in courses that have been officially approved for such designation. The grade of IP is used primarily in thesis and selected research courses in which a student is registered in order to use university resources. In calculating the GPA, a grade of IP receives no grade point value and it may remain on a student’s transcript in perpetuity. To receive grade credit for a course in which an IP was assigned a student must repeat the course and earn a passing grade (i.e., once an IP is given, the grade cannot be changed).

3.6 Grade of S/U (Satisfactory Pass/Unsatisfactory Fail): A grade of S/U may be assigned only in courses that have been officially approved for such designation. Credit received with a grade of S/U is not included in calculating the GPA.

3.7 Grade of AU (Audit): In accordance with PS 03.A.03 – Auditing Courses, a grade of AU may be assigned only in those courses officially approved for such designation. Grades of AU are not included in calculating the GPA.

3.8 Grade of W (Drop): The grade of W is assigned when a student drops a course after the census date.

3.9 Grade of CA (Credit Awarded): A grade of CA will be assigned to non-course based credit subject to the 24 hour limit in PS 03.A.11 (Credit by Examination and Credit by Approved Equivalencies).

4. PROCEDURES

23
4.1 The instructor for a course is responsible for assigning end-of-course grades to students enrolled in the course.

4.1.1 The instructor for a course is responsible for assigning end-of-course grades based on the description of the grade calculation and the rubrics for evaluation expressed in the syllabus for the course.

4.1.2 The instructor for the course is solely responsible for ensuring that end-of-course grades are submitted to the Registrar’s Office via electronic means by the deadline established for such submission.

4.2 Student Deadlines for Dropping from Courses: Students will not receive a grade for a course and the course will not appear on their transcript (academic history) if they notify the Registrar’s Office via Student e-Services and officially drop a course within the appropriate deadline listed below:

(a) the first 12 days of classes during a long term,
(b) the first 8 days of classes during a 10 week term, (c) the first 6 days of classes during a 8 week term,
(d) the first 3 days of classes during either a 4 week term or a 5 week term, or
(e) the first 2 days of classes during a 3 week term.

Note: For terms of other lengths, the Registrar will publish the date.

4.3 Student Deadlines for Receiving a Grade of W: Students receive a grade of W for any course from which they drop via Student e-Services after the dates specified in 4.2 but before the end of the following days:

(a) Thursday of the 10th week of classes during a long term,
(b) Thursday of the 7th week of classes during a 10 week term, (c) Thursday of the 5th week of classes during a 8 week term,
(d) Thursday of the 3th week of classes either a 4 week term or a 5 week term, or
(e) Thursday of the 2nd week of classes during a 3 week term.

Note: For terms of other lengths, the Registrar will publish the date.

4.4 Retroactive Withdrawal: Grades of W are granted retroactively (i.e., after the published deadline) only under unusual and well documented circumstances. Students requesting a complete retroactive withdrawal (i.e., withdrawal from all course taken during a semester) must appeal to the academic dean in the college in which the student has declared a major. Students requesting a partial retroactive withdrawal (i.e., withdrawal from one or more but not all courses taken during a semester) must appeal to the academic dean in the college in which each course is taken. If the dean finds sufficient documented justification for a retroactive withdrawal, the dean will file an administrative request in the Registrar’s Office. Notification of the administrative change resulting from a retroactive withdrawal will be sent to the course instructors (provided they are still employed at UHD) and to the appropriate
department chairs. Students seeking a retroactive withdrawal must appeal within one calendar year after the close of term for which the request is made.

4.5 Appeal of Course Grades: If a student believes a course grade to be in error (i.e., if it appears to be a miscalculation, or if it appears that grade was not calculated and/or evaluated according to the course instructor’s stated procedure) a student may file an appeal by proceeding in the following sequence: (1) appeal first to the course instructor, (2) if the appeal is not resolved to the student’s satisfaction, then appeal to the appropriate department chair, (3) the final level of appeal would be to the appropriate dean.

4.5.1 If a student does not appeal a grade within one calendar year after the close of the semester in which the grade was received, the grade is final and no appeal will be heard.

4.5.2 The responsible party at each level has 14 academic calendar days to respond to students in writing with their decision regarding the appeal, unless granted an exception by the Dean of the college in which the original grade was awarded.

4.5.3 Appeals must be submitted in writing (see Grade Appeal Application, Exhibit A). Students bear the responsibility for providing documentation related to the grade appeal. If the appeal reaches the chair or dean and it is determined that there is evidence of a grading error, the chair or dean will consult with the course instructor before making a final decision. Final decisions must be communicated in writing to all concerned parties.

4.5.4 When the appealed grade is from a course that is housed in a multidisciplinary or multi-college program, all appeals will be handled within the course’s “home” department and college. A student may file an appeal by proceeding in the following sequence: (1) appeal first to the course instructor, (2) if the appeal is not resolved to the student’s satisfaction, then appeal to the chair of the department in which that course is housed (for courses in programs that do not have a department chair, the appeal is initiated with the program director), (3) the final level of appeal would be to the dean of the college in which that course is housed.

4.5.5 An instructor may appeal the chair’s decision to the Office of the Dean.

4.6 Change of Course Grade: A change of course grade initiated by the instructor must be approved by the department chair within one calendar year after the close of the semester in which the grade was received. If the time period extends beyond one year or involves change from an F, it must also be approved by the dean.

4.6.1 A change of course grade issued by the department chair must be approved by the dean and notification must be sent to the instructor.

4.6.2 A change of course grade issued by the dean must include notification to the instructor and department chair.
4.7 Procedures Unique to Graduate Programs: Graduate programs are professional degrees that require a sustained level of high-quality academic achievement. Consequently, students who matriculate in graduate programs are held to higher standards than students in undergraduate programs.

4.7.1 In many graduate programs, average work (i.e., grade of C) may lead to suspension or expulsion. Students should refer to their graduate program handbooks for details.

4.7.2 Below average work (grades of D and F) is not acceptable and constitute immediate grounds for expulsion from the program.

4.8 All credit hours attempted as part of a graduate degree will be calculated in the GPA and used in determining academic standing.

4.8.1 This policy applies to repeated courses. If a student repeats a course as a student enrolled in a graduate program, both grades are calculated in the GPA.

4.8.2 Grades earned at other institutions in courses that are accepted for transfer and transferred into a graduate degree program at UHD are not calculated in the GPA at any point.

5. EXHIBITS

Grade Appeal Request Form

6. REVIEW PROCESS

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

Review: Every 5 years, or as necessary.

Signed original on file in Employment Services and Operations.

7. POLICY HISTORY

Issue #1: 06/4/1982
Issue #2: 05/10/1984
Issue #3: 02/15/1985
Issue #4: 05/12/1988
Issue #5: 08/1/1988
Issue #6: 04/25/1994
Issue #7: 01/29/2014
8. REFERENCES

Texas Education Code §51.907: Limitations on the Number of Courses that may be Dropped under Certain Circumstances
UHD Policy Statement 03.A.36: Course Drop Limit
1. PURPOSE

1.1. This policy describes requirements and procedures for graduation and commencement.

2. DEFINITIONS

1.2. Cumulative UHD Grade Point Average (GPA): The grade point average of UHD coursework as defined in PS 03.A.04 (section 2.3 and 3.2).

1.3. Enrollment: Registration for and completion of at least one course

3. POLICY

3.1 General Requirements for Graduation

3.1.1 Students must meet all requirements of their degree programs as certified by their academic dean.

3.1.2 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 grades earned in college level courses at UHD. For this calculation, repeated courses are handled under the provisions of the Grading System Policy PS 03.A.04, section 3.2. 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.

3.1.3 Residency

Twenty-five percent (25%) of the semester credit hours of coursework toward the degree must be taken at UHD. Thirty semester credit hours of coursework toward the degree must be taken at UHD. At least 18 hours must be in the upper division. 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.
3.2 Graduation under a Specific Catalog

3.2.1 General Requirements

A student usually graduates under the degree provisions of the catalog in effect at the time of his or her first completed term of enrollment or any subsequent catalog.

3.2.2 Exceptions

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

3.2.2.2 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.

3.2.2.3 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.

3.2.2.4 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.

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

3.3 Graduation with Honors

3.3.1 Eligibility for Honors

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

3.3.2 Computation of Grade Point Averages (GPA) to determine Honors

3.3.2.1 Students who have earned 42 credit hours or more at UHD, of which 24 credit hours must be upper level course work, may qualify for university honors. In accordance with the Grading System Policy (PS 03.A.04), all UHD credit hours are used in the GPA calculation. Only credit hours earned at UHD are considered; transfer credits are not used in the GPA
calculation for university honors. For this calculation, repeated courses are handled under the provisions of the Grading System Policy PS 03.A.04, section 3.2.

3.3.2.2 For consideration of university honors, the university will look at two different UHD GPA calculations: the UHD GPA calculated from the student’s last 42 credit hours taken at UHD and the UHD GPA calculated from all courses taken at UHD. The higher of the two UHD GPAs will be considered for university honors.

3.3.2.3 Students who have earned a UHD grade point average of 3.80-4.00 will be eligible to graduate summa cum laude; a UHD grade point average of 3.60-3.79, magna cum laude; and a UHD grade point average of 3.40-3.59, cum laude.

3.3.2.4 For candidates who have completed some portion of their college level work at other institutions, only the UHD grade point average will be computed for university honors. For this calculation, repeated courses are handled under the provisions of the Grading System Policy PS 03.A.04, section 3.2.

3.3.2.5 Students not eligible for university honors may be eligible for College Honors. Each college will set its own GPA requirements for College Honors. College honors will be reflected only on the student’s final transcript.

3.4 Application for Graduation

Any student planning to graduate must file an electronic 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.

3.5 Commencement Exercises

3.5.1 Eligibility

Only students who have completed or are currently enrolled in courses necessary to complete degree requirements and who have filed an application for graduation may participate in the commencement exercises.

3.5.2 Honors Designation at Commencement

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

3.5.2.2 Designation of university honors in the commencement program for
graduates will reflect only grades earned prior to the final semester. University honors also will be calculated after final semester grades post and final honor status is reflected on the transcript.

3.5.2.3 College honors will be calculated after final semester grades post. Final college honor status is reflected only on the transcript.

3.5.3 Academic Regalia

Academic regalia must be worn at the commencement ceremony.

3.6. Graduation and Commencement of Graduate Students

3.6.1 General Requirements for Graduation

4.1.2 Students must meet all catalog requirements of their degree programs, as certified by their academic dean.

4.1.3 Grade Point Average
All graduate students receiving a degree from the University of Houston-Downtown (UHD) must attain at least a 3.0 cumulative grade point average, calculated on grades earned at UHD in completion of their graduate program. Repeated courses for graduate students are handled under the provisions of the Grading System Policy (PS 03.A.04, section 4.8 and 4.8.1). 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.

4.1.4 Residency

A maximum of six transferred graduate semester credit hours may be applied to fulfill UHD graduate program requirements, if approved by the graduate program director.

4.1.5 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.

4.1.6 University or college honors are not applied to the graduation and commencement of graduate students, nor the transcripting of UHD graduate programs.

4. EXHIBITS

There are no exhibits associated with this policy.

31
5. REVIEW PROCESS

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

Review: Every five years, or as necessary

Signed original on file in Employment Services and Operations.

6. POLICY HISTORY

Issue #4: 04/25/1994
Issue #5: 05/28/2013

Issue dates for previous versions are not available.
Memo To: All UH-Downtown/PS Holders  
From: William Flores, President  
Subject: Academic Probation and Suspension

1. PURPOSE

This policy statement establishes the University of Houston-Downtown's (UHD) probation and suspension policy.

2. DEFINITIONS

2.1 Term: For purposes of this policy, “term” will reference the academic coursework taken during fall, spring, or combined summer terms. This excludes winter and May sessions.

2.2 Consecutive term: Any term of enrollment after a student has been placed on academic probation or suspension.

2.3 Policy: The description of what is to occur under the policy.

2.4 UHD undergraduate cumulative GPA is the GPA calculated for all UHD coursework as defined in the UHD Grading System policy (PS 03.A.04).

2.5 Academic probation is a warning to the student that his/her UHD cumulative GPA is unsatisfactory: the student is not making satisfactory progress towards meeting graduation requirements and may be placed on academic suspension if his/her academic record does not improve.

2.6 Academic suspension occurs after consecutive terms of unsatisfactory academic performance and prevents a student from reenrolling until a successful appeal for readmission.

2.7 Academic dismissal occurs after consecutive terms of suspension and results in a student being prohibited from returning to UHD.

2.8 Cumulative graduate program GPA is the GPA calculated for all UHD coursework applied to a graduate program.

3. POLICY / PROCEDURES

3.1 Academic Standing of Students Enrolled in Developmental Courses

Students enrolled in developmental courses are also subject to the additional requirements to demonstrate college readiness in the Satisfactory Progress for Students Enrolled in Developmental Courses policy (PS 03.A.28).
3.2 Academic Probation of Undergraduate Students Enrolled in College Credit-Bearing Courses

3.2.1 Students will be placed on initial academic probation (i.e., Probation 1 or P1 Banner Code) at the end of any term in which their cumulative UHD GPA falls below 2.0.

3.2.2 All students on probation must consult with an academic advisor before term registration to discuss their plans, academic progress and GPA repair, and available academic support.

3.2.3 To maintain their academic standing, Students on probation or suspension must maintain a UHD term GPA of 2.0 or above in each term in which they are enrolled until their cumulative UHD GPA reaches 2.0 or above. Only courses taken at UHD will remediate the cumulative UHD GPA. A student returns to regular academic standing after his/her cumulative UHD GPA reaches 2.0 or higher.

3.2.4 Students on academic probation (P1) will be placed on Probation 2 (P2 Banner Code) at the end of any term in which they fail to earn a minimum term GPA of 2.0. Failure to earn a term GPA of 2.0 or above while on P2 status will result in academic suspension.

3.2.5 Academic probation and suspension will be noted on the student’s official undergraduate transcript.

3.3 Suspension and Dismissal of Undergraduate Students

3.3.1 A student on P2 will be suspended at the end of any term in which he/she fails to earn a minimum UHD terms GPA or 2.0. Any registered coursework for the next term will be administratively dropped by the Records Office. A student’s suspension (S1 Banner Code) is in effect for that term, pending readmission. The student may appeal the suspension to the student's academic dean or the dean's designated representative.

3.3.2 Any returning suspension student (P3 Banner Code) must meet with a dean’s representative or designated advisor to discuss how to improve their academic performance and make satisfactory academic progress. P3 students may be required to agree to a contract of actions likely to result in improved academic performance.

3.3.3 P3 students must maintain a UHD term GPA of 2.0 or above in each term in
which they register until they achieve a cumulative UHD GPA of 2.0. Failure to maintain a term GPA of 2.0 will result in academic dismissal (S2 Banner Code) from the university. This academic dismissal will be permanent unless the student appeals to their academic dean or dean’s designated representative for readmission or readmits under Academic Amnesty (PS 03.A.08). For an appeal, students must provide clear and compelling evidence of potential academic success, for example, academic success at other institutions. The final decision for readmission rests with the academic dean or dean’s designated representative.

3.4 Academic Probation of Graduate Students Enrolled in a Degree Granting Program

3.4.1 Graduate students will be placed on academic probation at the end of any term in which their cumulative graduate program GPA for graduate coursework falls below 3.0. The cumulative GPA for graduate academic probation and suspension, including repeated courses, is computed according to PS 03.A.04 (see Section 4.4 and 4.4.1) and to individual program guidelines. Students should refer to individual program handbooks in addition to this policy for GPA calculation. Graduate students remain on probation or suspension status until their cumulative graduate program GPA is raised to 3.0 or higher.

3.4.2 A graduate student who receives grades of I (Incomplete) while on probation will remain on probation until all grades of I are resolved. A graduate student on academic probation who leaves the university must apply for readmission and, if admitted, retains his/her original academic probation status. Only courses taken at UHD may be counted in removing a student from academic probation.

3.4.3 Academic probation will be noted permanently on a graduate student’s academic records.

3.5 Suspension of Graduate Students Enrolled in a Degree Granting Program

3.5.1 A graduate student on probation who does not achieve a graduate program GPA of at least 3.0 in the subsequent term will be suspended from the university. Academic suspension is noted permanently on a graduate student’s academic records. A student on suspension may not enroll in graduate classes at UHD. Graduate courses taken at another university during a period of suspension at UHD will not be counted for credit at UHD.

3.5.2 A graduate student who is suspended may apply for reinstatement after one year of non-enrollment. Reinstatement is not automatic. The student must submit a
written petition explaining the reasons why he/she thinks he/she can successfully meet the requirements of the degree; the petition should be submitted to the Graduate Director of their program. If a student is reinstated in the program, he/she will return with the same academic probation status that resulted in the original suspension and be subject to the same rules for maintaining a GPA.

3.6 Dismissal of Graduate Students who are Enrolled in a Degree Granting Program

3.6.1 A Graduate student who receives grades of “C” in 9 or more graduate semester hours is subject to dismissal. Specific programs may have more stringent requirements. Please refer to individual program handbooks for these requirements. In addition, a grade lower than “C” in a graduate course is also grounds for immediate dismissal from the program (PS.3A04, section 4.7.1 and 4.7.2).

Graduate students who are dismissed may not take graduate courses at UHD, unless they are readmitted under amnesty or admitted to a different graduate program.

3.6.2 Any appeals regarding graduate probation, suspension, or dismissal may be made to the appropriate Graduate Director and, if necessary, to the Academic Dean or Dean’s designated representative.

3.7 Academic Probation, Suspension, and Dismissal of Graduate Students Enrolled in a Certificate Program

3.7.1. The rules governing probation, suspension, and dismissal of Graduate students who are enrolled in a certificate program are developed by the respective certificate programs. These standards must be published in the relevant college’s graduate handbook. Students who wish to appeal their probationary status, suspension, or dismissal will follow the process outlined in 3.6.2.

6. REVIEW PROCESS

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

Review: Every five years, or as necessary

Signed original on file in Employment Services and Operations.

7. POLICY HISTORY

Issue #1: 6/4/82
8. REFERENCES

PS 03.A.04 Grading System Policy
PS 03.A.08 Academic Amnesty
PS 03.A.28 Satisfactory Progress for Students Enrolled in Developmental Courses
Memo To: All UH-Downtown/PS Holders  
From: William Flores, President  
Subject: Academic Amnesty  

1. PURPOSE  

This PS states University of Houston - Downtown (UHD) policy regarding the granting of academic amnesty.

2. POLICY  

2.1 Eligibility  
A student returning to UHD after a minimum of a two-year absence may petition the Dean of Advising and Mentoring for application of the academic amnesty policy. The student must not have attended UHD for the two-year period immediately preceding his/her return to UHD. The student must also complete 24 semester credit hours with a minimum grade point average of 2.5 following readmission to UHD.

2.2 Effect  
If academic amnesty is granted, all courses with grades of “F” or "D" earned prior to readmission are ignored in applying credit toward fulfillment of degree requirements and in future computations of the student's grade point average. The amnesty provision applies only to the application of credit toward a degree and computation of the student's grade point average. No grades on the student's permanent record are altered or deleted.

2.3 Academic Amnesty for Graduate Students  
Graduate students who have been dismissed and wish to return to UHD after a minimum of a two-year absence may petition the Graduate Program Director for readmission under the academic amnesty policy. The student must not have attended UHD for the two-year period immediately preceding his/her return to UHD. See the Probation and Suspension Policy (PS 03.A.07, section 3.6)

3. REVIEW PROCESS  

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

Review: Every three years on or before May 1st.

Signed original on file in Employment Services and Operations.

4. POLICY HISTORY
Issue #1: 08/11/81
Issue #2: 11/15/93
Issue #3: 04/24/15
Memo To: All UH-Downtown/PS Holders
From: William Flores, President
Subject: Academic Honesty

1. PURPOSE

This PS states the University of Houston-Downtown (UHD) policy on Academic Honesty.

2. DEFINITIONS

2.1 Written communication or notification: Refers to communication between parties using official university email accounts.

3. POLICY

3.1 Principles

3.1.1 Academic Honesty Code
The Academic Honesty Code is the University's standard of honesty. The code states, "Students must be honest in all academic activities and must not tolerate dishonesty."

3.1.2 Faculty Responsibility
Faculty members are responsible for knowing the principles and procedures of the Academic Honesty Policy, and for enforcing the policy when academic honesty violations occur. Faculty members must also remind students of the Academic Honesty Policy and help them comply with it.

3.1.3 Student Responsibility
Students are responsible for maintaining the academic integrity of the University by following the Academic Honesty Policy. Students are responsible for doing their own work and avoiding all forms of academic dishonesty.

3.2 Academic Honesty Violations
The most common academic honesty violations are cheating and plagiarism.

Cheating includes, but is not limited to:
• Submitting material that is not one's own.
• Submitting substantially similar material in more than one course, even if it is one’s own work, without the instructor’s permission.
• Using information or devices that are not allowed by the faculty member.
• Obtaining and/or using unauthorized material.
• Fabricating information.
• Violating procedures prescribed to protect the integrity of a test, or other evaluation exercise.
• Collaborating with others on assignments without the faculty member's consent.
• Cooperating with or helping another student to cheat.
• Having another person take an examination in the student's place.
• Altering exam answers and requesting that the exam be re-graded.
• Communicating with any person during an exam, other than the faculty member or exam proctor.

Plagiarism includes, but is not limited to:
• Directly quoting the words of others without using quotation marks or indented format to identify them.
• Using sources of information (published or unpublished) without identifying them.
• Paraphrasing materials or ideas of others without identifying the sources.

4. PROCEDURES

4.1 Resolution of Academic Honesty Violations
A student involved in an academic honesty proceeding may continue to attend all classes until the matter is resolved.

4.1.1 Action Initiated by the Faculty Member
If a faculty member believes a student has committed an academic honesty violation, the faculty member may request a meeting with the student as soon as reasonably possible to attempt to resolve the incident. If the faculty member determines a violation has occurred and/or a penalty has been assigned, he or she will send the student a copy of this policy statement to the student’s official university email account, complete an Academic Honesty Report (Exhibit A), and forward a copy to the faculty member's chair and the Office of the Dean of Students. The faculty member may assign a penalty; see section 2.5. If a penalty is assigned, the faculty member will send the student a copy of this policy statement and a completed Academic Honesty Report (Exhibit A). If appropriate, the faculty member will file a Withdrawal Prevention form (Exhibit B) notifying the Registrar’s Office that the student may not withdraw from the class. The faculty member will send these documents to the student’s official university email account and provide a copy to the faculty member's chair.

In the event that a faculty member files an Academic Honesty Report but is no
longer at UHD to meet with the student and/or address a student appeal, the student will go directly to the department chair. For programs that do not have a department chair, the student will appeal to the program director of the program in which that course is housed.

4.1.2 Appeal Procedures

The student is encouraged to communicate with the faculty member before starting the appeal process. The student may appeal to the faculty member's department chair. For programs that do not have a department chair, the student will appeal to the program director of the program in which that course is housed. If the student does not appeal, the decision of the faculty member stands and a copy of the Academic Honesty Report will be forwarded by the faculty member's chair to the Office of the Dean of the faculty member's college and to the Office of the Dean of Students, where it will be filed for future reference. The student may appeal the department chair’s decision (or the program director’s decision, if applicable) to the Office of the Dean. The student may appeal the Office of the Dean’s decision to the Student Discipline Committee. The decision of the Student Discipline Committee is final.

4.1.2.1 Appeal to the Department Chair

If a student does not agree with the faculty member’s Academic Honesty Report and/or assigned penalty, the student must submit a written appeal to the department chair within 15 working days (excluding Saturdays, Sundays and university holidays) of receiving the Academic Honesty Report filed by the faculty member. For programs that do not have a department chair, the student will appeal to the program director of the program in which that course is housed. The department chair (or program director, if applicable) may request a meeting with the faculty member and the student. Within 15 working days (excluding Saturdays, Sundays, and university holidays) of receiving the appeal, the department chair (or program director) must make a decision (uphold, reject, or modify the penalty assigned by the faculty member) and communicate it to all stakeholders. The department chair (or program director) will notify the student, the faculty member, and the Office of the Dean of the faculty member's college. Within ten working days (excluding Saturdays, Sundays and university holidays) of the chair's (or program director’s) decision, the student or the faculty member may appeal the chair's (or program director’s) decision to the Office of the Dean of the faculty member's college. If the decision is not appealed, the chair (or program director) will notify the Office of the Dean of Students.

4.1.2.2 Appeal to the Office of the Dean

Within ten working days (excluding Saturdays, Sundays and university holidays)
of the department chair's (or program director’s) notification to the student that a penalty has been assigned, the student or the faculty member may submit a written appeal to the Office of the Dean of the faculty member's college. This written appeal should ask the Office of the Dean to review the chair's (or program director’s) decision and explain why the student or the faculty member believes that the chair's (or program director’s) decision was wrong. Within ten working days (excluding Saturdays, Sundays and university holidays) from the time the written appeal is received, the Office of the Dean will determine if the chair's (or program director’s) action should be upheld, rejected, or modified and will notify the student, the faculty member, the department chair (or program director), and the Office of the Dean of Students of the decision. Within ten working days (excluding Saturdays, Sundays and university holidays) of the Office of the Dean's decision, the student may appeal that decision to the Student Discipline Committee (see PS 04.A.01).

4.1.2.3 Appeal to the Student Discipline Committee
If the student requests a hearing before the Student Discipline Committee, the hearing will be conducted according to the procedures specified in PS 04.A.01 Student Rights and Responsibilities.

4.2 Maintenance of Academic Honesty Reports
The Office of the Dean of Students will maintain a record of each Academic Honesty Report filed on a student. Faculty members or administrators investigating allegations of academic honesty violations may request that the Office of the Dean of Students release to them any previous reports that have been filed on the student against whom the current allegations are being made.

4.3 Penalties
The penalty for academic honesty violations will be left to the discretion of the faculty member and may be modified upon appeal. The penalty will be consistent with the infraction. Giving the penalty of an F in a course should be given in instances of multiple and/or flagrant violations. When an academic honesty violation includes multiple and/or flagrant violations, such as having a substitute take an exam or stealing an exam, the faculty member shall also refer the matter to the Office of the Dean of Students for disciplinary action pursuant to the Student Rights and Responsibilities Policy (PS 04.A.01). The Office of the Dean of Students may also initiate disciplinary action against a student with repeated academic honesty violations.
5. **EXHIBITS**

   Exhibit A: Academic Honesty Report  
   Exhibit B: Withdrawal Prevention Form

6. **REVIEW PROCESS**

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

   Review: Every five years, or as necessary

   Signed original on file in Employment Services and Operations.

7. **POLICY HISTORY**

   Issue #1: 05/22/84  
   Issue #2: 06/11/86  
   Issue #3: 06/18/88  
   Issue #4: 11/15/93  
   Issue #5: 05/04/15
# Academic Honesty Violation/Appeal Process

**University of Houston-Downtown**

**Timeline**

<table>
<thead>
<tr>
<th><strong>Action</strong></th>
<th><strong>Deadline</strong></th>
</tr>
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<tbody>
<tr>
<td>If a violation has occurred, the faculty member files an Academic Honesty Report (copies are sent to student, department chair or program director, and Office of the Dean of Students). If appropriate, the faculty member files the Withdrawal Prevention Form.</td>
<td>As soon as possible</td>
</tr>
<tr>
<td>Student may appeal the faculty member’s decision to the department chair (or program director).</td>
<td>Within 15 working days* of receiving the Academic Honesty Report filed by the faculty member**</td>
</tr>
<tr>
<td>The department chair (or program director) upholds, rejects, or modifies the penalty and informs the student, faculty member, and Office of the Dean of Students.</td>
<td>Within 15 working days of receiving the appeal</td>
</tr>
<tr>
<td>Student or faculty member may appeal the department chair’s (or program director’s) decision to the Office of the Dean.</td>
<td>Within 10 working days of the department chair’s decision</td>
</tr>
<tr>
<td>The Office of the Dean upholds, rejects, or modifies the department chair’s (or program director’s) decision.</td>
<td>Within 10 working days of receiving the appeal</td>
</tr>
<tr>
<td>Student may appeal the Office of the Dean’s decision to the Student Discipline Committee.</td>
<td>Within 10 working days of the Office of the Dean’s decision</td>
</tr>
<tr>
<td>Student Discipline Committee schedules a hearing with the student and faculty member.</td>
<td>TBD as committee is formed</td>
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</tbody>
</table>
* Working days exclude Saturdays, Sundays, and university holidays.
** Student has up to 15 working days after receipt of the Academic Honesty Report to file the initial appeal to the department chair or program director. The rest of the timeline follows after the student appeal is filed.