

Memo To: All UH-Downtown PS Holders
From: Michael A. Olivas, Interim President
Subject: Admission of Graduate Students

UH-Downtown/PS 03.B.24
Issue No. 1
Effective Date: 4/11/17
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1. PURPOSE

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

2. DEFINITIONS

- 2.1 Former Graduate Student Applicant: A graduate degree-seeking applicant returning to UHD after an interruption of at least one long semester, or after suspension.
- 2.2 Graduate Student Applicant: An applicant who has completed the equivalent of a bachelor's degree and wishes to pursue graduate-level work.
- 2.3 International Graduate 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.
- 2.4 Special Admission Applicant: An applicant not meeting the requirements of any of the above categories may be considered for special admission to take graduate courses.
- 2.5 Transient Graduate Student Applicant: An applicant wishing to attend UHD for only one long semester or for one or more summer sessions (in a single summer) and has a letter of academic standing from a regionally accredited graduate program.

3. POLICY

- 3.1 Graduate Admission: Graduate admission to UHD means that the student is authorized to enroll in credit-bearing courses for which they are qualified and approved by the relevant UHD program. 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 dismissal.

- 3.1.1 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 meets the minimum admission criteria of the graduate program in which the applicant intends to pursue a degree.
- 3.1.2 Admission to a Graduate Degree Program: Applicants to a graduate degree program must comply with the process outlined by the Office of Admissions. Graduate degree program handbooks will enumerate specific application materials required by the degree program. Admission decisions are rendered in accordance with criteria established by the program to which the student has applied.
- 3.1.3 International Graduate Admission:
- 3.1.3.1 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 transcript evaluation by a UHD-approved certified evaluation service of all transcripts from undergraduate work from outside the United States.
- 3.1.3.2 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 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.
- 3.1.4 Transient Admission: To be considered for transient graduate admission, an applicant must submit an application for admission, the non-refundable application fee, and provide a letter of academic standing from the home institution. The applicant must receive approval from the relevant program director before enrolling in a graduate course. Additional materials such as transcripts may be required by the specific graduate program.

3.1.5 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 all required application materials. An applicant in this status will be permitted to enroll in a maximum of 9 total semester credit hours at UHD. Students admitted under this category, who are later admitted as degree-seeking students, may only apply credits earned under the special admission status towards the degree with program approval.

3.1.6 Admission Decision Appeals:

3.1.6.1 A graduate applicant that has been denied admission may request further consideration by submitting a Graduate Admissions Appeal Form to the director of the graduate program. An appeal to reconsider the original admission decision may or may not change the decision. The applicant is encouraged to appeal only if:

(A) The graduate applicant's academic credentials (test scores and/or grades) have changed significantly.

or

(B) The graduate applicant wishes to provide additional information that further explains personal circumstances that may have affected their ability to meet admission requirements.

3.1.7 Graduate Certificate Programs: Applicants to a graduate certificate program must comply with the process outlined by the Office of Admissions. Graduate certificate program handbooks will enumerate specific application requirements. Applicants accepted into a certificate program may apply for admission into a degree program. Admission to a certificate program does not guarantee admission into a graduate degree program and additional application materials may be required.

4. PROCEDURES

Procedures for this policy are imbedded in the Policy section.

5. EXHIBIT

There are no exhibits associated with this policy.

6. REVIEW PROCESS

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

Review: As needed.

Maintained by the Office of the Provost

7. POLICY HISTORY

Issue #1: 4/11/17

8. REFERENCES

[03B07 Graduate Academic Probation, Suspension, and Dismissal](#)