

Memo to: All UH-Downtown/PS Holders
From: Michael A. Olivas, Interim President
Subject: Graduation and Commencement

UH-Downtown/PS 03.A.06
Issue No. 8
Effective Date: 06/08/2016
Page 1 of 5

1. PURPOSE

This policy describes requirements and procedures for graduation and commencement.

2. DEFINITIONS

- 2.1 Cumulative UHD Grade Point Average (GPA): The grade point average of UHD coursework as defined in PS 03.A.04 Grading System Policy (section 2.3 and 3.2).
- 2.2 Enrollment: Registration for and completion of at least one course.

3. POLICY/PROCEDURES

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 course work toward the degree must be taken at UHD. Thirty semester credit hours of course work toward the degree must be taken at UHD. At least 18 credit hours must be in the upper division. UHD department-approved study abroad credit, although processed as transfer credit, will count toward University residency requirements. 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 fourteen consecutive months 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.

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

3.7 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.

3.8 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.

3.8.1 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.

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

4. PROCEDURES

See Section 3 for Procedures.

5. EXHIBITS

There are no exhibits associated with this policy.

6. REVIEW PROCESS

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

Review: Every five years, or as necessary.

Signed original on file in Employment Services and Operations (after approval).

7. POLICY HISTORY

Issue #4: 04/25/1994

Issue #5: 05/28/2013

Issue #6: 06/22/2015

Issue #7: 02/08/2016

Issue dates for previous versions are not available.

8. REFERENCES

[PS 03.A.04, Grading System policy.](#)