

Memo To: All UH-Downtown/PS Holders  
From: Antonio D. Tillis, Interim President  
Subject: Undergraduate Admission of Students

UH-Downtown/PS 03.A.24  
Issue No. 10  
Effective Date: 08/18/2020  
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## 1. PURPOSE

This policy statement (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 either prior to graduation from high school, or prior to the completion of an equivalent educational experience, such as (but not limited to) the completion of a General Educational Development (GED) or home schooling program.
- 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 does not qualify for Texas residency based on SB 1528.
- 2.5 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.
- 2.6 Transient Student Applicant: Undergraduate students who are regularly enrolled as degree-seeking students at another college or university may enroll at UHD as transient students. These students generally intend to earn credit at UHD for transfer back to their home institution. Transient students are not eligible for financial aid and can take a maximum of 24 semester credit hours. To be considered for admission, transient students must be in good academic standing at their home institution.

- 2.7 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.
- 2.8 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 based on all transfer course work (See [Acceptance of 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 [Acceptance of 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").
- 2.9 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.
- 2.10 Non-Degree Student Applicant: The Non-Degree Student option is intended for those not working toward a degree from the University of Houston - Downtown.

### 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; an official high school transcript, GED, or equivalent credential; and certified 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. For applicants who graduated from an accredited high school, the State of Texas Uniform Admission Policy [Texas Education Code (TEC) 51.803-51.809] requires that they 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 completed 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. For Nontraditional Secondary Education: (e.g. GED and Homeschool Applicants) in accordance with Senate Bill 1543 (SB1543), applicants for admission who present evidence of completion of a nontraditional secondary education without an official class rank will have a class rank assigned by UHD. The class rank will be comparable to the average class rank of other applicants who have equivalent ACT or SAT scores. A nontraditional secondary education includes Homeschool and GED graduates. UHD requires an official homeschool or GED transcript to demonstrate evidence of completion.
- c. For applicants who graduated from an accredited high school, The Uniform Admission Policy TEC 51.803 51.809 requires that they 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;
- d. Note that:
- (i) A student 25 years old or older may qualify for an SAT/ACT waiver;
  - (ii) For Nontraditional Secondary Education (e.g. GED and Homeschool) Applicants: In accordance with Senate Bill 1543 ([SB1543](#)), applicants for admission who present evidence of completion of a nontraditional secondary education without an official class rank will have a class rank assigned by UHD. The class rank will be comparable to the average class rank of other applicants who have equivalent ACT or SAT scores. A nontraditional secondary education includes homeschool and GED graduates. UHD requires an official homeschool or GED transcript that demonstrates evidence of completion; and
  - (iii) On occasion, the Individual Review Committee may elect to offer admission to freshman students whose scores fall below the minimum admission criteria. Freshman students admitted conditionally are required to complete specified requirements as defined by the Individual Review Committee before they are allowed entrance into courses. Failure to fulfill the specified requirements will prevent enrollment for the proposed term of admission.

### 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; an official high school transcript, GED transcript, or equivalent

credential; certified SAT/ACT scores; 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, must 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, and must be in good academic standing at the last institution they attended.

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, conducted by a UHD-approved certified evaluation service, for all transcripts from colleges and universities outside of the United States; a statement of financial support indicating who will be responsible for the applicant's educational and living expenses; a current Test of English as a Foreign Language (TOEFL) score of at least 550 paper-based/213 computer-based, or other acceptable evidence of English proficiency at a level acceptable for university admission; evidence of mandatory 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

3.1.5.1 If a student's home institution is unaffiliated with a degree program that is in agreement with UHD the applicant must submit an application for admission, a course request form, transcript, a letter of academic standing, and the non-refundable application fee. Students admitted with a transient status are not eligible for financial aid, and the transient

admission status expires after a student has earned 24 semester credit hours. Admitted transient students must maintain a 2.0 grade point average and earn no grade lower than a C on courses taken while at UHD.

Transient students should work closely with their home institution to ensure that the coursework they take at UHD is approved for transfer at the home institution.

- 3.1.5.2 If a student's home institution is affiliated with a degree program that has a formal partnership with UHD, the applicant must submit an application for admission, the non-refundable application fee; and documentation that they are in compliance with any relevant State requirements. Transient students admitted through partnerships between UHD and external programs can attend UHD as long as they remain in good standing.

### 3.1.6 Admission Decision Appeals:

- 3.1.6.1 A freshman or freshman-transfer applicant who 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.

- 3.1.6.2 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; the transfer applicant must submit a Transfer Admissions [Appeal Form](#) and provide proof of the significant aspect(s). An appeal to reconsider the original admission decision may or may not change the decision.

3.1.6.3 The Individual Review Committee 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 for 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 The Non-Degree Seeking Student option is intended for those not working toward a degree from the University of Houston – Downtown. Students who have not earned a Bachelor's degree and wish to enroll in courses at the University of Houston – Downtown may be considered for admission as non-degree seeking students. Non-degree seekers are limited to a total of 24 semester hours and must reapply for admission each semester. Credit earned as a non-degree seeking student will not be considered for future admission to the University of Houston – Downtown but may be considered for degree purposes only after the student has reapplied and met general admission requirements. Those admitted under this option are not eligible for Financial Aid. For more information on admission requirements and application procedures, visit the Admissions Office.

## 4. PROCEDURES

Procedures for this policy are embedded in the Policy section.

## 5. REVIEW PROCESS

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

Review: As needed.

Signed original on file in Employment Services and Operations.

## 6. POLICY HISTORY

Issue #1:	01/15/85
Issue #2:	05/15/85
Issue #3:	04/02/86
Issue #4:	11/14/86
Issue #5:	11/05/93

Issue #6: 03/15/95  
Issue #7: 04/11/00  
Issue #8: 06/27/14  
Issue #9: 06/22/15

## 7. REFERENCES

Texas Education Code (TEC) 51.803-51.809

Texas Senate Bill 1543

Acceptance of Transfer Credit Policy PS 03.A.10