

Memo To: All UH-Downtown/PS Holders  
From: William Flores, President  
Subject: Admission of Students

UH-Downtown/PS 03.A.24  
Issue No. 9  
Effective date: 06/22/2015  
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## 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 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 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](#)