

Memo To: All UH-Downtown/PS Holders
From: Dr. Loren J. Blanchard, President
Subject: Graduate Policies and Program
Documentation

UH-Downtown/PS 03.B.01
Issue No. 2
Effective Date: 3/21/2025
Page 1 of 2

1. PURPOSE

- 1.1. This Policy Statement (PS) describes the organization of the graduate student policies and processes. In doing so, it explains the fundamental organizational structure of graduate studies.

2. DEFINITIONS

- 2.1. Graduate Council: An advisory body made up of graduate program directors and relevant administrative staff appointed by the provost.
- 2.2. Graduate Program Director: Manager and leader of a graduate degree or graduate certificate program
- 2.3. Graduate Program Handbook: A document that includes an individual program's process for handling admission, appeals, probation, suspension, and expulsion.

3. POLICY

- 3.1. Graduate Policies: Academic policies unique to graduate students begin with "03B" code.
- 3.2. Graduate Council is responsible for advising on programs and university processes as they relate to graduate students and graduate programs, including the review of graduate handbooks. The council reviews university academic policies and makes recommendations to the appropriate policy committee and administrators. The council also represents the interests of the graduate programs to the broader university community. The graduate council chair must be a tenured graduate director and is selected by the members of the council. Only faculty Graduate Program Directors may vote on academic policy matters, and each director receives one vote, regardless of the number of educational programs they oversee.

- 3.3. Graduate Program Handbook: Each program director is responsible for the compilation and dissemination of their respective program handbook. This document must include
- 3.3.1. contact information of directors, deans, and relevant advisors;
 - 3.3.2. a description of the admission process and standards, as governed by PS 03.B.24 Admission of Graduate Students;
 - 3.3.3. an overview of the probation and dismissal processes, as governed by PS 03.B.07 Graduate Academic Probation, Suspension, and Dismissal; and
 - 3.3.4. the process students will follow when making an appeal, as outlined in PS03.B.07 Graduate Academic Probation, Suspension, and Dismissal; PS03B.04 Grading System for Graduate-Level Courses; and PS03A19 Academic Honesty Policy.

4. PROCEDURES

There are no procedures associated with this PS.

5. REVIEW PROCESS

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

Period: Every five years by May 31.

Signed original on file with Human Resources.

6. POLICY HISTORY

Issue #1: 04/27/2018

Issue #2: 03/21/2025 (this issue)

7. REFERENCES

[PS 03.B.24 Admission of Graduate Students](#)

[PS 03.B.07 Graduate Academic Probation, Suspension, and Dismissal](#)

[PS 03.B.07 Graduate Academic Probation, Suspension, and Dismissal](#)

[PS 03.B.04 Grading System for Graduate-Level Courses](#)

[PS 03.A.19 Academic Honesty Policy](#)

8. EXHIBITS

There are no exhibits associated with this PS.