

Memo To: All UH-Downtown/PS Holders
From: Dr. Loren J. Blanchard, President
Subject: Graduation and Commencement of Graduate Students

UH-Downtown/PS 03.B.06
Issue No. 3
Effective Date: 3/21/2025
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1. PURPOSE

- 1.1. This policy describes requirements and procedures for graduation and commencement of graduate students.

2. DEFINITIONS

- 2.1. Cumulative UHD Grade Point Average (GPA): The grade point average of UHD coursework as defined in [PS 03.B.04 – Grading System for Graduate-Level Courses](#).
- 2.2. Enrollment: Registration for and completion of at least one course.

3. POLICY

- 3.1. Graduation and Commencement of Graduate Students:
 - 3.1.1. General Requirements for Graduation
 - 3.1.1.A. Students must meet all catalog graduation requirements of their degree programs, as certified by their academic dean.
 - 3.1.1.B. Grade Point Average: Each graduate student 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 the student's declared graduate program. Repeated courses for graduate students are handled under the provisions of the Grading System Policy ([PS 03.B.04](#)). 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.

- 3.1.1.C. Residency: All coursework needed to complete the degree program is expected to be completed at UHD. However, a maximum of six graduate semester credit hours may be transferred from another graduate program to fulfill UHD graduate program requirements, if approved by the graduate program director.
 - 3.1.1.D. Only the provost may waive any portion of these requirements.
- 3.2. Graduation under a Specific Catalog
 - 3.2.1. General Requirements: A student graduates under the degree provisions of the catalog in effect at the time of his or her first completed term of enrollment or some subsequent catalog.
 - 3.2.2. Exceptions:
 - 3.2.2.A. No catalog more than six years old may be used. Course credits more than 10 years old cannot be applied towards completion of the degree.
 - 3.2.2.B. Graduation requirements of a student whose enrollment in a graduate program is interrupted for more than two consecutive long semesters for reasons other than military service shall be governed by the catalog in effect at the time of the student's reenrollment in the university.
 - 3.2.2.C. 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.D. 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.
- 3.3. Application for Graduation: Any student planning to graduate must file an application for graduation with the Office of the Registrar. The process for filing the application including deadlines and paying necessary fees is published by the Office of the Registrar.

3.4. Commencement Exercises:

3.4.1. 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. Students receiving only graduate certificates do not participate in commencement exercises.

3.4.2. Academic Regalia: Academic regalia must be worn at the commencement exercises.

4. PROCEDURES

There are no procedures associated with this PS.

5. REVIEW PROCESS

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

Review Period: Every five years by May 31.

Signed original on file in Human Resources.

6. POLICY HISTORY

Issue #1: 04/11/2017

Issue #2: 05/15/2023

Issue #3: 03/21/2025 (this issue)

7. REFERENCES

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

8. EXHIBITS

There are no exhibits associated with this PS.