

Memo to: All UH-Downtown/PS Holders

UH-Downtown/PS 03.A.05

Issue No. 7

From: William Flores, President

Effective date: 10/28/10

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Subject: Dean's List

1. PURPOSE

This policy statement establishes the University of Houston-Downtown (UHD) policy and procedures related to compiling and publishing the Dean's List which recognizes undergraduate students who have achieved superior academic performance during a term.

2. DEFINITIONS

2.1 Term: For purposes of this policy, "term" will reference the total coursework take during fall, spring or summer. The summer term includes the total coursework taken during the Summer I, Summer II, and/or Summer III sessions.

3. POLICY

3.1 Criteria

To be included on the Dean's List for a specific term, an undergraduate student must, during that term: (1) complete at least 9 semester credit hours of college level work at UHD, (2) earn at least a 3.5 grade point average, and (3) receive no grade of I or F.

3.2 Publication Schedule

The Dean's List will be published on the respective college website prior to the beginning of the following term.

3.3 Permanent Record

The Dean's List is archived in the deans' offices and in the Office of the Registrar. The Office of the Registrar also ensures that the transcript of each student on the Dean's List contains the words "Dean's List" following the entry of term grades.

4. PROCEDURES

There are no additional procedures for this policy.

5. EXHIBITS

There are no exhibits associated with this policy.

6. REVIEW PROCESS

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

Review: Every three years on or before November 1st.

Signed original on file in the Office of Human Resources.

7. POLICY HISTORY

Issue #1: 06/04/82

Issue #2: 08/15/85

Issue #3: 05/26/87

Issue #4: 01/11/88

Issue #5: 03/26/92

Issue #6: 12/18/00

8. REFERENCES

There are no references for this policy.