

Memo To: All UH-Downtown/PS Holders
From: Dr. Loren J. Blanchard, President
Subject: Dean's List

UH-Downtown/PS 03.A.05
Issue No. 8
Effective Date: 11/15/2024
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1. PURPOSE

- 1.1. This PS 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: There are three terms defined by the University calendar: Spring, Summer, and Fall. The Dean's List is only awarded for the Spring and Fall terms. Performance within every session of a Spring or Fall term will count toward the calculation of term GPA. Term GPA will be used to determine the Dean's List

3. POLICY

- 3.1. Criteria
 - 3.1.1. To be included on the Dean's List for the Spring or Fall terms, an undergraduate student must, during that specific term:
 - 3.1.1.A. Complete at least 12 semester credit hours (9 semester credit hours if student is in their final semester and has applied to graduate) of college level courses at UHD
 - 3.1.1.B. Earn at least a 3.5 grade point average; and
 - 3.1.1.C. 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

4.1. There are no additional procedures associated with this PS.

5. REVIEW PROCESS

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

Review Period: Every three years, on or before November 1, and as necessary.

Signed original on file in the Office of Human Resources.

6. 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
Issue #7: 10/28/10
Issue #8: 11/15/24 (this issue)

7. REFERENCES

There are no references associated with this PS.

8. EXHIBITS

There are no exhibits associated with this PS.