

**Graduate Standard Operating Procedure (SOP)**Topic: Low Grade Policy Enforcement ProcessDocument #: GR-SOP-Admin-02

## I. INTRODUCTION

This SOP provides a guide for the enforcement of the Graduate catalog's policy on Low Grades. Per the catalog, "a graduate student who receives a grade of C+ or lower and/or a grade of U in 12 semester hours of credit attempted at this institution, whether or not in repeated courses, is ineligible for any graduate degree at this institution and will not be permitted to re-enroll for graduate study."

## II. POLICY

- A. The Low Grade Policy Enforcement Process began upon the approval by the Graduate and Professional Studies Committee (GPSC) on February 3, 2015.
- B. The Graduate School will implement the enforcement process contained herein, including auditing graduate students' grades to ensure that graduate students who received a grade of C+ and lower in twelve (12) or more semester hours have been identified and have an enrollment hold placed on their account to prevent future enrollment or attainment of a graduate degree from the University of Houston.
- C. The Low Grade Policy Enforcement Process impacts any graduate student who receives a grade of C+ or lower and/or U in twelve (12) or more credit hours after the approval of this procedure. Colleges may have a more stringent enforcement policy than the University policy, but must adequately inform their students and post their policies on the college's web site.

## III. GUIDELINES

- A. Communication of Low Grade Data – At the end of each semester, the Graduate School's Assistant Director for Graduate Programs and Student Records will send a spreadsheet to each college coordinator, listing all students in that college who have received grades of C+ or lower and/or U.
- B. Warning Process and Deficiency Plan – Any graduate student who reaches 6 or more credit hours of C+ or lower and/or U during the semester should receive a warning letter from the appropriate academic unit (typically the Associate/Assistant Dean for Graduate Studies), with a copy to the UH Graduate School via the IRIS system.

The contents of this warning letter should state Inform the student that a total of 12 hours or more of low grades will make him/her ineligible for further graduate enrollment or a graduate degree and mandate that the student meet with the Graduate Chair, or appropriate academic personnel overseeing the student's program, to discuss the circumstances surrounding the student's poor performance and to consider preparation of a deficiency plan to guide the student in his/her academic performance. A copy of any such deficiency plan should be filed with the UH Graduate School and the College.

- C. Enrollment Hold Process – Any graduate student who has received a grade of C+ or lower and/or U in twelve (12) or more credit hours will have an enrollment stop (hold) placed immediately on his/her account by the UH Graduate School. If the student has future enrollment at the time of the violation, such enrollments will be cancelled.

D. Dismissal Letter Process – Any graduate student receiving a grade of C+ or lower and/or U in twelve (12) or more credit hours will receive a dismissal letter from the appropriate college dean, or designee, stating the reasons for dismissal, including the following information:

1. The Low Grade Policy
2. A listing of the courses which violated the Low Grade Policy

The UH Graduate School must receive a copy of this dismissal letter attached to a Graduate and Professional Student Petition requesting the discontinuation of the student effective immediately.

E. Appeals – If a student wishes to appeal his/her dismissal, he/she must follow his/her college's grievance policy and timeline requirements.

The UH Graduate School must be notified of the outcome of any such appeal.

F. Each Low Grade Policy violation follows this timeline:

Time Period	Activity	Responsible Party
After student receives 6 or more credit hours of C+ or lower and/or U Note: If a student accumulated 12 or more credit hours of low grades in a single semester, proceed to the next step.	<ul style="list-style-type: none"> <li>• Warning Letter generated to the student by the Associate Dean of the college or equivalent</li> <li>• Copy of letter sent to the UH Graduate School via IRIS</li> <li>• Mandatory meeting of the student with the Program Graduate Chair, or designee, and consideration of a deficiency plan; copies sent to college and the UH Graduate School via IRIS</li> </ul>	<ul style="list-style-type: none"> <li>• Associate Dean of College or equivalent (Signature)</li> <li>• Program Graduate Chair (Signature)</li> </ul>
After student receives total of 12 or more credit hours of C+ or lower and/or U	<ul style="list-style-type: none"> <li>• Enrollment Stop (Hold) placed on student's account. Future enrollment cancelled.</li> <li>• Dismissal Letter generated to the student by the Associate Dean of the college or equivalent</li> <li>• Copy of letter is attached to a Graduate Student petition requesting student be discontinued, effective immediately, and submitted to UH Graduate School</li> </ul>	<ul style="list-style-type: none"> <li>• UH Graduate School</li> <li>• Associate Dean of College (Signature on letter)</li> </ul>
Before 30 Days Elapse After Dismissal Letter Receipt	Graduate student may file an appeal with the College	<ul style="list-style-type: none"> <li>• Student</li> <li>• College as outlined in College's Grievance Policy</li> </ul>

IV. DOCUMENTATION

- A. Spreadsheet from UH Graduate School of students impacted by the low grade rule
- B. Low Grade Warning Letter from Associate Dean or equivalent
- C. Low Grade Dismissal Letter from Associate Dean or equivalent
- D. [Graduate and Professional Student Petition](#)
- E. Deficiency Plan

V. APPROVAL

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Approval Date

**REVISION LOG**

<b>Revision Number</b>	<b>Approved Date</b>	<b>Description of Changes</b>
1	02/09/2015	Initial edition
2	06/01/2016	Clarification that any appeal must follow college's grievance timeline