

UNIVERSITY of **HOUSTON** | COLLEGE OF EDUCATION

Standard Operating Procedure – Reduced Course Load for GA’s in their Final Semester

Responsibility: Associate Dean or representative

Time Frame: Final Semester of Course work

Definition: Allow GA’s a one-time exception, of a Reduced Course Load (less than full-time enrollment) due to an expected graduation in the last semester of a program.

Procedures:

Step 1: Student completes a Graduate and Professional Student Petition requesting a Reduced Course Load.

Step 2: Student submits the signed Petition for review.

Step 2a: Requires departmental signatures

Step 2b: Department submits Petition to the Office of Graduate Studies for approval/disapproval and processing.

Step 3: Office of Graduate Studies uploads the request to IRIS for approve/deny by USGS

Step 4: Office of Graduate Studies notifies student when approve/deny received

Step 5: Evaluation for reappointment continues in the student’s major department.