Academic Regulations and Degree Requirements

Academic Regulations
All students have the responsibility to become acquainted with the content of this catalog in order that they may, at all times, be informed and be in compliance with academic requirements, rules, and regulations in force at the University of Houston.

The university reserves the right to change the provisions of this catalog, including, but not limited to, degree requirements, course offerings, fees, and listings in the calendar as necessitated by university or legislative action.

Academic Honesty
The university can best function and accomplish its objectives in an atmosphere of high ethical standards. All students are expected and encouraged to contribute to such an atmosphere in every way possible, especially by observing all accepted principles of academic honesty. However, cases of academic dishonesty will inevitably arise, and these must be handled with actions that will ensure the integrity of this institution.

The academic honesty policy of the University of Houston is designed to handle those cases in fairness to all concerned: the accused student, the faculty, and the university as a whole. The academic honesty policy contains full details concerning the definition of academic dishonesty, procedures for reporting and acting on cases involving breach of this policy, and the punishment to be assessed for infractions. Copies of this policy are available in the offices of the department chairs, the deans of colleges, the Dean of Students Office, and the senior vice president for academic affairs. A copy will be made available to any faculty member or student involved in a case of academic dishonesty.

In brief form, infractions of the policy include any conduct that a reasonable person in the same or similar circumstances would recognize as dishonest or improper in an academic setting such as obtaining test questions or answers to questions and responses to assigned work in any fashion other than that designated as proper by the instructor of the class involved, falsifying records and results of academic work, or falsely presenting someone else's work as one's own. This policy shall cover these items and others as detailed in the academic honesty policy.

The penalties for confirmed breaches of this policy shall be commensurate with the nature of the offense and with the record of the student regarding any previous infractions. They will range from a lowered grade or failure on an examination or assignment or failure in the course, to probation or temporary or permanent suspension from the university, or a combination of these.

The allegation of infraction shall normally start with the faculty member in whose class the alleged infraction occurred and proceed to a hearing with the department chair. Where disagreement with respect to guilt, nature of the transgression, or penalty proposed occurs, either party shall have the right to a hearing at the college level and the right of a procedural review at the level of the senior vice president for academic affairs. The accused student also has the basic rights of: (1) proper written notification of the accusation and the time and place of any hearings concerning the case; (2) fair hearings with opportunity to meet the accuser; and (3) the opportunity to present evidence and witnesses in his or her defense. The student may seek the advice of counsel.

The student may be judged and assigned penalty by the department chair, or a hearing committee of the college, depending on the level to which the case is appealed. Finally, the senior vice president for academic affairs may examine the case and order a review. The academic honesty policy sets forth the manner in which the various notifications, appointments of hearing, and timing of these events shall be carried out, and indicates by whom they shall be conducted.

The policy applies to all colleges within the university, with some procedural exceptions in the professional colleges. It is the responsibility of the administrative officers involved (department chair, dean, senior vice president for academic affairs) to ensure that the policy is implemented fairly and in a timely manner. It is the responsibility of the faculty
and students to discourage academic dishonesty by exercising appropriate precautions in situations where infractions may occur and by properly reporting instances of such infractions.

All members of, and participants in, the academic life of the university are to be governed by this policy and should familiarize themselves with its content.

**Notations on a Student’s Transcript**

Scholastic action resulting in a student’s suspension or probation for disciplinary or academic violations, performance, or academic honesty policy violations will be entered on the student’s transcript until the period of sanction has elapsed. For disciplinary or academic honesty policy violations only, a student may petition the office or college placing the notation for the removal of the notation from the transcript. The request for removal of the notation from the transcript is the student’s responsibility.

The general petition form for the removal of the notation is available in the Registrar’s Office, the college or department of the student’s major, or on-line at [www uh edu/enroll/rar/forms.html](http://www.uh.edu/enroll/rar/forms.html)

**Academic Advising**

Academic advising is designed to help students make decisions about their educational and career goals. Faculty and staff in various colleges and departments are available to assist students who have chosen a major. Students who have not yet made a commitment to a major field will be assisted by the University Studies Division staff. Advising is viewed as an ongoing activity and not just as a schedule planning function. Students should schedule an appointment with an academic advisor each semester to review their progress and to make plans for the future. Students are expected to become familiar with their program requirements so that they may exercise personal judgment and have a knowledge base for discussing concerns with an advisor.

Students who have been admitted to a particular college or department should seek advising from that college or department. University Studies Division students should go to the Academic Advising Center, 320 Student Service Center.

**Student Classifications**

**Undergraduate**

Undergraduate students’ classifications are based on the total number of semester hours earned at the University of Houston and accepted in transfer from other colleges and universities regardless of whether or not the courses involved are applicable to the major or degree plan. Credit awarded by examination and hours earned with a grade of S are counted in determining classification, but not in determining the grade point average.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Number of Semester Credit Hours</th>
<th>Minimum Cumulative Grade Point Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshman</td>
<td>0–29 semester hours</td>
<td>2.00</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30–59 semester hours</td>
<td>2.00</td>
</tr>
<tr>
<td>Junior</td>
<td>60–89 semester hours</td>
<td>2.00</td>
</tr>
<tr>
<td>Senior and postbaccalaureate</td>
<td>90 or more semester hours</td>
<td>2.00</td>
</tr>
</tbody>
</table>

**Law, Optometry, Pharmacy**

Special classifications are used for students majoring in the professional areas of law, optometry, and pharmacy.

**Postbaccalaureate**

The postbaccalaureate classification describes students who have degrees but are not enrolled in a formal graduate degree program. (See Graduate and Professional Studies catalog for details.) Credit for graduate level courses taken by postbaccalaureate students is awarded as undergraduate credit. The grade point average and minimum cumulative grade point average is calculated according to the above listing.

There are restrictions and limitations on the application of postbaccalaureate hours toward a graduate degree. All such hours must be approved by the degree-granting college and department.

**Graduate**

The university classifies a student as a graduate student when an admission application and the required credentials have been approved and the student has registered for classes as a graduate student at the University of Houston. All graduate students must go through the formal application process in order to obtain the graduate student classification.

**Course Load**

**Undergraduate Full-time Status**

All undergraduate students who are registered for at least 12 semester hours during a fall or spring semester, eight semester hours during Summer II or III, and four semester hours during Summer I or IV are classified as carrying a full-time course load. Some agencies outside the university may set different guidelines for full-time status and satisfactory academic progress. Students should comply with such guidelines to the extent that they do not contradict university purposes and regulations. Selected colleges and departments may have more restrictive or more permissive policies than the university policies listed below.

**Recommended Course Load**

An undergraduate student should recognize that course work in college will require a significant amount of work outside the classroom—traditionally recommended at 2–3 hours for every hour in class. That ratio will vary with subject, but the underlying principle will not: being in college is a time-consuming activity. Any other commitments while enrolled in college courses should be balanced against the time required to attend to one’s college classes and assign-
ments. Taking a recommended 3:1 ratio for the sake of illustration, a student carrying a 12 semester-hour course load should plan to devote an additional 36 hours per week to course-related work. That would represent a total recommended time commitment of 48 hours; 15 semester-hours would obligate one to perhaps 60 hours of work a week for satisfactory performance during the fall and spring semesters. These course demands need to be kept in mind when deciding whether to live on-campus or off-campus. Students living off-campus need to allow time in their schedule for commuting. Working students need to consider how many hours remain in the 168 hours of the week after deducting time for eating, sleeping, recreation, and other extracurricular activities. Students who work while going to school should balance their work-related activities against the hours needed to study. Starting with a 15 semester-hour load, it is recommended that the total enrollment load in a fall or spring semester be reduced by one course (3 semester-hours) for every 12 hours of work.

First-time-in-college freshmen are encouraged to enroll in no more than 15 semester hours.

**Maximum Course Load**

The course load for undergraduate students is dependent on the curriculum for which they enroll. For those students who expect to complete the requirements for a bachelor’s degree in four years, the maximum undergraduate course load each fall or spring semester is as follows:

<table>
<thead>
<tr>
<th>College</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>College of Architecture</td>
<td>21</td>
</tr>
<tr>
<td>Bauer College of Business</td>
<td>18</td>
</tr>
<tr>
<td>College of Education</td>
<td>18</td>
</tr>
<tr>
<td>Cullen College of Engineering</td>
<td>19</td>
</tr>
<tr>
<td>Conrad N. Hilton College of Hotel and</td>
<td>18</td>
</tr>
<tr>
<td>Restaurant Management</td>
<td></td>
</tr>
<tr>
<td>College of Liberal Arts and Social Sciences</td>
<td></td>
</tr>
<tr>
<td>Freshman</td>
<td>16</td>
</tr>
<tr>
<td>Sophomore, Junior, Senior, Postbaccalaureate</td>
<td>19</td>
</tr>
<tr>
<td>Student on Probation/Academic Notice</td>
<td>12</td>
</tr>
<tr>
<td>Law Center (see the Graduate and</td>
<td></td>
</tr>
<tr>
<td>Professional Studies catalog)</td>
<td>16</td>
</tr>
<tr>
<td>College of Natural Sciences and Mathematics</td>
<td>18</td>
</tr>
<tr>
<td>Student on Probation/Academic Notice</td>
<td>13</td>
</tr>
<tr>
<td>College of Optometry</td>
<td>23</td>
</tr>
<tr>
<td>College of Pharmacy</td>
<td>19</td>
</tr>
<tr>
<td>Graduate School of Social Work (see the</td>
<td></td>
</tr>
<tr>
<td>Graduate and Professional Studies catalog)</td>
<td>18</td>
</tr>
<tr>
<td>College of Technology</td>
<td>18</td>
</tr>
<tr>
<td>University Studies Division</td>
<td></td>
</tr>
<tr>
<td>Freshman</td>
<td>16</td>
</tr>
<tr>
<td>Sophomore, Junior, Senior, Postbaccalaureate</td>
<td>18</td>
</tr>
<tr>
<td>Student on Probation/Academic Notice</td>
<td>12</td>
</tr>
</tbody>
</table>

The maximum undergraduate course load for summer sessions, regardless of college or major, is as follows:

<table>
<thead>
<tr>
<th>Session</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer I</td>
<td>7</td>
</tr>
<tr>
<td>Summer IV</td>
<td>7</td>
</tr>
<tr>
<td>Summer I and IV</td>
<td>14</td>
</tr>
</tbody>
</table>

One-half of the hours in Summer II or III should be added to any Summer I or IV hours to determine total course load for Summer I or IV.

An undergraduate or postbaccalaureate student who is on Academic Probation or Academic Notice shall enroll in no more than 13 hours in a fall or spring semester for all majors except majors in the College of Liberal Arts and Social Sciences and the University Studies Division, both of which allow no more than 12 hours in a fall or spring semester. An undergraduate or postbaccalaureate student who is on Academic Probation or Academic Notice shall enroll in no more than 5 hours in Summer I or IV, or 10 hours in Summer II or III.

These totals include all courses for which students may enroll. Permission to take course loads above these maximums must be obtained in advance of registration from the dean of the college of the student’s major.

**Overload**

No student may enroll in a course load exceeding the college’s suggested course load for a specific semester as listed in the Maximum Course Load Table without prior written permission of the dean of the college of the student’s major. Students who enroll in an overload without this permission may be dropped from selected courses at the discretion of the dean and may not receive a tuition refund.

To be considered for a course overload, the student must submit a petition to the dean and should meet the following criteria:

1. Have a 3.00 minimum grade point average in the preceding two summer sessions (minimum: 12 semester hours) or in the preceding fall or spring semester (minimum: 12 semester hours) at the university, or
2. Be in good academic standing in the college if in the last semester before graduation.

Students should consult the appropriate college section of the catalog for any additional conditions that must be met to qualify for an approved petition for an overload. A student must file the petition for overload prior to registration or add/drop.

The maximum overload permitted in any college by an approved petition is a load totaling 22 hours for a fall or spring semester, nine hours in a summer session I or IV, and 15 hours for any combination of summer enrollments.

Refer to the *Graduate and Professional Studies* catalog for information on graduate course overloads.
Grading System

A  Excellent, superior achievement
A–  Good, exceeds all requirements
B+  Good, exceeding all requirements
B   Average, satisfactorily meeting all requirements
B–   Poor, passing
C+  Good, exceeding all requirements
C    Average, satisfactorily meeting all requirements
C–   Poor, passing
D+  Good, exceeding all requirements
D    Average, satisfactorily meeting all requirements
D–   Poor, passing
F   Failing or withdrawal while doing failing work
I   Incomplete
Q   (quit) Not passing at the time course dropped
S   Satisfactory
U   Unsatisfactory
W   Withdrawal while passing a course or while no evaluative data were available

In the case of Foundations courses (ENGL 1300, MATH 1300, READ 1300), and Senior Honors Theses, an “in progress” grade may be awarded. (See Grade Explanations below for information about “in progress” grades).

Grade Assignment

Grades are awarded in courses in which students are officially enrolled after the last day to drop or withdraw from a course without receiving a grade. This date is indicated in the academic calendar for each enrollment period. The academic calendar is available on the web at www.uh.edu/calendars.html.

Grade Explanations

1. Passing grades for which semester hours of credit are awarded are A, A–, B+, B, B–, C+, C, C–, D+, D, D–, and S. (Pharmacy students should refer to the College of Pharmacy section.)
2. The grades of S (satisfactory) and U (unsatisfactory) may be awarded in certain specified courses.
3. The temporary grade of I (incomplete) is a conditional and temporary grade given when students (a) are currently passing a course or (b) still have a reasonable chance of passing in the judgment of the instructor, but for non-academic reasons beyond their control have not completed a relatively small part of all requirements.

Students are responsible for informing the instructor immediately of the reasons for not submitting an assignment on time or not taking an examination. Students should understand that the only way to have an I changed to a passing grade is to fulfill course requirements in accordance with the conditions specified by the instructor. Students must contact the instructor of the course in which they receive an I grade to make arrangements to complete the course requirements. Students must not re-register for the courses in which their grade is currently recorded as an I. Even when the conditions for fulfilling the course requirements include participation in all or part of the same course in another semester, the student must not re-register for the course. After the course work is completed, the instructor will submit a change of grade form to change the I grade to the grade earned. Both grades, the original I and the earned grade, will appear on the transcript.

The grade of I may not be changed to a grade of W, but may be changed only to another letter grade.

As stated under Fulfillment of Grade Requirements for a Degree, all grades of I shall be computed as grades of F for purposes of calculating a student’s cumulative grade point average for graduation.

Should the student not complete the course in the time allotted (a maximum of one year), a grade of F will be assigned and used for purposes of calculating a student’s cumulative grade point average for graduation and also for determining eligibility for graduation with honors (i.e., an I grade that becomes an F, even if associated with a course taken during the freshman or sophomore year, will be counted as part of the student’s last sixty-six hours).

4. The grade of W (withdrawal) indicates that the student was passing or that no evaluative data were available at the time the student dropped the course. The grade of W is assigned to a course only after the last day to drop or withdraw without receiving a grade, and before the final day to drop or withdraw (four weeks prior to the last day of classes in a fall or spring semester). Students are responsible for initiating action to drop or withdraw from classes.

Students who fail to do so will be retained on the class rolls even though they may be absent for the remainder of the semester. In such instances a grade of F (or U in S/U graded courses) will be awarded unless the conditions for a grade of I have been met.

5. An “in progress” designation in place of a grade indicates that the student is proceeding satisfactorily but must re-enroll to obtain a final grade.

6. The Q grade option was initiated in Fall 2004. The grade of Q (quit) will be an available option for students enrolled in freshman or sophomore courses. The Q grade of F for purposes of calculating a student’s cumulative grade point average for graduation and also for determining eligibility for graduation with honors (i.e., an I grade that becomes an F, even if associated with a course taken during the freshman or sophomore year, will be counted as part of the student’s last sixty-six hours).

Undergraduate students will be permitted a maximum of three Q drops during their undergraduate studies. It is the responsibility of the student to monitor the number of Q drops received. Any requested Q drop in excess of three (3) will be posted as the grade of F on the grade report and the transcript. Q drops will be assigned in the order received by the Office of Academic Records. In the event that a student requests a Q drop for more than one course simultaneously, the student should list the courses in priority order on the Q drop request.

Once assigned, the grade of Q may not be changed to any other grade.

This policy does not apply to graduate, professional, or post-baccalaureate students.

Students should note that a course with a grade of Q will count as an attempted course for purposes of:
• the cap on undergraduate hours at the in-state tuition rate,
• the undergraduate tuition rebate,
• the course completion rate computed for financial aid purposes,
• the limit on state-funded repeated courses, and
• college or department limits on the number of times a course in the major may be repeated.

Courses taken prior to Fall 2004 are not eligible for the Q drop.

**Grade Point Average**

Grade points are awarded as follows for each semester hour in which students receive a grade.

<table>
<thead>
<tr>
<th>Grade</th>
<th>4.00</th>
<th>B−</th>
<th>2.67</th>
<th>D+</th>
<th>1.33</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td>B−</td>
<td>3.67</td>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>A−</td>
<td></td>
<td>C+</td>
<td>3.33</td>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>C−</td>
<td>3.00</td>
<td>F</td>
<td>2.00</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>C−</td>
<td>3.00</td>
<td>F</td>
<td>2.00</td>
</tr>
</tbody>
</table>

The grade point average is the quotient obtained by dividing the total number of grade points earned by the number of semester hours in which students receive a letter grade. Grades of S, U, I, W and Q are not assigned grade point values and are not used in the computation of the grade point average.

A change in grade (other than I, incomplete) will affect the academic status of the semester in which the grade was earned and all subsequent semesters. A change of grade from I will affect only the cumulative grade point average effective the semester the I is completed (or changed to F or U).

Decimals beyond two places are truncated, not rounded, in computing the grade point average.

**Cumulative Grade Point Average**

The cumulative grade point average is based upon all work taken at the University of Houston, including courses that are repeated, for which grade point values are assigned.

A repeated course, including courses repeated during a summer session, is equivalent to a new course both in the determination of classification and in computing the cumulative grade point average.

**Fulfillment of Grade Requirements for a Degree**

The cumulative grade point average shall be used to determine the fulfillment of grade requirements with the following differences:

1. The grade of I shall be computed as F.
2. Upon approval by the dean of the college of the student’s major, a maximum of six semester hours, eight in the case of laboratory courses, taken during the first 30 semester hours of undergraduate course work at the university may be eliminated from the computation. The College of Natural Sciences and Mathematics will not eliminate any semester hours of undergraduate course work from the computation of the graduation grade point average for a bachelor’s degree.

   a. Neither these grades nor the courses for which they were awarded are removed from the student’s official academic record.
   
   b. These eliminated courses shall not be used to fulfill any degree requirement.
   
   c. Grades may not be eliminated for courses subsequently repeated.
   
   d. These exceptions shall be used only to allow a student to achieve the minimum grade point average for graduation.

**Academic Fresh Start for Current and Former Undergraduate Students**

Former or current University of Houston undergraduate students may elect under the university’s Academic Fresh Start Program to have all academic course work completed at the University of Houston 10 or more years prior to the semester of election removed from consideration by the university and by the dean of the college of their major for any academic purpose.¹ These purposes include but are not limited to determining their classification, academic standing, course prerequisites, degree requirements, grade point average, eligibility for graduation, and eligibility for honors. Students who elect this option cannot use any of the course work that has been removed from consideration for any academic purpose.

Courses that are removed from consideration under provisions of the Academic Fresh Start Program will not be removed from the student’s academic record, but the student’s UH transcript shall be annotated to identify the courses that have been removed from consideration.

Any academic probations and suspensions that resulted from course work removed from consideration under this program will not be counted in any future determination as to whether the student is placed on academic notice, academic probation, or academic suspension.

There may be implications for financial aid and veterans benefits for students enrolled under Academic Fresh Start. Students should contact these offices for more information.

Students may elect to use the provisions of this Academic Fresh Start Program only once at the University of Houston. Certain benefits of the state law pertaining to Academic Fresh Start do not apply to UH students. See an advisor for details.

Former and current undergraduate students may obtain more information on this Academic Fresh Start Program by contacting the dean of the college of their major or the University Studies Division.

For more information on the Academic Fresh Start Program for undergraduate transfer students, refer to Academic Fresh Start For Undergraduate Transfer Students in the Admissions, Advising, Orientation, and Registration section of this catalog.

**Examinations**

**Within Semester Examinations**

Examinations in undergraduate courses within the semester shall be given during the scheduled time and day of the class as designated in the class listings. Any exception to this policy must be approved by the dean of the college and the Provost. All classroom and laboratory examinations are subject to this cam-

¹Certain provisions of the Right to an Academic Fresh Start enacted by the Texas legislature in 1993 (provision (d), relating to admission to a postgraduate or professional program) do not apply.
pus policy.

When it is known prior to the beginning of the semester that there will be examinations scheduled at times other than the regularly scheduled time period for the class and for which written approval has been obtained, such examinations shall be footnoted in the class listings.

When examinations are to be scheduled at times other than the regularly scheduled time period for the class and where written approval has been obtained, and in recognition of students’ needs and responsibilities within and outside the university, written notification (e.g., course syllabus) shall be provided to the students during the drop/add period for the semester.

Final Examinations

Final examinations shall be given during the time and date designated in the class listings. Any exceptions to this policy must be approved in writing by the dean of the college and announced no later than the last day to drop a course.

In recognition of students’ needs to prepare for final examinations, it is contrary to campus policy to assign previously unscheduled work in the form of tests, papers, or reports during the 14 calendar days prior to the examination period of each semester or five calendar days prior to the examination period of each summer session.

There shall be no required undergraduate class meetings, other than for final examination purposes, after the last day of classes. There shall be no final examinations during the reading period (see the Academic Calendar section of this catalog or the exam information at www.uh.edu/enroll/rar/final_exam_schedule.html).

Final Grade Reports

Grades are now available at the website at www.uh.edu under Enrollment Services Online or through the Voice Information Processing (VIP) system at 713-743-8484. Service is available through VIP for students to request a paper copy which will be sent to the student’s mailing address as reflected in university records or students can print out a copy at the website.

Following final exams, students can use the website or Voice Information Processing (VIP) system to check if their grades have been posted for the semester. Upon submission by instructor, grades are posted on a nightly basis.

Students are encouraged to contact the instructor of record or submit written requests to the department chair whenever questions arise concerning a grade received in a course. Students have 90 days after the posting of a grade to appeal. To appeal a grade, students must submit a completed General Petition Form or written request to the department where the course is offered no later than the close of the semester/summer session following the posting of the grade. Faculty are required to retain all evaluated student material for a six month period after the end of the last class of the semester evaluated.

Scholastic Requirements

Law, optometry, and pharmacy students should refer to the scholastic requirements specified in the appropriate college section of this catalog.

Undergraduate and postbaccalaureate students are expected to maintain a 2.00 (C) minimum cumulative grade point average, which is the minimum permitted for graduation. They are subject to scholastic action any semester or summer session in which one or more semester hours are attempted. The summer sessions are considered a unit equivalent to a semester.

Academic Notice, Academic Probation, and Suspension

The standards below apply to all undergraduate and postbaccalaureate students enrolled. Students who entered under a previous catalog will be held to these standards.

1. Freshman students who earn less than a 2.00 grade point average in the first semester of enrollment at the University of Houston shall be placed on academic notice. All new students are encouraged to take 15 hours or less in their first semester at this university. Students on academic notice are not on academic probation and cannot be suspended. Students on academic notice must be advised by the University Studies Division and their major departments.

2. Students are placed on academic probation if their cumulative grade point average falls below 2.00. Freshman and sophomore students on academic probation are urged to seek advising in their major departments. They may also consult the advisors in the University Studies Division.

3. Students on academic probation whose semester or summer session grade point average is below 2.00 are placed on academic suspension at the close of that semester or summer session.

   a. The first academic suspension is for a period of at least one semester (fall or spring semester).
      1) Students placed on academic suspension at the end of a fall semester are not eligible to re-enroll until the following summer.
      2) Students placed on academic suspension at the end of a spring semester are not eligible to re-enroll until the following fall.
      3) Students placed on academic suspension at the end of a summer session are not eligible to re-enroll until the following spring.

   b. The second academic suspension is for a period of at least 12 months.

   c. After their third academic suspension, students are ineligible to enroll at the University of Houston.

4. Students on academic probation whose cumulative grade point average is below 2.00 but whose semester or summer session grade point average is 2.00 or higher will remain on academic probation.

5. Students on academic probation will be removed from that status when their semester or summer session grade point average is 2.00 or higher and their cumulative grade point average is at or above 2.00.

   Summer visiting students are not subject to academic
probation or suspension while in that status. If, however, they are later admitted as regular students, the grades that they earned in their summer visiting status will be included in all subsequent calculations of their cumulative grade point average at the university.

Without regard to these regulations, the dean of a college may place on academic probation, retain on probation, or suspend any majors in that college whose academic records are deficient. The dean also may remove from academic probation or academic suspension any majors in the college whose academic progress warrants such action.

Readmission from Academic Suspension

1. Only the dean of the college may readmit students on academic suspension from the University of Houston. Only the Director of the Office of Undergraduate Development and Retention may readmit University Studies Division students.

2. Readmission from academic suspension is neither automatic nor guaranteed. Students seeking readmission must submit to the dean of the college in which they wish to earn their degrees:
   a. A written petition justifying their readiness to resume their studies at the university.
   b. Transcripts showing at least a 2.00 grade point average on all college work completed elsewhere while on academic suspension from the University of Houston.
   c. Transcripts of all other completed college work.
   d. University Studies Division students must submit their petition and transcripts to the Director of the Office of Undergraduate Development and Retention.

3. Students seeking to change their majors from the college from which they were suspended to another college must submit a "change of major" request along with a petition for readmission from academic suspension to the college of the intended major.

4. Colleges may have additional policies and procedures pertaining to readmission from academic suspension; therefore, students seeking readmission should consult the appropriate college section in this catalog or request information from the office of the academic dean for specific college requirements.

Dean's List

The Dean’s List is compiled each semester by the colleges. To qualify for this recognition, undergraduate students must earn a 3.50 minimum grade point average (the grade of S is not counted) on nine or more semester hours completed during the semester (The Colleges of Architecture, Engineering, Liberal Arts and Social Sciences, and Natural Sciences and Mathematics require a 3.50 or better on a minimum of 12 semester hours). Students who earn a grade of I (except in a senior honors thesis course), D, F, or U during the semester are excluded from consideration for the Dean’s List. Some colleges have additional requirements for the Dean’s List. For information, consult the catalog for the college of major or contact the office of the dean.

Class Attendance

Properly enrolled students are required to attend the first day of class. Failure to attend may result in the student being dropped from the class.

The university has no specific policy regarding the number of excused absences, but expects students to attend class regularly. Students whose absences are determined by their instructors to be excessive may be dropped from the course. Unavoidable absences should be reported to the instructor as soon as possible.

Absences caused by participation in a campus-sponsored activity are considered official if the sponsor of the activity has received approval from the appropriate university administrator. Students must make up the work missed even though the absences are official.

Maintaining a Learning Environment

In order to respect the learning process and the dignity and rights of all persons, students and instructors are expected to maintain a classroom environment conducive to academic excellence. Students should deactivate cell phones, pagers, and other electronic devices likely to interrupt a class. Students anticipating possible emergencies should make the instructor aware of the situation beforehand. Disruptive behavior of any kind compromises the academic process and will not be tolerated.

Religious Holy Days

The University of Houston respects the religious observances of students even though they may conflict with university class meetings, assignments, or examinations.

The University of Houston excuses a student from classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this policy shall be treated consistently with the instructor’s policies and procedures relating to other excused absences, except that no instructor’s policy may deny the opportunity for make-up work, as described below.

Students are encouraged to inform instructors about upcoming religious holy days early in the semester to enable better planning and coordination of work assignments (and examinations). Instructors are encouraged to announce reasonable time periods for make-up work (and exams) in the course syllabus and to make clear the consequences of a student’s failure to meet such time requirements.

If a student and an instructor disagree about whether the absence is for the observance of a religious holy day, or if they disagree about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may appeal to the Office of Academic Program Management. All parties must abide by the decision of that office.

Eligible religions are those whose places of worship are exempt from property taxation. Copies of the state law are available in the offices of the Senior Vice President for Academic Affairs, the Dean of Students, and the A.D. Bruce Religion Center.
Course Enrollment Restrictions

1. Freshmen who have fewer than 24 semester hours may not take a course on the 2000-level except when the actual prerequisites for the courses have been fulfilled. Sophomores may take 3000-level courses and juniors may take 4000-level courses when the prerequisites for the courses have been fulfilled.

2. Students are limited to a maximum of three enrollments in a specific 3000- or 4000-level course. An enrollment shall be defined as having occurred in any case in which a grade is awarded (including U, S, W, I, F, or any passing grade). This rule will not apply to courses that may be repeated for credit when topics vary.

3. Courses numbered 6000 or higher are normally limited to graduate students and postbaccalaureate students. Seniors may request permission from their department or college to enroll in these classes.

Dropping Courses

The last day to drop or withdraw from a course without receiving a grade is generally four weeks after the first class day of a fall or spring semester, three weeks after the first class day of a summer session II or III, and two weeks after the first class day of a summer session I or IV. This policy is currently under review and likely to change soon. Please see the online calendar for the exact date.

The last day to drop or withdraw from a course with a grade of W, Q, or F (or U) is generally four weeks prior to the last class day of a fall or spring semester, six class days prior to the last class day of a summer I, II, or IV, and three weeks prior to the last class day of a summer III.

Consult the academic calendar for specific dates, www.uh.edu/academics/catalog/general/academic_calendar.html.

Enrollment in a course may be terminated in any one of the following ways:

1. After late registration through the last day to drop or withdraw from a course without receiving a grade, most students may drop courses without any signature.

2. After the last day to drop or withdraw from a course without receiving a grade, and until the last day to drop or withdraw from courses, undergraduate students who wish to drop a course must obtain the signature of the instructor, who will assign the letter grade W, F, or U. Business majors must also secure permission from the Office of Undergraduate Business Programs in the Bauer College of Business. Athletes must also secure permission of the Assistant Director of Athletics. International F-1 students must also have permission of an international student counselor.

3. An instructor may drop students for any one of the following reasons:

a. Lack of prerequisites or corequisites for the course listed in the latest catalog, but only through the last day for dropping courses. Students who have not met the prerequisites will be dropped without a tuition refund if the drop date is after the refund date. (Students who enroll in a course for which they are not eligible and then remain in the course knowingly misrepresent their academic records or achievements as they pertain to course prerequisites or corequisites and are in violation of the university’s academic honesty policy.)

b. Excessive absences, but after the last day for dropping courses only with the approval of the dean of the college in which the course is being offered.

c. Causes that tend to disrupt the academic process (except those actions involving academic honesty, which come under the jurisdiction of the academic honesty policy), but after the last day for dropping courses only with the approval of the dean of the college in which the course is being offered. Disruptive behavior includes the use of or the failure to deactivate cell phones, pagers, and other electronic devices likely to disrupt the classroom. Students may make timely appeal of charges through the office of the dean of the college in which the course is taught.

4. After the last day for dropping courses, undergraduate students may drop or be dropped by their instructor from a course with a W, Q, or F (or U), as determined by the instructor, only with the approval of the dean of the college in which the course is offered and only for rare, urgent, substantiated, nonacademic reasons.

Students are expected to commit themselves as early as possible, but at least by mid-semester, to courses for the remainder of the semester.

The effective date recorded for termination of enrollment for all matters relating to UH records will be the date the student drops the course through the website at www.uh.edu/enroll.rar or the Voice Information Processing (VIP) system at 713-743-8484, or the date the current enrollment change request form, written request, or drop report is received by the Registrar’s Office, 108 Ezekiel W. Cullen Building, regardless of the date of last attendance.

Students are responsible for verifying whether they have been dropped from a course with the Registrar’s Office, 108 Ezekiel W. Cullen Building. (Students may also use the VIP system or the website to check their enrollment status.) All F-1 and J-1 international students must see the International Student and Scholar Services Office before dropping courses. Athletes must see the Assistant Director of Athletics before dropping courses.

Reinstatement

Students who are dropped by the instructor or who drop a course may, if extraordinary circumstances prevail, be reinstated by securing written permission from the instructor. The prescribed forms may be obtained in the Registrar’s Office, 108 Ezekiel W. Cullen Building.

Withdrawal

The term withdrawal applies to the dropping of all courses for which students are registered at the UH,
and it may be initiated by students.

**General Withdrawal**

In addition to following the procedure for dropping a course, students must return all library books and laboratory equipment and have their UH record clear in every respect. Students who wish to withdraw may do so through the website at [www.uh.edu/enroll/rar](http://www.uh.edu/enroll/rar) or the VIP system at 713-743-8484 up to the last day to drop or withdraw without a grade or they may come to the Registrar’s Office, 108 Ezekiel W. Cullen Building, or mail to:

University of Houston  
Registrar’s Office  
102 E Cullen Building  
Houston, TX 77204-2027

The recorded date for withdrawal will be the date 1) the withdrawal is completed through the website or VIP, or 2) the completed form is submitted to the Registrar’s Office, or 3) the letter requesting withdrawal is received.

Students whose enrollment in a course is terminated on or before the last day to drop or withdraw without receiving a grade (a date listed in the academic calendar and in the class listings) will not have courses appear on permanent records, and grades will not be assigned. When terminations are made after this date, the message and date of withdrawal will appear, grades of W (withdrawal, either passing or with no evaluative data available at the time of drop) or F (withdrawal, failing) will be assigned by the instructor at the close of the semester, and the courses and grades will appear on the permanent records.

Students are responsible for initiating action to drop or withdraw from classes on or before the last day to drop a course. Students who fail to do so will be retained on the class rolls even though they may be absent for the remainder of the semester. In such instances grades of F (or U in S/U graded courses) will be given unless mitigating circumstances warrant grades of I (incomplete).

**University Withdrawal**

In addition to suspension for academic or disciplinary causes, students may be withdrawn by the university for medical or financial reasons.

1. Financial Withdrawal

   Students who make payment on their account with checks which are returned to the university for insufficient funds or who fail to pay by designated deadlines will be withdrawn from the university without refund. Students who are financially withdrawn after the last day to drop or withdraw without a grade will receive W or F grades only for the semester.

   **Note:** Students with two or more returned checks must make payment on their account by cash, cashier’s check, money order, or credit card. No checks—personal or otherwise—will be accepted.

2. Financial Responsibility

   Students incur charges for a variety of services provided by the university. It is the expectation, as well as a condition of enrollment at the University of Houston, that students satisfy their financial responsibilities in a timely fashion. Individuals who fail to do so will incur the sanctions outlined in this section.

   Students who illegally enroll at the University of Houston by (a) failing to pay past due balances at any other University of Houston campus, (b) providing the Office of Scholarships and Financial Aid with false information for purposes of obtaining financial assistance, or (c) presenting a check for enrollment expenses that is returned by the university’s bank, will have 10 calendar days to legitimize their enrollment. The 10 days will begin on the date the university mails notification to the student specifying what action the student must take to correct existing deficiencies. Failure of a student to respond within the 10-day period to a notice of a returned check for the initial fee payment will result in the student being financially disenrolled from the university.

   Students who write or produce two bad checks (unless due to bank error) to the university for tuition and fees, or for any other university obligation, forfeit check-writing privileges for one year and must petition for future eligibility. This means that students must meet financial obligations by cash, cashier’s check, money order, or credit card only. No personal checks from the student or anyone representing the student will be accepted.

   In addition, a student who has tendered to the university a check returned unpaid by the bank will be assessed a $20 service charge. Any time payment is not made by the due date indicated, a late fee will be assessed, and a financial stop placed on any balance of $10 or greater.

   Students who fail to make their first payment indicated on their initial fee bill will be canceled from their courses for non-payment and their records will reflect no enrollment. Students who make their initial payment then fail to make subsequent payment by the final payment deadline provided will be subject to the following sanctions:

   - A $50 severance of service fee will be assessed on balances greater than $300.
   - Financial stops will be placed on balances of $10 or greater, preventing further enrollment until cleared by the Student Financial Services Office.
   - Credit and grades for the work done that semester may be withheld. Grades of A, B, C, D, I or Q will be changed to W for the students who fail to pay by the end of the semester; grades of F or U will be unchanged. The Registrar’s Office will hold the original grades on file for six months after the end of the semester. If payment is received within that period, the passing grades may be reinstated.
   - No degree will be conferred to a student or former student until financial obligations have been satisfied.
   - University housing may be denied.
   - Transcripts or statements regarding courses or prior credits will not be provided to or on behalf of a student who is in default on any payment to the university.
   - Non-payment by the end of the semester will result in transfer of the student’s account to the Collections Department.
Office and assessment of a collection fee of at least 25 percent of the outstanding balance.

- Continued delinquency will result in the placement of the account with an external collection agency.

Grade changes as a result of non-payment, dropping courses, or withdrawing from the university will not relieve the student of unmet financial obligations to the university.

**Stopping payment on a check used to pay tuition and fees is not sufficient notice of withdrawal from the courses and will not release students from their financial obligation for those courses.**

The University of Houston is a state of Texas institution of higher education, which means that payment of a specified portion of the student’s account balance (determined by the payment plan a student chooses) is a condition of enrollment. Courses will be canceled for students who do not pay their minimum registration and tuition fees by the assigned time. Should courses be canceled, students may register or re-enroll during the next registration cycle if one exists.

3. Medical Withdrawal

A. Policy: Undergraduate and Postbaccalaureate Students

i) The senior vice president for academic affairs (or designated representative) may grant medical withdrawals at any time to students who must withdraw for medical reasons from all courses for which they are registered at the University of Houston. It is expected that the appeal will be filed as soon as possible, no later than the end of the semester following the semester in which the coursework was taken.

ii) Students who receive medical withdrawals after the last day to withdraw without receiving a grade shall receive an I, a W, or an F in each course for which they were registered.

iii) Students who receive medical withdrawals must obtain permission from the senior vice president for academic affairs (or designated representative) to enroll again at the University of Houston.

B. Procedures

i) Students (or their appointed representatives if they are unable to act for themselves) who seek to withdraw for medical reasons from all courses for which they are registered at the university shall, as soon as possible, request medical withdrawals in writing from the senior vice president for academic affairs, submitting all appropriate documentation, including a statement from a physician or psychologist, with their written requests.

ii) The senior vice president for academic affairs (or designated representative) shall

   a. review each request and its accompanying documentation,
   b. make inquiries and seek recommendations from instructors of record and others as appropriate,
   c. decide whether to approve or deny the request,
   d. inform both the student and the dean of the college of the student’s major of the decision in writing, and
   e. if the request is approved, remove the medical withdrawal enrollment “stop” from the student’s record unless otherwise noted by physician, clinical psychologist or licensed clinical practitioner.

iii) If the medical withdrawal is requested with an effective date after the last day for a student to withdraw from classes without receiving a grade, the senior vice president for academic affairs shall, in making inquiries and seeking recommendations from each instructor of record, notify each that if approved, the withdrawal will normally result in a grade of W.

iv) The senior vice president for academic affairs (or designated representative) shall determine the student’s final grade when approving the request, and shall inform the student and each instructor’s dean, Registration and Academic Records (which will enter the assigned grades into the student’s record), the Office of Scholarships and Financial Aid, and the Student Financial Services Department.

v) Students who receive medical withdrawals and later seek to return to the university shall submit a written request, including a statement from a physician or psychologist, to the senior vice president for academic affairs justifying their readiness to resume their studies.

vi) The senior vice president for academic affairs (or designated representative) shall

   a. review each request to resume study at the university,
   b. make inquiries and seek recommendations as appropriate,
   c. decide whether to approve or deny the request,
   d. inform both the student and the dean of the college of the student’s major of the decision in writing, and
   e. if the request is approved, remove the medical withdrawal enrollment “stop” from the student’s record. (This action does not remove any other “stops” that may have been placed on the student’s record by other university officials.)

**Student Records**

**Note:** Most requests or change of information forms are available at department websites (e.g., Registration and Academic Records). Go to www.uh.edu/enroll/var for further information.
Change of Address
Students can update and review their address on-line through the Enrollment Services. The website is www.uh.edu/enroll/rar.

Students will not be excused from penalties on the grounds that communications mailed from the University of Houston were not received if they have failed to report a new address. Students may update and review their address online at www.uh.edu/enroll/rar.

The University of Houston intends to use e-mail as the official medium for communication to its students. Each student is assigned an e-mail alias at the time of admission. It is the responsibility of the student to ensure the UH e-mail alias points to a working e-mail address at all times. Students may update their e-mail address information by logging on to Enrollment Services at www.stu.uh.edu/uoh/newmenusy/intro.jsp

Change of Major
A change of major is a formal procedure requiring official approval and documentation. Students must submit an Undergraduate General Petition form requesting a change of major. This form is filed by the student in the department in which she or he wishes to major. Approval from both the department chair and the college dean is required. Students should consult an advisor in the department of their intended major for help with the change of major process. For students who wish to major in Business, this process has been automated and is available online on the Bauer College of Business website under ‘Student Services’, www.bauer.uh.edu.

The senior vice president for academic affairs has approved the following guidelines for a change of major. (Note: This policy does not apply to the Colleges of Architecture, Law, Optometry, or Pharmacy, or to the Graduate School of Social Work.)

1. Students changing majors within the university shall meet the same requirements as students seeking admission to an academic unit (department, school, or college) from outside the university who have completed the same number of semester credit hours.

2. Students applying to transfer from one unit to another within the university shall not be required to supply copies of any records which are already on file within the university (such as transcripts). Performing and Fine Arts departments may require additional documentation for transfer. For more specific information, students should contact the unit to which they wish to transfer.

The university offers vocational and career planning services through University Career Services and through Counseling and Psychological Services. For academic information, as well as for help in coordinating career goals with academic plans, students may meet with academic advisors in the various departments and colleges, and the University Studies Division.

Change of Name
University records of a name are based upon applications for admission. Subsequent name changes, along with copies of documentation, should be promptly reported to the Registrar’s Office, 108 Ezekiel W. Cullen Building.

Confidentiality
Student Records: Family Educational Rights and Privacy Act Notice of Student’s Rights
The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are as follows:
1. Students have the right to inspect and review their education records within 45 days of the day the University receives the request.
2. Students have the right to request amendment of their education records that they believe are inaccurate or misleading. If the University denies a student requested amendment, the student has the right to a hearing regarding the requested amendment to his/her education record.
3. Students have the right to consent to disclosures of personally identifiable information in their education records, except to the extent that FERPA authorizes disclosure without consent.
4. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. Such complaints may be sent to the Family Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

Directory Information
At its discretion the University of Houston may provide "directory information" to the general public without student consent. "Directory information" is defined by FERPA as follows:

• Name
• Address
• Telephone number
• Major and minor fields of study
• Date and place of birth
• Dates of attendance
• Degrees/awards received
• Most recent previous education institution attended
• Participation in officially recognized sports and activities
• Height/weight (athletes only)
• Most recent previous educational agency or institution attended
• E-mail address

If a student does not want “directory information” regarding him or her to be released, the student must notify the Registrar’s Office, 102 E Cullen Building, Houston, TX 77204-2027 in writing or by completing the Request to Withhold Public Information form, during the first week of class to ensure that information is not released by the university or published in the Student Directory. Students are responsible for requesting the release of their information once a request for withholding “directory information” has been placed on record.
Disclosure of Education Records

The University of Houston will not disclose information from a student’s education records without the written consent of the student, except in the following instances in which FERPA authorizes disclosure without prior student consent:

1. To school officials who have a legitimate educational or administrative interest in the records. A school official is defined as a person employed by the University in an administrative, supervisory, academic, or support staff position (including the University’s police department and health care staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a person assisting another school official in performing his or her official duties. A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

2. To other schools in which the student seeks to enroll.

3. To authorized representatives of the U. S. Secretary of Education, the U. S. Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs; and the U. S. Attorney General for law enforcement purposes.

4. In connection with a student’s request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid.

5. To state and local officials or authorities in accordance with state law.

6. To organizations conducting studies for or on behalf of the University to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.

7. To accrediting organizations to carry out their functions.

8. To parents of “dependent” student as defined under the federal tax laws.

9. To comply with a judicial order or a lawfully issued subpoena.

10. To appropriate parties in connection with a health or safety emergency.

11. As it relates to “directory information” unless the student restricts “directory information”.

12. To alleged victim of any crime of violence or non-forcible sex offense regarding the final results of any disciplinary proceeding conducted against the alleged perpetrator of that crime or offense with respect to that crime or offense, regardless of whether the student was found to have committed the violation.

13. To the public regarding the final results of any disciplinary proceeding in which the student was alleged to have committed a crime of violence or non-forcible sex offense and pursuant to the disciplinary proceed-

14. To parents of a student who is under the age of 21 regarding the student’s violation of federal, state, or local law, or any University rule or policy, governing the use or possession of alcohol or a controlled substance.

15. To the court where the student has initiated legal action against the University or the University has initiated legal action against the student.

Procedure to Inspect Education Records

A student has the right to inspect his or her educational records and to challenge the contents. To review records, a student must make a request in writing to the Custodian of those records. (See Custodians of Records below.) The written request must identify as precisely as possible the record or records he or she wishes to inspect.

Procedure to Amend Education Records

If a student believes the information in his or her education record contains information that is inaccurate, misleading, or in violation of the student’s rights of privacy, the student should submit a written request for amendment to the appropriate custodian of the record (See the list of Custodians of Records below). The written request should clearly identify the part of the record the student wants changed and specify why it is inaccurate, misleading, or in violation of the student’s rights of privacy. The University will notify the student within a reasonable time regarding whether or not the record will be amended. If the University denies the student’s request for amendment of his or her record, the student has the right to a hearing regarding the requested amendment.

**Note: This procedure does not govern grade appeals.

Procedures for a Hearing Under FERPA

1. To request a hearing pursuant to the University’s denial of a student’s request to amend information in his or her education record that the student believes is inaccurate, misleading, or in violation of the student’s rights of privacy the student should submit a written request for a hearing that clearly identifies the part of the record the student wants changed and specifying why it is inaccurate, misleading, or in violation of the student’s rights of privacy to the custodian of the record that the student seeks to challenge.

2. The University will hold a hearing within a reasonable time after receiving the student’s written request for a hearing.

3. The University will give the student notice of the date, time, and place of the hearing reasonably in advance of the hearing.

4. The hearing will be conducted by an individual who does not have a direct interest in the outcome of the hearing. The hearing officer will be appointed by the vice president to whom the custodian of the records in question reports.

5. The student will be provided the opportunity to
present evidence supporting his or her allegation that
his or her education record contains information that
is inaccurate, misleading, or in violation of the stu-
dent’s rights of privacy. The student may, at his or her
own expense, be assisted during the hearing by one
individual, including legal counsel. The student must
notify the hearing official no later than three (3) busi-
ness days before the hearing that he or she will have
legal counsel present at the hearing.

6. The custodian of the record in question and the
author of that record (if appropriate) will also be
provided an opportunity to respond to the student’s
allegations.

7. Upon hearing all of the evidence, the hearing
official will render a written determination within a
reasonable time after the hearing. The written deter-
mination will include a summary of the evidence and
the reasons for the hearing official’s determination.

8. Any information in the student’s education rec-
der that is determined to be inaccurate, misleading,
or a violation of the student’s rights of privacy will be
amended with the correct information and the student
will be notified in writing of the change.

9. If it is determined that the student record is correct
and does not merit amendment, the University will
notify the student of his or her right to place a state-
ment in the education record commenting on the
information in the record, and/or presenting any rea-
sons for disagreeing with the University’s decision.

10. Any statement placed by the student in his or her
education record shall remain a part of the record for
as long as the record is maintained by the University.

Custodians of Records
Registrar’s Office
108 Ezekiel W. Cullen
Director of Scholarships and Financial Aid
26 Ezekiel W. Cullen
Director of Student Financial Services
6 Ezekiel W. Cullen
Director of the Student Health Center
100 Health Center
Director of Learning and Assessment
210 Student Service Center
Director of University Career Services
106 Student Service Center
Dean of Students
252 University Center
Dean of the appropriate college

Undergraduate Inter-Institutional Agreement
The University of Houston has reciprocal arrange-
ments with Rice University, Baylor College of Medi-
cine, and Houston Baptist University. In addition, the
Inter-University Consortium for International Studies
provides arrangements with the University of St.
Thomas and Texas Southern University. These pro-
grams enable undergraduate students to take, for resi-
dence credit, a limited number of courses not
available at the University of Houston. Details about
the program may be obtained from:

University of Houston
Office of Admissions
122 E. Cullen Building
Houston, Texas 77204-2023

For information about graduate level inter-
institutional programs, refer to the Graduate and
Professional Studies catalog.

Veterans and Dependents GI Bill
Veterans and dependents who wish to claim education
benefits should go to Veterans’ Services, room 268
University Center for information and assistance.
Recertification is necessary each semester for veterans
who wish to continue drawing benefits. Enrollment
certification cannot be processed until a degree
plan/requirement checklist and Advisor Verification of
Veteran Enrollment form for the semester certified is
in the veteran’s file and initial payment for courses is
made.

The Registrar’s Office is responsible for submit-
ting certifications for educational benefits to the Vet-
ers Administration under federal guidelines.
Requests for enrollment certification including all doc-
umentation should be made in room 104 Ezekiel W.
Cullen. Requests for certification may be made in
104 Ezekiel W. Cullen during regular office hours,
8:00 a.m.–5:00 p.m., Monday through Friday.

Degree Requirements

Degrees Granted
Bachelor of Architecture (B.Arch.)
Bachelor of Arts (B.A.)
Bachelor of Business Administration (B.B.A.)
Bachelor of Fine Arts (B.F.A.)
Bachelor of Interdisciplinary Sciences (B.I.Sci.)
Bachelor of Music (B.M.)
Bachelor of Science (B.S.)
Bachelor of Science in Chemical Engineering (B.S.Ch.E.)
Bachelor of Science in Civil Engineering (B.S.C.E.)
Bachelor of Science in Computer Engineering (B.S.Cp.E.)
Bachelor of Science in Electrical Engineering (B.S.E.E.)
Bachelor of Science in Industrial Engineering (B.S.I.E.)
Bachelor of Science in Mechanical Engineering (B.S.M.E.)
Bachelor of Science in Technology (B.S.Tech.)
Master of Architecture (M.Arch.)
Master of Arts (M.A.)
Master of Business Administration (M.B.A.)
Master of Education (M.Ed.)
Master of Fine Arts (M.F.A.)
Master of Hospitality Management (M.H.M.)
Master of Laws (LL.M.)
Master of Music (M.M.)
Master of Science (M.S.)
Master of Science in Accountancy (M.S.Acy.)
Master of Chemical Engineering (M.Ch.E.)
Master of Science in Chemical Engineering (M.S.Ch.E.)
Master of Civil Engineering (M.C.E.)
Master of Science in Civil Engineering (M.S.C.E.)
Master of Electrical Engineering (M.E.E.)
Master of Science in Electrical Engineering (M.S.E.E.)

Regulations and Requirements
Master of Industrial Engineering (M.I.E.)
Master of Science in Industrial Engineering (M.S.I.E.)
Master of Mechanical Engineering (M.M.E.)
Master of Science in Mechanical Engineering (M.S.M.E.)
Master of Petroleum Engineering (M.P.E.)
Master of Science in Petroleum Engineering (M.S.P.E.)
Master of Science in Pharmacy (M.S.Ph.)
Master of Science in Physiological Optics (M.S.P.O.)
Master of Social Work (M.S.W.)
Master of Technology (M.Tch.)
Doctor of Education (Ed.D.)
Doctor of Jurisprudence (J.D.)
Doctor of Musical Arts (D.M.A.)
Doctor of Optometry (O.D.)
Doctor of Pharmacy (Pharm.D.)
Doctor of Philosophy (Ph.D.)

Graduation Under a Particular Catalog
Students normally are entitled to graduate under the degree provisions of the catalog in effect at the time of their first completed semester of enrollment. These exceptions apply:

1. A catalog more than seven years old shall not be used.
2. The programs of students who interrupt their enrollment at the University of Houston for more than 13 months shall be governed by the catalog in effect at the time of the students’ reentrance to the university. For these purposes, enrollment is defined as registration for and successful completion of at least one three-semester-hour course during a semester or summer session. Students forced to withdraw for adequate cause before completion of a course may petition the dean of the college of their major for a waiver of this provision at the time of withdrawal.
3. Students who change their majors at this university, provided they do not interrupt their enrollment at the University of Houston for more than 13 months, are entitled to graduate under the general degree requirements in effect at the time they enrolled at the university, but must satisfy the college and major degree requirements in effect at the time the change of major becomes effective.
4. Students who add a second major at this university, provided they do not interrupt their enrollment at the University of Houston for more than 13 months, are entitled to graduate under the general degree requirements in effect at the time they enrolled at the university, the college and primary major degree requirements in effect at the time their primary major became effective, and the major degree requirements of the second major (and, if the second major is in a different college from the primary major, the degree requirements of that college) in effect at the time their second major became effective.
5. At the discretion of their college dean, students will be required to comply with all changes in the curriculum made subsequent to the years enrolled. Deletions and additions of courses will be of approximately equal credit so that no student will have an overall appreciable increase of total credits required for graduation.
6. Any first-time college students who entered a Texas junior college on or after the beginning of Fall 1983 qualify, upon transfer to the University of Houston, to graduate under the catalog in effect when they entered the junior college provided:
   a. They followed the core curriculum provisions of the Texas Higher Education Coordinating Board.
   b. They did not interrupt their enrollment at the junior college for more than 13 months.
   c. They transferred to the University of Houston within three calendar years of their initial enrollment at a Texas junior college.

If studies are interrupted for more than 13 months at the junior college before transfer to the University of Houston, then they must qualify for graduation under the catalog in effect upon return to the junior college or upon matriculation at the University of Houston.

Degree Plan
Students are responsible for all requirements of the catalog under which they are graduating. Application for a degree plan should be made to the dean of the college or departmental advisor as soon as the student has completed 60 credit hours. Before certification for graduation can be made, copies of the degree plan must be on file in the college dean’s office and in the Registrar’s Office, 108 Ezekiel W. Cullen Building.

General Requirements for a Baccalaureate Degree
All candidates for a bachelor’s degree at the University of Houston must meet certain minimum requirements. Additional requirements may be imposed by the individual department or college. Students should refer to the department or college section of this catalog for complete requirements and total number of hours prescribed for the specific degree.

The following are the minimum requirements for a bachelor’s degree:
1. Students must complete at least 120 semester hours of courses. At least 36 of the 120 semester hours must be advanced, according to the requirements of respective degree plans.
2. Students must complete the state-mandated 42 hour core curriculum (see the Core Curriculum Requirements section of this catalog).
3. Students must complete all course requirements of the major as specified in the college section of the catalog, some of which may also satisfy university core curriculum requirements.
4. Students must earn a 2.00 minimum cumulative grade point average in courses attempted at the university.
5. Students must earn a 2.00 minimum cumulative grade point average in all core courses attempted at the university.
7. In addition to these general requirements, candidates for graduation must meet all special degree requirements as specified in the appropriate college sections in which the major is completed.

8. Students cannot satisfy any degree requirements in their major with advanced courses that were completed more than seven years before the semester in which the degree is awarded, unless they receive permission from their college dean.

9. No more than 30 semester hours of correspondence work and extension class credit may be applied to a bachelor’s degree. The maximum correspondence credit applicable to the degree is 18 semester hours, with no more than six hours applicable toward the major.

10. Students must complete at least 30 semester hours in residence.
   a. These residence hours are not to include credit by examination, special problems, or individual research courses taken at the University of Houston.
   b. A minimum of nine semester hours of advanced work in the major field must be completed in residence.

11. The last 30 semester hours to be applied toward a bachelor’s degree must be taken in residence.

**Bachelor of Arts Degree**

**Special Requirements**

Candidates for any Bachelor of Arts degree must complete at least six semester hours at the 2000-level in one foreign language. Students may satisfy part or all of this requirement by foreign language courses at a higher level or by placement examination with credit.

Deans may waive this requirement for students majoring in their college who can demonstrate that they meet at least one of the following requirements: students 1) presented a TOEFL (Test of English as a Foreign Language) score to qualify for admission to the university, 2) successfully completed ENG 1309 and 1310 in residence, or 3) completed at least eight years of formal education in schools where English was not the primary language of instruction.

**Bachelor of Science Degree**

**Special Requirements**

Candidates for any Bachelor of Science degree must complete at least 12 semester hours in the formal sciences, i.e., mathematics, computer science, formal logic, or statistics, at least six semester hours of which must be in mathematics. Courses applied to this requirement must either be core-approved mathematics or mathematics/reasoning courses or have as prerequisites at least six hours of such courses. Students may satisfy part or all of the formal science requirement by examination, provided that examinations for placement without credit be taken only at the University of Houston. Students who place out of MATH 1310 or MATH 1330 by taking the noncredit placement examinations will have their formal science requirement reduced accordingly. Placement without credit does not reduce the total number of hours required for the bachelor of science degree.

**Requirements for a Minor**

In most fields of study at the undergraduate level, students may earn a minor by satisfying certain requirements. The general requirements are as follows:

1. Students must complete a minimum of 15 semester hours of work in the minor field.
2. At least nine of the 15 semester hours must be advanced.
3. At least six of the nine advanced semester hours must be taken in residence.
4. Students must earn a 2.00 minimum cumulative grade point average on courses attempted in the minor at the University of Houston.

Departments and colleges may include additional requirements but cannot require more than 21 semester hours of work in the minor field of study.

Not all departments and colleges offer minors, but those that do provide academic advice for the students who seek minors in their areas.

Students should consult the general and departmental requirements listed in the college sections of this catalog for more detailed information on the availability of and requirements for minors.

**Core Curriculum**

Senate Bill (SB) 148, enacted in 1997 by the 75th Texas Legislature, requires the Texas Higher Education Coordinating Board to adopt rules that include “a statement of the content, component areas, and objectives of the core curriculum” which each institution is to fulfill by its own selection of specific courses.

The University of Houston has adopted the core curriculum guidelines described below. These are predicated on the judgment that a series of basic intellectual competencies (reading, writing, speaking, listening, critical thinking, and computer literacy) are essential to the learning process in any discipline and thus should inform any core curriculum and indeed, all of undergraduate education. Although students can be expected to come to college with some experience in exercising these competencies, they often need further instruction and practice to meet college standards and, later, to succeed in both their major field of academic study and their chosen career or profession.

**Reading**

Reading at the college level means the ability to analyze and interpret a variety of printed materials—books, articles, and documents. A core curriculum should offer students the opportunity to master both general methods of analyzing printed materials and specific methods for analyzing the subject matter of individual disciplines.

**Writing**

Competency in writing is the ability to produce clear, correct, and coherent prose adapted to purpose, occasion, and audience. Although correct grammar, spelling, and punctuation are each a sine qua non in any composition, they do not automatically ensure that the composition itself makes sense or that the writer
has much of anything to say. Students need to be familiar with the writing process including how to discover a topic, how to develop and organize it, and how to phrase it effectively for their audience. These abilities can be acquired only through practice and reflection.

**Speaking**

Competence in speaking is the ability to communicate orally in clear, coherent, and persuasive language appropriate to purpose, occasion, and audience. Developing this competency includes acquiring poise and developing control of the language through experience in making presentations to small groups, to large groups and through the media.

**Listening**

Listening at the college level means the ability to analyze and interpret various forms of spoken communication.

**Critical Thinking**

Critical thinking embraces methods for applying both qualitative and quantitative skills analytically and creatively to subject matter in order to evaluate arguments and to construct alternative strategies. Problem solving is one of the applications of critical thinking; it is used to address an identified task.

**Computer Literacy**

Computer literacy at the college level means the ability to use computer-based technology in communicating, solving problems and acquiring information. Core-educated students should have an understanding of the limits, problems, and possibilities associated with the use of technology, and should have the tools necessary to evaluate and learn new technologies as they become available.

**Core Curriculum Requirements**

All bachelor’s degrees require completion of a core curriculum. Further information on core eligibility and on courses that satisfy core curriculum requirements can be obtained by consulting the current class listings, an academic advisor, or the core curriculum website, [www.uh.edu/academics/corecurriculum](http://www.uh.edu/academics/corecurriculum).

**I. Communication** (6 hours English rhetoric/composition)

The objective of a communication component of a core curriculum is to enable the student to communicate effectively in clear and correct prose in a style appropriate to the subject, occasion and audience.

The following courses satisfy the core requirements in Communication. See the current class listings, for prerequisites and other restrictions, additions, and deletions.

- **ENGL 1303**: Freshman Composition I
- **ENGL 1304**: Freshman Composition II
- **ENGL 1309**: English Composition for Nonnative Speakers I
- **ENGL 1310**: English Composition for Nonnative Speakers II
- **ENGL 1370**: Freshman Composition II-Honors
- **ENGL 2361**: Western World Literature II-Honors
- **TELS 3372**: Communicating Science, Engineering and Technology Issues and Trends within the Global Workplace

**II. Mathematics** (3 hours college level algebra or equivalent)

The objective of the mathematics component of the core curriculum is to develop a quantitatively literate college graduate. Every college graduate should be able to apply basic mathematical tools in the solution of real-world problems.

The following courses satisfy the core requirements in Mathematics. See the current class listings for prerequisites and other restrictions, additions, and deletions.

- **MATH 1310**: College Algebra
- **MATH 1311**: Elementary Mathematical Modeling

**III. Institutionally Designated Option: Mathematics/Reasoning (3 hours)**

The University of Houston includes in its core curriculum courses that build students’ skills in mathematical and logical thinking, including approved courses in mathematics, logic, computer science, statistics, and music theory.

The following courses satisfy the core requirements in Mathematics/Reasoning. See the current class listings for prerequisites and other restrictions, additions, and deletions.

- **COSC 1304**: C Programming
- **ECON 2370**: Introduction to Statistics and Data
- **MATH 1312**: Introduction to Mathematical Reasoning
- **MATH 1313**: Finite Mathematics with Applications
- **MATH 1314**: Calculus for Business and the Life Sciences
- **MATH 1330**: Precalculus
- **MATH 1431**: Calculus I
- **MATH 1450**: Accelerated Calculus
- **MATH 2311**: Introduction to Probability and Statistics
- **MUSI 2210**: Music Theory III
- **MUSI 2214**: Techniques of Music Since 1900
- **PHIL 1321**: Logic I
- **POLS 3316**: Quantitative Methods
- **PSYC 3301**: Introduction to Psychological Statistics
- **TMATH 3360**: Applied Technical Statistics

**IV. American History** (6 hours)

The objective of the history component of a core curriculum is to increase students’ knowledge of how historians discover, describe, and explain the behaviors and interactions among individuals, groups, institutions, events, and ideas. Such knowledge will better equip students to understand themselves and the roles they play in addressing the issues facing humanity.

The following courses satisfy the core requirements in American History. See the current class listings for prerequisites and other restrictions, additions, and deletions.

- **HIST 1376 or 1377**: The United States to 1877
- **HIST 1378 or 1379**: The United States Since 1877

**V. Government** (6 hours)
The objective of a government component of a core curriculum is to increase students’ knowledge of and interactions among individuals, groups, institutions, events, and ideas. Such knowledge will better equip students to understand themselves and the roles they play in addressing the issues facing humanity.

The following courses satisfy the core requirements in Government. See the current class listings for prerequisites and other restrictions, additions, and deletions.

POLS 1336: U.S. and Texas Constitutions and Politics
POLS 1337: U.S. Government: Congress, President, and Courts

VI. Humanities (3 hours)

The objective of the humanities in a core curriculum is to expand students’ knowledge of the human condition and human cultures, especially in relation to behaviors, ideas, and values expressed in works of human imagination and thought. Through study in disciplines such as literature and philosophy, students will engage in critical analysis, form aesthetic judgments, and develop an appreciation of the humanities as fundamental to the health and survival of any society. Humanities courses require substantial writing (at least 3000 words, including at least one piece of work done outside of class and returned to the student prior to the end of the semester or term with the instructor’s written evaluation of grammar, style, and content).

The following courses satisfy the core requirements in Humanities. See the current class listings for prerequisites and other restrictions, additions, and deletions.

AAS 2320: Introduction to African American Studies
AMER 3300: The Americas: Identity, Culture, and Power
CHNS 2352: Chinese Culture and Society through Literature
CLAS 3307: Greek and Roman Myths of Heroes
CLAS 3308: Myths and the Cult of Ancient Gods
CLAS 3374: Women in the Ancient World
CLAS 4375: Gender & Race in Greek Myths
CLAS 4381: Latin Classics in Translation
COMM 4370: Social Aspects of Film
ENGL 2301: Western World Literature I
ENGL 2302: Western World Literature II
ENGL 2305: Introduction to Fiction
ENGL 2306: Introduction to Poetry
ENGL 2311: American Literary Cultures
ENGL 2315: Literature and Film
ENGL 2316: Literature and Culture
ENGL 2319: Exploring Language
ENGL 2320: Book and Beyond
ENGL 2321: Computers in Humanities
ENGL 2322: Literature and Nature
ENGL 2323: Literature and Identity
ENGL 2324: Literature, Arts, and Society
ENGL 2325: Literary Traditions of the Nonwestern World
ENGL 2360: Western World Literature-Honors
ENGL 3300: Ancient and Classical Literature
ENGL 3306: Shakespeare: The Major Works

ENGL 3324: Development of the Novel
ENGL 3325: Structures of Poetry
ENGL 3327: Masterpieces of British Literature to the Eighteenth Century
ENGL 3328: Masterpieces of British Literature from the Eighteenth Century
ENGL 3350: American Literature to 1865
ENGL 3351: American Literature Since 1865
ENGL 3360: Survey of African American Literature
ENGL 4310: History of the English Language
ENGL 4381: Latin Classics in Translation
FREN 3362: Paris and Berlin
FREN 3364: Writing Holocausits: The Literature of Genocide
FREN 4301: Survey of French Literature I
FREN 4302: Survey of French Literature II
GERM 3350: Understanding the 20th Century Through German Culture
GERM 3360: Masterpieces of German Literature in English Translation I
GERM 3361: Masterpieces of German Literature in Translation II
GERM 3362: Paris and Berlin
GERM 3364: Writing Holocausits: The Literature of Genocide
HIST 1381: American History Through Sight and Sound From 1877
HIST 2351: Western Civilization to 1450
HIST 2353: Civilization from 1450
HIST 2361: Early Civilizations
HIST 2371: Latin America 1492-1820
HIST 2372: Latin America Since 1820
HIST 3300: History of Private Life
HIST 3317: Making of Ethnic America
HIST 3379: World Civilizations to c.e. 1500
HIST 3380: World Civilizations Since c.e. 1500
HIST 4330: The Flowering of the Middle Ages
HON 2301: The Human Situation: Antiquity
ITAL 3335: Survey of Italian Literature
ITAL 3336: Survey of Italian Literature in Translation
MAS 3340: Development of the Mexican American Urban Communities
PHIL 1301: Introduction to Philosophy
PHIL 1305: Introduction to Ethics
POLS 3340: Ancient and Medieval Political Thought
POLS 3341: Political Thought from Machiavelli and the Renaissance
POLS 4346: Greek Political Thought
RELS 2310: The Bible and Western Culture I
RELS 2311: The Bible and Western Culture II
RUS 2303: Survey of Russian Literature in English I
RUS 2304: Survey of Russian Literature in English II
SPAN 3331: Mexican American Literature
SPAN 3373: Spanish Culture and Civilization
SPAN 3374: Spanish American Culture and Civilization

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VII. Visual and Performing Arts (3 hours)

The objective of the visual and performing arts in a core curriculum is to expand students’ knowledge of the human condition and human cultures, especially in relation to behaviors, ideas, and values expressed in works of human imagination and thought. Through study in the visual and performing arts, students will engage in critical analysis, form aesthetic judgments, and develop an appreciation of the arts as fundamental to the health and survival of any society. Critically oriented Performing/Visual Arts courses require substantial writing (at least 3000 words, including at least one piece of work done outside of class and returned to the student prior to the end of the semester or term with the instructor’s written evaluation of grammar, style, and content). Experimentally oriented Performing/Visual Arts courses require graded assignments in a performing or visual art.

The following courses satisfy the core requirements in Visual and Performing Arts. See the current class listings for prerequisites and other restrictions, additions, and deletions.

ARCH 2350: Survey of Architectural History I
ARCH 2351: Survey of Architectural History II
ARCH 3346: Precedents of Modernism
ARTH 1380: Art History I
ARTH 1381: Art History II
ARTH 2388: Survey of the Art of Africa, Oceania, and the Americas
CLAS 3345: Myth and Performance in Greek Tragedy
CLAS 3371: Ancient Comedy and Its Influence
COMM 3370: History of Cinema
DAN 2307: Aesthetics of Movement
DAN 3300: Aesthetics of 20th Century American Choreography
DAN 4300: History of Dance
ENGL 2307: Introduction to Drama
ENGL 2317: Criticism of Literary Performance
ENGL 2318: Creation and Performance of Literature
ENGL 2417: Shakespeare in Performance
FREN 3319: History of the French Cinema
GERM 3363: Themes in German Drama
GERM 3380: German Women Film Directors
GERM 3395: Topics in German Cinema
HIST 1380: American History Through Sight and Sound to 1877
HIST 4314: American History Through Film
ITAL 3305: Italian Culture Through Films I
ITAL 3306: Italian Culture Through Films II
ITAL 3345: Theater in Italy: Text, Audience and Performance
ITAL 3346: Theater in Italy: Text, Audience and Performance
MUSI 1100: Marching Band
MUSI 1102: Wind Ensemble

VIII. Natural Sciences (6 hours)

The objective of the study of a natural sciences component of a core curriculum is to enable the student to understand, construct, and evaluate relationships in the natural sciences, and to enable the student to understand the basis for building and testing theories.

The following courses satisfy the core requirements in Natural Sciences. See the current class listings for prerequisites and other restrictions, additions, and deletions.

BIOL 1309: Human Genetics and Society
BIOL 1310: General Biology
BIOL 1320: General Biology
BIOL 1361: Introduction to Biological Science I
BIOL 1362: Introduction to Biological Science II
CHEM 1301: Foundations of Chemistry
CHEM 1302: General Organic Chemistry
CHEM 1331: Fundamentals of Chemistry I
CHEM 1332: Fundamentals of Chemistry II
GEOL 1330: Physical Geology
GEOL 1340: Introduction to Earth Systems
GEOL 1376: Historical Geology
GEOL 3377: Introductory Oceanography
GEOL 3378: Introduction to Atmospheric Science
NUTR 2332: Introduction to Human Nutrition
PHAR 2362: Principles of Drug Action
PHYS 1301: Introductory General Physics I
PHYS 1302: Introductory General Physics II
PHYS 1305: Introductory Astronomy - The Solar System
PHYS 1306: Introductory Astronomy - Stellar and Galactic Systems
PHYS 1321: University Physics I
PHYS 1322: University Physics II
PHYS 3378: Introduction to Atmospheric Science

IX. Social and Behavioral Sciences

(6 hours, of which 3 hours must be writing intensive*)

The objective of a social and behavioral science
component of a core curriculum is to increase students’ knowledge of how social and behavioral scientists discover, describe, and explain the behaviors and interactions among individuals, groups, institutions, events, and ideas. Such knowledge will better equip students to understand themselves and the roles they play in addressing the issues facing humanity. Writing intensive courses require substantial writing (at least 3000 words, including at least one piece of work done outside of class and returned to the student prior to the end of the semester or term with the instructor’s written evaluation of grammar, style, and content).

The following courses satisfy the core requirements in Social and Behavioral Sciences. See the current class listings for prerequisites and other restrictions, additions, and deletions.

**ANTH 1300:** Introduction to Anthropology

**ANTH 2301:** Introduction to Physical Anthropology

**ANTH 2302:** Introduction to Cultural Anthropology

**ANTH 2303:** Introduction to Archaeology

**ANTH 2304:** Introduction to Language and Culture

**ANTH 2305:** World Archaeology

**ANTH 3316:** Society and Culture of India

**ANTH 3348:** Anthropology of Religion

**ANTH 3361:** Human Origins

**ANTH 4310:** Theories of Culture

**COMM 1302:** Introduction to Communication Theory

**COMM 2399:** Speech, Hearing, and Language Development of the Normal Child

**ECON 2301:** Economic Concepts and Issues

**ECON 2304:** Microeconomic Principles

**ECON 2305:** Macroeconomic Principles

**ECON 3332:** Intermediate Microeconomic Theory

**ECON 3334:** Intermediate Macroeconomic Theory

**ECON 3350:** American Economic Growth

**GEOG 1301:** Human Use of the Earth

**GEOG 2340:** World Realms

**HDCS 1300:** Family Ecosystems

**HDFS 1300:** Development of Contemporary Families

**HREA 2365:** Tourism

**KIN 1304:** Public Health Issues in Physical Activity and Obesity

**MUSI 3303:** Popular Music of the Americas Since 1840

**PHIL 1334:** Introduction to the Mind

**POLS 1333:** Introduction to Political Science

**POLS 1335:** World Politics

**POLS 2340:** Greek Classics

**POLS 2341:** Renaissance Classics

**POLS 3310:** Introduction to Political Theory

**POLS 3311:** Introduction to Comparative Politics

**POLS 3313:** Introduction to International Relations

**POLS 3314:** Introduction to Public Administration

**POLS 3318:** Introduction to Public Policy

**PSYC 1300:** Introduction to Psychology

**PSYC 2344:** Cultural Psychology

**PSYC 2350:** Child Development

**PSYC 2351:** Psychology of Adolescence

**PSYC 3310:** Industrial-Organization Psychology

**PSYC 4321:** Abnormal Psychology

**SOC 1300:** Introduction to Sociology

**SOC 1301:** Honors Introduction to Sociology

**SOC 2310:** Social Problems

**SOC 2325:** American Minority Peoples

**SOC 3312:** Sociology of Deviance

**SOC 3330:** Introduction to Social Psychology

**SOC 3351:** Social Class and Mobility in America

**SOC 3357:** Urban Sociology

### Core Curriculum Requirements

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<td>American Government</td>
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<td>Visual/Performing Arts</td>
<td>3</td>
</tr>
<tr>
<td>Natural Sciences</td>
<td>6</td>
</tr>
<tr>
<td>Social Behavioral Sciences, of which three hours must be writing intensive</td>
<td>6</td>
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</tbody>
</table>

### History and Constitutions Requirements

Senate Bill 254, passed by the 54th Legislature and amended by House Bill 935 of the 60th Legislature, provides that no individuals may receive an undergraduate degree unless they have credit for six semester hours or its equivalent in American history and six semester hours credit in the constitutions of the United States and Texas. Three semester hours of the constitutions requirement and up to six hours of the American History requirement may be satisfied by advanced placement or advanced standing examination. Students may satisfy the state requirements in American history and in the constitutions of the U.S. and Texas in any one of the following ways:

1. **American History: HIST 1376 or 1377 and 1378 or 1379 or equivalent.**

2. **Up to six semester hours of courses in United States history at the 2000 and 3000 levels, as long as one course falls into the general chronological time period before 1877 and the other course falls into the general time period after 1877. Students may also choose to take one 2000- or 3000-level course in United States history in combination with either HIST 1376/1377 or 1378/1379, as long as the time period of this 2000- or 3000-level course is not the same as the time period covered in HIST 1377 or 1378. Only three semester hours of Texas history may count toward fulfilling the United States history requirements.**

3. **Up to six semester hours of courses in United States history at the 4000-level, according to the guidelines in 2, above, as long as students have received the permission of the appropriate instructor or have successfully passed the advanced placement or advanced standing exam in United States history.**

Students may satisfy the state requirements in the constitutions of the U.S. and Texas in any one of the following ways:
1. By successfully completing POLS 1336 and 1337.
2. By successfully completing either POLS 1336 or POLS 1337 and three hours of advanced political science credit from the following:
   - Substitutes for POLS 1336: POLS 3349, 3365, 3366, 3367;
   - Substitutes for POLS 1337: POLS 3355, 3364, 3369.
3. By receiving three hours of credit in American government by examination (AP or CLEP) and three additional hours of advanced political science credit from the subfields of public administration, public law, and American politics, or from POLS 3331, 3349, 4361, and 4366.
4. By successfully completing POLS 1336H and three additional hours of advanced political science credit from the subfields of public administration, public law, and American politics, or from POLS 3331, 3349, 4361, and 4366.

For additional information on advanced placement and standing, consult the Counseling and Testing Service, 200 Student Service Center.

**Double Major**

At the University of Houston, students may earn a baccalaureate degree with two majors (i.e., a double major) provided they meet all the following requirements:

1. The baccalaureate degree must be the same for both majors (e.g.: B.A., B.S., B.B.A., B.F.A.).
2. Students must satisfy the college and major degree requirements for their primary major that were in effect at the time they were admitted into the primary major and those for their second major in effect at the time they were admitted into the second major.
3. Students may not add a second major to a baccalaureate degree they have already received.
4. Students may not receive official university recognition in a single degree for having earned both a major and a minor in the same field of study.
5. Students must earn a 2.00 minimum grade point average in all courses attempted in each major at the university.
6. Students must complete a minimum of nine semester hours of advanced work in residence in each major.

Students pursuing a double major must identify one of the two majors as the primary one for purposes of establishing an academic home of record. Students pursuing a double major should apply for one degree plan for both majors to the dean of the college or departmental advisor of their primary major no later than the beginning of their junior year. The college of the student’s primary major will issue the university diploma.

Students pursuing a double major who complete all degree requirements for one major but not the other may graduate with a single major but only after they obtain written approval from the dean of the college of their primary major (and, if their second major is in a different college, from the dean of that college) to change from double- to single-major status.

The University of Houston does not recognize a triple major or any number of majors above two for a single baccalaureate degree. Students who want official university recognition for more than a double major must earn more than one baccalaureate degree.

**Additional Bachelor’s Degree**

Before being awarded a second bachelor’s degree, a student must earn a minimum of 30 semester hours in addition to the minimum hours needed for the first degree, regardless of whether the two degrees are awarded simultaneously or successively. For the third and further bachelor’s degrees, students must earn a minimum of 30 additional semester hours for each additional bachelor’s degree. The minimum number of hours a student must earn for a third or further bachelor’s degree will be based on the total number of hours required for the previous bachelor’s degree with the greatest number of hours.

All requirements are exactly the same for a second or additional baccalaureate as for the first degree.

**Degree Requirement Exceptions**

Students may petition for exceptions to university or college degree requirements with good reason. A petition should be filed with the major department, and it will be forwarded to the office of the dean of the college. College requirements may be decided by the dean, but university requirements (e.g., residency requirements) must be forwarded to the Office of the senior vice president for academic affairs for final action.

**Binding and Distribution of Honors Thesis**

The original and two copies of the approved honors thesis should be submitted to the office of the dean of the college responsible for the academic field of study in which the thesis was written for binding as early as possible, but no later than the official closing date of the semester. Students who fail to meet these deadlines may be required to refile applications for graduation for a subsequent semester.

The original copy of the thesis is retained by the M.D. Anderson Library for public access, one copy goes to the Honors College, and one copy goes to the major department/college responsible for the academic field of study in which the thesis was written. Binding fees for theses vary. Students should check with the office of the dean of the college responsible for the academic field of study in which the thesis was written for specific procedures and requirements.

**Graduation Application**

Degrees are not awarded automatically upon completion of scholastic requirements. To be considered a candidate for a degree, students must submit an application for graduation via the web at www.stu.uh.edu/ooh/newmenusys/intro.jsp, or students may send or make a request to the Registrar’s Office, 108 Ezekiel W. Cullen Building. **Note:** Some colleges do not accept applications after the semester deadline.

Candidates for graduation, previously disapproved,
must reapply for graduation at no additional charge. Applications should be filed either the semester prior to or the semester in which students plan to graduate. Applications are available in the Registrar’s Office, 108 Ezekiel W. Cullen Building. Applications for the 2005-2006 academic year will be accepted on or before:

- Fall Graduation September 16, 2005
- Spring Graduation February 10, 2006
- Summer Graduation June 24, 2005

Diplomas will be mailed within four to six weeks following the closing day of the semester of graduation.

**Cap and Gown**

Students are responsible for ordering and paying for caps and gowns at the University Bookstore for all commencement exercises.

**Graduation with Honors**

Undergraduate students who have completed the graduation requirements of the Honors College, including a senior honors thesis or senior honors project, are graduated with “University Honors and Honors in Major.” Undergraduate students who have completed all requirements of the Honors College except for the thesis or project are graduated with “Membership in the Honors College.” (See University Honors College.)

Undergraduate students who successfully complete a senior honors thesis or senior honors project and who are not members of the Honors College are graduated with “Honors in Major.”

Undergraduate students who complete their degree requirements will graduate with the stated academic honors if they achieve the following grade point averages earned in the last sixty-six (66) hours completed at the University of Houston.

- 3.75 to 4.0: Summa Cum Laude (with highest honors)
- 3.50 to 3.74: Magna Cum Laude (with high honors)
- 3.25 to 3.49: Cum Laude (with honors)

Further, the honors calculation will include all hours completed in the semester in which the first of those final sixty-six (66) hours was completed.