



# **CST Official Graduate Student Handbook**

*Official Graduate Handbook*

2024-2025

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**Welcome!**

Welcome to the College of Sciences and Technology Graduate Programs at the University of Houston – Downtown (UHD). CST currently has two Graduate programs (Master of Science in Data Analytics and Master of Science in Artificial Intelligence) as well as several graduate certificates. This Handbook is intended to serve as a resource outlining all program procedures for all active graduate students within the college.

**College of Sciences and Technology Graduate Administration:**

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## Admission Processes

Graduate Admissions procedures are summarized in UHD Policy [03.B.24](#) (Admission of Graduate Students). All candidates must submit an official transcript from an accredited institution which awarded an undergraduate degree.

The College of Sciences and Technology Graduate Studies Admissions Committee will evaluate candidates per required application documents submitted. The Program Director or Assistant Director of Graduate Studies will notify prospective students, by email, of the committee's decision. Students may be admitted conditionally at the discretion of the committee. Conditionally admitted students will be advised of the specific stipulations and the conditions necessary to remove the "conditionally admitted" classification. An applicant can appeal an admissions decision by completing the [CST Graduate Admissions Appeal Form](#) along with documentation. For full admission requirements for each graduate program, please refer to the graduate catalog link in the resources page in this handbook.

### **\*\*Deferrals\*\***

If a student needs to defer their admission, it is the student's responsibility to contact their respective program along with the graduate admissions office for further instructions.

NON-U.S. resident students holding a visa should complete the Application for International Admission. International students should contact the International Students Office at 713-221-8048 or [internationaladmissions@uhd.edu](mailto:internationaladmissions@uhd.edu) ([03.B.24](#)).

## Transferring Credit from Other Programs

For master degree granting programs, students may transfer from another university no more than **six** semester credit hours (SCHs) of coursework with grades of B or higher and only with the approval of the graduate program's Graduate Director. For certificate granting programs, students may transfer from another university no more than **three** semester credit hours (SCHs) of coursework with grades of B or higher and only with the approval of the graduate program's Graduate Director. Students who would like to request previous completed graduate courses towards any of the graduate programs will need to complete the Graduate Transfer Credit Petition form. A syllabus and description of the course as well as an explanation as to why the course qualifies for transfer in the particular program must accompany the form. This form must be submitted to your respective graduate program's email ([msda@uhd.edu](mailto:msda@uhd.edu), [msai@uhd.edu](mailto:msai@uhd.edu), [cstgrad@uhd.edu](mailto:cstgrad@uhd.edu)) and no later than one full semester after admission into desired program. The Graduate Studies committee will review the request and once a decision is made, students will be contacted via gator email.

If a student wishes to take coursework at another university in the midst of completing current program, the student must receive approval *before* registering for the intended coursework at another university. The Graduate Transfer Credit Petition along with a syllabus, course description and explanation as to why the course is applicable as a transfer course must be submitted beforehand as a part of the approval process. Accepted transfer course grades are not calculated into the University of Houston Downtown Graduate GPA.

## Post-Baccalaureate Students

Students who wish to take courses at the graduate level within the College of Sciences and Technology, in preparation for applying for a graduate program, may need to apply as a post-baccalaureate (transfer) student at the undergraduate level. Anyone who plans to enroll as a post-bac student must first contact the Assistant Director of Graduate Studies for advising and course approval. Students may take up to 6 graduate hours in CST with post-baccalaureate status.

## **Residency Information**

Prospective students born outside the United States will need to contact the International Admissions office to verify required documents needed to be admitted to the University. Students born outside of Texas may need to determine qualification for in-state tuition. <https://www.uhd.edu/registrar/students/residency-profile-updates/registrar-residency.aspx>

## **New Student Orientation**

Applicants admitted to a College of Science and Technology graduate program will be required to attend New Student Orientation. Attending Orientation will include introducing students to the expectations of completing a graduate program within the College of Sciences and Technology. In addition, international students will attend two orientations: one for International Admissions and another for the College of Science and Technology (New Student Orientation).

## **Advising**

CST graduate students are encouraged to meet with their program's Assistant Director of Graduate Studies before registering for classes or before beginning their first semester of coursework. The Assistant Director will be available to help discuss academic goals and complete a degree plan. It is recommended that all graduate students meet with the Assistant Director of Graduate Studies at least once per academic year to review degree progress. In addition, any academic appeals will go through the Director of Graduate Studies. This is discussed further in the Academic Appeals section. The assistant director which also serves as an academic advisor can sign certain university-wide forms such as:

- Curricular Practical Training Form (CPT)\**must have completed at least 18 graduate hours*
- Optional Practical Training Form (OPT) \**graduating semester*
- Satisfactory Academic Progress Appeal Form (SAP Appeal)
- Post-Baccalaureate Certification Form

## **Gator Mail**

Each admitted student has a gator email address which is the official form of communication the university uses. Students are expected to check their gator mail regularly. For more details see [www.uhd.edu/gatormail](http://www.uhd.edu/gatormail).

## **Applying for Graduation/Commencement**

Students intending to graduate in a particular semester must be sure to (1) complete a graduation application form via Apply for Graduation link on the MyUHD2.0 webpage; (2) adhere to all deadlines; and (3) inform their Assistant Graduate Director one week before the first day of record. Currently enrolled students will receive a "graduation to-do list" email prior to their graduating semester with instructions on applying for graduation and information regarding their degree progress report to determine graduation status. There is a graduation application fee. There is a graduate hooding ceremony in May and December. Details are provided by the university.

Please note that the commencement ceremony is not synonymous with graduating. The ceremony occurs before final grades post which determines final graduation status. Students are able to graduate in the Fall, Spring and Summer, however, there are currently 2 commencement ceremonies (Fall and Spring). Summer graduates may participate in the Fall ceremony. Students are expected to participate in all graduation/commencement events if one plans to attend the ceremony. All things related to

graduation/commencement can be found on the Registrar's commencement website which they update every semester: <https://www.uhd.edu/registrar/commencement/index.aspx>.

## Registration

Upon admission, students are expected to enroll in at least one course in their admitted semester. New students will be able to register for classes online with their myUHD2.0 account. At least 2 weeks before registration opens, each active student will receive an advising email with the applicable course approvals. The Assistant Director of Graduate Studies will enter the necessary approvals in the registration system so the student can register online. To register online:

- Go to: <https://www.uhd.edu/myuhd/>
- Select "Class Schedule & E-Syllabi" on the left to review classes and register for approved courses.

Students must contact the Graduate Studies office immediately if any difficulties with registration arises.

## Enrollment

Full-time enrollment for CST graduate students for the fall and spring semesters is 9 SCHs. Part-time enrollment is less than 9 SCHs. Certain VISA statuses are required to take 9 SCHs. If a student does not enroll in their initial admitted semester, the student must submit a new SLATE application for the semester in which they are ready to enroll.

## Graduate Grading System

Grades for Repeated Courses: If a student repeats a course as a student enrolled in a graduate program, both grades are calculated in the Graduate Program GPA.

The following grades are included in the calculation of grade point averages:

Grade	*Grade Points
A	4.0
B	3.0
C	2.0
D	1.0
F	0.0

The following grades are not included in the calculation of grade point averages:

Grade	
I	Incomplete *
IP	In Progress
AUD	Audit
S	Satisfactory (Passed)
U	Unsatisfactory (Failed)
CA	Credit Awarded
W	Drop
WM	Withdrawn-Military

\*Once the Incomplete grade turns into a letter grade (i.e. A/B/C/D/F), the updated letter grade will then be used in the calculation of grade point average. The transcript will reflect the initial Incomplete grade **and** the new grade such as I/A, I/B, I/C, I/D, I/F.

### **Minimum Grade Point Average for Enrolled Graduate Students**

According to University policy ([PS 03.B.04](#)) and conventional wisdom, "Graduate programs are professional degrees that require a sustained level of high-quality academic achievement. Consequently, students who matriculate in graduate programs are held to higher standards than students in undergraduate programs." Thus, while enrolled in any CST graduate programs, students must maintain a minimum grade point average (GPA) of 3.0 to remain in good standing. All attempted graduate hours at UHD are included in overall GPA. An enrolled student whose graduate-degree program GPA falls below 3.0 is placed on initial academic probation. (PS 03B07 §3.1.1)

The SCHs for courses in which a "C" or lower grade was earned will not automatically be counted towards graduation. Students in any CST master's program are allowed to earn no more than two grades of "C" towards graduation as long as the student's overall GPA remains in good standing (3.0 GPA or higher). Students in any CST graduate certificate programs are allowed to earn no more than one grade of "C" towards graduation as long as the student's overall GPA remains in good standing (3.0 GPA or higher). Please also note this rule does not apply to the two foundation courses (CS 5301 and STAT 5301). Students must earn a grade of B or better in the foundation courses in order to remain in any graduate program that requires these courses.

### **Incomplete Grades**

An incomplete course grade ("I") is given only when an unforeseen emergency prevents a student from completing the course work and only with the instructor's approval. According to the Grading System policy ([PS 03.B.04](#) §3.4 to 3.4.3), "I" grades are given when the majority of the coursework is completed. A grade of "I" will be changed to a passing grade if the missing work is completed satisfactorily by the deadline set by the instructor, but no later than the end of the long semester immediately following the term in which the "I" grade was received. An incomplete grade that is not removed by this deadline becomes an "F," thereby constituting immediate grounds for dismissal from respective program.

### **S/U Grade Policy**

In some instances where natural disasters occur or other unforeseen circumstances that has affected the community as a whole, the university may implement a policy where a student can either receive a grade of "S" for Satisfactory or "U" for Unsatisfactory.

- S: Satisfactory = B or above, no effect on GPA, hours count toward graduation
- U: Unsatisfactory = C, D, or F, no effect on GPA, hours do not count toward graduation. Grades of "U" cannot by themselves be used as a basis to dismiss.

NOTE: Any student wishing to utilize this option in an applicable semester should reach out to the Graduate Advisor in order to review how this grade policy will affect their graduation plan as well as any post graduation plans.

The S/U option for students does not require any instructor to adjust any of their grading expectations, assignments, or, most importantly, course learning outcomes. The S/U grade will be determined based on the letter grade that is assigned to a student at the end of the semester.

The student must opt-in this process. Students may notify the instructor within the timeframe as indicated on the academic calendar for that semester if they wish to choose an S/U grading option via email (it needs to be in written form) upon reviewing their assigned grade in Canvas. Regardless of this request, instructors will

grade all student work based on the letter-grade grading policy posted in the course syllabus. Students do not need to notify faculty if they want to keep their letter grade and not avail themselves of the S/U option.

This will help maintain course integrity and consistency as well as accuracy in any potential grade appeal processes, etc.

### **Academic Probation and Dismissal**

**Probation:** An enrolled student whose graduate-degree program GPA falls below 3.0 is placed on initial academic probation. Once a student is placed on probation, the student must continue to earn an acceptable term GPA (3.0 or higher) until overall reaches a good standing GPA of 3.0 or higher.

#### **Dismissal:**

There are several options in which a student can be dismissed.

- Two consecutive terms with a GPA below 3.0
- Below average work (grades of “D” or “F”) is not acceptable and constitutes grounds for dismissal
- A grade of below a B in CS 5301 and/or STAT 5301
- 4<sup>th</sup> grade of C
- Violation of the academic honesty policy.

### **Appeals Process**

In cases where a student wishes to appeal a probation or dismissal, the student must submit the [CST Graduate Probation, Suspension and Dismissal Appeal Form](#), that can also be found on each program’s webpage.

Appeals should be filed within one calendar year.

A student’s appeal of a course grade should follow as closely as possible section 4.5 of the Grading System policy ([PS 03.B.04](#)). According to section 4.5.4, a student may file an appeal by proceeding in the following sequence: (1) appeal first to the course instructor, (2) if the appeal is not resolved to the student’s satisfaction, then appeal to the chair of the department in which that course is housed, (3) the final level of appeal would be to the dean of the college in which that course is housed.

Students who appeal must provide clear, compelling case demonstrating their potential for academic success. Probation status or other complaints other than a grade in a course, should be directed to the Assistant Director of Graduate Studies.

### **Drop Courses/Withdrawals**

If a student decides to drop any courses as defined by policy ([PS 03.B.04](#) §2.3), the student must notify the CST Graduate Studies office prior to dropping any courses. This will ensure that the student’s graduation plan remains accurate. A graduate student cannot drop more than the allotted 6 graduate courses. A complete withdrawal does not count against the 6 drop rule. For example, if a student is enrolled in 3 graduate courses and they successfully withdraw from the semester, they will not have 3 drops on their record. The same goes whether a student is enrolled in 1 or 2 courses, as long as a student withdraws from the semester, they don’t have to be concerned about getting a drop from each course. The 6 drop rule only applies to courses dropped after the census date, when the student stays enrolled in other courses. If a student is withdrawing from all registered courses the following procedures will need to be completed:



- Login to your Student Records & Enrollment portal by selecting the Enrollment: Drop Classes link on the left side of your screen leaving one of the courses enrolled.
- Then go back to your Student Records & Enrollment portal and select the Request Term Withdrawal link on the left side of your screen, fill out the form and click submit.

Your request to withdraw from the remaining course will be processed the following business day. For further assistance, please contact the Registrar's Office at 713-221-8999 and a representative will be able to further assist you.

Any student who withdraws in any given term will need to contact the CST Graduate Studies office before returning to their program to discuss academic standing. Upon return, students will not need to submit a new SLATE application unless the student has been out 14 months or longer.

### **Leaves of Absence**

Leaves of absence may be granted by the Dean's office for extenuating circumstances. An official leave of absence would allow the student to remain on their current catalog upon returning unless, their original catalog benefits the student compared to the latest catalog degree plan. Leaves of absence can include military leave or Title IX medical leave.

### **Tuition and Fees**

<https://www.uhd.edu/student-resources/cashiers/Pages/cashiers-tuition-fees.aspx>. However, it does not include health insurance for international students. It is based on credit hours and student type so for example if a student plans on being full time which is 9 credit hours for a graduate student then look at the 9 hours column and to the right under the respective student type (resident, non-tx resident or international), it will give an estimate of tuition and fees for one full time semester. If one multiplies that by 4 semesters which is how many semesters a student takes if enrolled full time, one will get a good estimate of tuition and fees.

### **Financial Aid and Scholarships**

<https://www.uhd.edu/financial/index.aspx>

The Office of Scholarships and Financial Aid (OSFA) assists students with the financial planning and financing for their education. Financial aid consists of grants, scholarships, loans, and work study. Most aid, except for scholarships, is based upon individual need and eligibility. Aid is available to students who are enrolled part-time or full-time, have satisfactory academic progress, and demonstrate financial need. Students not enrolled in a graduate degree program are not eligible for financial aid.

To be considered for aid, the candidate will need to complete the Free Application for Federal Student Aid (FAFSA) or TASFA. The UHD school code is 003612. The link above can be used for all continuing CST graduate students under departmental scholarships.

In addition to departmental scholarships, the college offers an one-time non-competitive scholarship for new master's cohorts only. Both residents and international students are eligible as long as the criteria is met of an undergraduate GPA of at least 3.0 or higher. \$500 for part-time students and \$1,000 for full-time students with the possibility of being renewed for 2<sup>nd</sup> semester only if funds are available. A competitive second-year scholarship is also available to graduate students.

**Office of Basic Needs**

There are support services for UHD students who may need additional resources. Student are encouraged to explore the [Office of Basic Needs](#) webpage.

**On campus jobs/Graduate Assistantships**

There are a few Graduate/Teaching Assistantships for the MS in Data Analytics program. However, a position may not be available every semester. Since these positions are few, usually students remain in position until graduation and then more are hired. Please note these positions are not eligible for tuition reductions. The university does have several on campus student worker positions graduate students may apply for via UHD's Human Resources webpage.

## **Graduate Degrees and Certificates Overview**

### Master of Science in Data Analytics

The Master of Science in Data Analytics (MSDA) is a theory and an application-based program that will provide students with a broad education in advanced statistics, digital data acquisition, digital data management, data analysis, and data presentation. The program is a university-wide collaboration that delivers rigorous training in statistical analysis and computational techniques and provides mastery of data analysis tied to interdisciplinary applications.

The Master of Science in Data Analytics requires a minimum of 35-36 semester credit hours. All students complete a set of 12 required core classes including 2 additional elective courses. Students will also complete a 3 credit hour portfolio capstone or other capstone options as approved. Capstone alternative options must be approved by the Director prior to the student enrolling in the course.

#### Learning Outcomes:

- Organize, manipulate, and summarize data in various formats.
- Convert a data analytic problem and related information into proper mathematical representation and select appropriate methodologies for analysis based on attributes of the available data sets.
- Implement security measures and ethical practices for collection and storage of data.
- Transfer (and transform) data from different platforms into usable contexts.
- Communicate and summarize results of data analysis in written, oral and visual form.
- Select the appropriate methods and tools for data analysis in specific organizational contexts.

### Master of Science in Artificial Intelligence

The Master of Science in Artificial Intelligence program is an application-oriented program that combines theoretical knowledge of AI with hands-on training in AI-specific applications through programming languages such as Python and open-source libraries such as TensorFlow. In the final 3 hours, students will have the opportunity to engage in research with faculty members at UHD and other collaborators of UHD faculty and/or internships with partnering businesses, industry, and government agencies.

The Master of Science in Artificial Intelligence requires a minimum of 30 semester credit hours. All students complete a set of 6 required core classes as well as 3 additional elective courses. Students will also complete a 3 credit hour portfolio capstone or other capstone options as approved. Capstone alternative options must be approved by the Director prior to the student enrolling in the course.

#### Learning Outcomes:

- Explore, prepare, and clean data.
- Transfer data into machine-learning representations of unsupervised, supervised, or reinforcement learning.
- Design and develop intelligent agents and expert systems that receive percepts from the environment and perform actions.
- Communicate and summarize AI solutions in written, oral, and visual form.

### Graduate Certificate in Applied Statistics

The Graduate Certificate in Applied Statistics is a 12-hour certificate that will allow students to take foundational statistics and mathematics coursework to provide a strong background for data analytics work. this certificate will provide students opportunities to obtain fundamental and specialized skills in analyzing

large data sets and communicating results and interpretations in a wide range of professions ranging from criminal justice, businesses, education, health agencies and institutions, and the natural and social sciences.

The Graduate Certificate in Applied Statistics requires a minimum of 12 graduate semester credit hours including STAT 5301 and an additional 9 hours from the following courses; STAT 5301, STAT 5307, STAT 5309, STAT 5310, STAT 5311, STAT 6312, STAT 6390 or STAT 6399.

Learning Outcomes:

- Organize, transform, and manipulate data in various formats.
- Convert a data analytic problem and related information into proper mathematical representation.
- Select appropriate methods and tools for data analysis, perform mathematical functions and transformations accurately, and make meaningful interpretation of results.

#### Graduate Certificate in Foundations of Data Analytics

The Graduate Certificate of Foundation in Data Analytics will provide learning professionals with the knowledge and skills necessary to begin to effectively analyze, but particularly understand the analysis of the growing amount of data available in a variety of disciplines and transform it into usable information for use in decision-making.

The Graduate Certificate of Foundation in Data Analytics requires a minimum of 12 graduate semester credit hours. Students will complete CS 5301, STAT 5301 with options of CS 5318 or CS 6301 and STAT 5310 or STAT 5311 for the total of 12 hours.

Learning Outcomes:

- Organize, transform, and manipulate data in various formats.
- Represent data analytic problems using mathematics and statistics.
- Design algorithms and develop code to solve problems in data analytics.

#### Graduate Certificate in Computational Mathematics

The Graduate Certificate in Computational Mathematics will provide students with the knowledge and qualifications necessary to effectively analyze and solve the real work problems in a variety of disciplines and transform those solutions into usable information in systems design and decision-making. This certificate is for professionals who want to gain quantitative and computational skills so that they are able to take advantage of the growing number of jobs in computational sciences and engineering.

The Graduate Certificate in Computational Math requires a minimum of 12 graduate semester credit hours including MATH 5301 (Advanced Numerical Methods), MATH 5303 (Numerical Linear Algebra), MATH 5304 (Numerical Differential Equations and Optimization) and MATH 5315 (Mathematical Modeling).

Learning Outcomes:

- Develop numerical methods for approximating solutions to various computational problems.
- Implement a variety of numerical algorithms using technology.
- Apply computational methods to modeling real world phenomena.
- Communicate analysis of computing, current technology and future trends in computational mathematics orally and in writing.

### Graduate Certificate in Mathematics

The Certificate in Graduate Mathematics allows students to take a variety of theory and application-based courses to strengthen their knowledge of mathematics and to prepare them for future careers, graduate degrees, and teaching opportunities. To earn the certificate, students must successfully complete with a B or better four graduate mathematics courses but are welcome to take additional graduate mathematics courses to work towards meeting requirements for teaching dual-credit mathematics at the high school level or introductory mathematics at the collegiate level.

The Graduate Mathematics Certificate requires a minimum of 12 MATH graduate semester credit hours from the graduate mathematics courses offered at UHD. Students are welcome to take additional courses in graduate mathematics as required for their intended career or graduate degree.

### Graduate Certificate in Quantitative Analysis and Modeling of Risk and Finance

This certificate is for students and working professionals who want to gain mathematical skills for insurance and risk management in order to take advantage of the growing number of jobs in the actuarial sciences, risk assessment, and financial mathematics. It will enhance marketability and employment opportunities by taking essential statistics and mathematics coursework to provide a strong background in risk assessment and management and finance.

The Graduate Certificate in Quantitative Analysis and Modeling of Risk and Finance requires a minimum of 12 graduate semester credit hours. Courses are offered in a variety of modalities including hybrid, face-to-face, or online. MATH/STAT 5317 (Applied Probability and Mathematical Statistics), MATH/STAT 5318 (Mathematical Modeling of Risk and Uncertainty), MATH/STAT 5320 (Mathematical Modeling in Finance) with one of the following elective options: STAT 5307 (Time Series Analysis), MATH 5316/STAT 5310 (Applied Regression Analysis), MBA 6362 (Financial Forecasting and Behavioral Finance) or MBA 6367 (Investment Management Statistics).

#### Learning Outcomes:

- Apply fundamental concepts and techniques of actuarial and financial mathematics in risk assessment and insurance.
- Analyze actuarial and financial data using advanced probabilistic and statistical techniques.
- Demonstrate mastery of statistical and mathematical techniques by communicating critically reasoned analysis through written and oral presentations.

## Appendix I (Graduate Policies)

Policy Statement Number	Policy Title	Effective Date
<b>03.B.01</b>	<a href="#">Graduate Policies and Program Documentation</a>	04/27/18
03.B.04	<a href="#">Grading System for Graduate-Level Courses</a>	05/15/23
03.B.06	<a href="#">Graduation and Commencement of Graduate Students</a>	04/11/17
03.B.07	<a href="#">Graduate Academic Probation, Suspension, and Dismissal</a>	05/01/23
03.B.24	<a href="#">Admission of Graduate Students</a>	06/28/24

## **Appendix II (Academic Honesty Policy)**

### **Academic Honesty**

The Academic Honesty Code is embraced by all members of the UHD community and is an essential element of the institution's academic credibility. The Honesty Code states, "We will be honest in all our academic activities and will not tolerate dishonesty." The purpose of the Academic Honesty Policy is to deal with alleged violations of the Honesty Code in a fair and consistent manner. It is each student's responsibility to read and understand the Academic Honesty Policy (PS 03.A.19). Graduate students within the College of Sciences and Technology (CST) should be familiar with the University's Academic Honesty Policy (PS 03.A.19). In addition, graduate students within this college will be held to a higher level of integrity and should be familiar with the CST Graduate Academic Honesty Policy which is located on the College's website.

## **Appendix III (Resources)**

[UHD](#)

[College of Sciences and Technology](#)

[Graduate Catalog](#)

[University Undergraduate Student Handbook](#)

[Canvas](#)

[Gatormail](#)

[Student Account Portal – MyUHD \(Degree Progress Report/holds\)](#)

[Academic Calendar](#)

[Bookstore](#)

[Financial Aid](#)

[Student Counseling Services](#)

[Student Health Services](#)

[Accessible Education Center](#)

[Wellness and Success Center](#)

[Office of Basic Needs](#)

[Student Business and Accounting](#)

[IT Help Desk](#)



Appendix IV (Forms)



Optional Practical Training (OPT)

University of Houston-Downtown  
Office of International Admissions  
One Main Street, Suite GSB 308  
Houston, TX 77002-1001  
P: (713) 221-8048 F: (713) 223-7408  
Email: [InternationalAdmissions@uhd.edu](mailto:InternationalAdmissions@uhd.edu)

TO BE COMPLETED BY THE STUDENTS:

Student's UHD ID# 900 _____		SEVIS # N _
Student's Last Name _____		Student's First Name _____
Date of Birth (mm/dd/yy) _____	Major/Field of Study _____	Email Address _____
Desired OPT Start Date _____	Desired OPT End Date _____	# of Hours/Week _____
The above-named student is applying for OPT (select one):		
<ul style="list-style-type: none"><li>• Pre-completion during academic year (20 hrs/week maximum)</li><li>• Pre-completion during annual vacation (part-time or full-time)</li><li>• After completion of all degree requirements (part-time or full-time)</li><li><input checked="" type="radio"/> • Post-completion (full-time only)</li></ul>		
How is the OPT related to your course work? Please provide a brief description of the type of employment you are seeking.		
_____		
_____		
_____		
Student's Signature: _____		Date: _____

TO BE COMPLETED BY YOUR ACADEMIC DEPARTMENT:

_____	_____
Degree Level Expected	Anticipated Date of Completion
_____	_____
Signature of College Academic Advisor	Date
_____	_____
Name of the College Academic Advisor (Print)	Phone Number



**F-1 STUDENT CURRICULAR PRACTICAL TRAINING  
RECOMMENDATION**

To Be Completed By Academic Advisor or Department Chair  
Please review handout, "Curricular Practical Training for F-1 Students"

TO: Office of International Admissions, Suite GSB308

FROM: \_\_\_\_\_  
Print Name of Faculty/Advisor/Department Chair Title

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

RE: \_\_\_\_\_  
Student's Last Name Student's First Name

I have met with the student listed above and recommend that Curricular Practical Training at *(please print name and complete address of employer)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

be authorized from \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_ *(The length of the semester; Student must reapply for CPT again every semester if they wish to continue)* based on the following:

\_\_\_ The employment is designed to enhance the student's educational program, is directly related to the student's field of study, and is approved by his/her academic department.

\_\_\_ The employment is required to complete graduation course requirements for the degree being sought by the above student. This includes work necessary to complete thesis or dissertation. Brief description of the work: \_\_\_\_\_

Number of credits to be awarded: \_\_\_\_\_ Course number: \_\_\_\_\_

\_\_\_ The employment is through an institutionally-sponsored cooperative education, internship, or work study program.

This position will be \_\_\_ part-time (20 hours or less) or \_\_\_ full-time. *(Please check one.)*

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Department: \_\_\_\_\_

UHD INTERNATIONAL ADMISSIONS OFFICE USE ONLY: CPT Authorized by \_\_\_\_\_ on \_\_\_\_ / \_\_\_\_ / \_\_\_\_

UHD ID: \_\_\_\_\_ Student's First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_



Office of Scholarships and Financial Aid  
**2024 Fall Satisfactory Academic Progress Appeal**  
**Deadline November 8, 2024**

Federal financial aid regulations require the University of Houston—Downtown to determine that federal aid recipients are making satisfactory academic progress (SAP) toward their degree. Students who do not meet the requirements for continued eligibility for financial aid due to circumstances beyond their control may appeal for reinstatement. You must complete this form, attach statement and supporting documentation, and submit to the Office of Scholarships and Financial Aid by the appropriate deadline.

Section I. PLEASE SELECT THE REASON(S) FOR APPEAL:

**GRADE POINT AVERAGE (GPA)**  
 Undergraduate students must maintain a 2.0 cumulative GPA  
 Graduate students must maintain a 3.0 cumulative GPA.

**COMPLETION PERCENTAGE**  
 Students must complete at least 73% of all their attempted course work, including transfer hours.

**THIS SECTION IS ONLY COMPLETED BY THE ADVISOR IF YOU ARE NOT MEETING TIME FRAME**

**EXCEEDS MAXIMUM TIMEFRAME**

- Undergraduate students must complete their program of study with no more than 170 hours (this includes transfer hours).
- Graduate students must complete their program of study with no more than 54 hours (including transfer hours from other graduate schools)

Please have academic advisor complete questions below and complete the information below:

How many hours are in progress?	
What courses are in progress?	
Are any of the courses not applicable or needed for their degree completion?	
Assuming the grades post and are satisfactory for the courses identified above, how many hours would still be needed to complete remaining requirements	
If student has less than 2.0 UHD GPA, please estimate how many hours it will take to repair the GPA and complete any other remaining requirements.	
Projected Graduation Date	

\_\_\_\_\_  
 Academic Advisor Name (Print)

\_\_\_\_\_  
 College/Department

\_\_\_\_\_  
 Advisor Signature

\_\_\_\_\_  
 Phone

UHD ID: \_\_\_\_\_ Student's First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

**UHD** University of Houston **Office of Scholarships and Financial Aid**  
**DOWNTOWN** **2024-2025 Post-Baccalaureate Certification Form**

Students who are classified as Post-Baccalaureate (PB) must submit justification in order to continue receiving financial aid after earning a first bachelor's degree. You must indicate which option below most closely applies to your circumstance (check only one), and meet with an academic advisor to obtain advisor certification regarding your circumstance. Submit the completed form to the Office of Scholarships and Financial Aid.

<input type="checkbox"/> <b>PB Degree Objective 1—Seeking a Second Bachelor's Degree</b>	
The above referenced student is seeking a second undergraduate degree in _____ Major	
with _____ credit hours remaining in the degree plan.	
<b>Advisor Signature</b>	<b>Date</b>
<i>Please attach a copy of the second-degree plan signed by the academic advisor. You must be registered for the courses listed on the degree plan.</i>	

<input type="checkbox"/> <b>PB Degree Objective 2—Seeking Teacher Certification</b>	
The above referenced student is seeking a teaching certificate with _____ credit hours required to obtain certificate.	
<b>Advisor Signature</b>	<b>Date</b>
<i>Please attach a copy of the Teacher Certification Plan signed by the academic advisor. You must be registered for the courses listed on the plan.</i>	

<input type="checkbox"/> <b>PB Degree Objective 3—Taking Pre-Requisites for Graduate Admission</b>	
The above referenced student is taking required pre-requisite courses for admission into _____ Graduate Program	
Courses Required:	
<b>Advisor Signature</b>	<b>Date</b>
<i>You may receive funding until you have been admitted into the graduate program, but not to exceed 12 months. You must be registered for courses listed here.</i>	

<input type="checkbox"/> <b>PB Degree Objective 4—Personal Enrichment</b>
<b>Not eligible to receive financial aid.</b>

I understand that as a Post-Baccalaureate student (seeking one of the objectives above) my funding is primarily limited to student loans. Financial Aid will not cover courses previously taken and passed. I also understand that I am not eligible to receive federal grants (including Pell and SEOG) because I have already received my first undergraduate degree. All information presented above is true to the best of my knowledge. <i>Warning: If you purposely give false or misleading information on this worksheet, you may be fined, sentenced to jail, or both.</i>	
<b>Student Signature</b> <i>(Black or blue ink, electronic signatures not accepted)</i>	<b>Date</b>

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