Standard Operating Procedure – Application to Graduate without Enrollment (College)

Responsibility: Associate Dean; College Coordinator

Time Frame: Before the last day to apply for Late Graduation

Definition: Exception to University Policy: “The student who expects to graduate in a given term must be enrolled for that term.” (2016-2017 Graduate Catalog)

Procedures:

Step 1: Prepare a Graduate and Professional Petition requesting graduation without current enrollment.

Step 2: Requires departmental signatures

Step 3: Office of Graduate Studies approves/disapproves and processes
   - Step 3a: Upload to IRIS for USGS approval
   - Step 3b: Notify student

Step 4: Student applies for Graduation using Access UH

Step 5: If the student misses the Late Application Deadline
   - Step 5a: Student completes the Graduate and Professional Petition
   - Step 5b: OGS submits petition of OUR for manual addition to graduation application list
   - Step 5c: Notify student.