UNIVERSITYof **HOUSTON** | GRADUATE SCHOOL

Graduate Standard Operating Procedure (SOP)

Topic: Degree Completion Courses

Document #: GR-SOP-Admin-05

I. INTRODUCTION

The Graduate and Professional Studies Catalog requires students to maintain continuous enrollment in every long term (fall/spring) from admission until graduation. Occasionally, there are circumstances where a student completes all requirements and coursework for their degree, and yet do not graduate during their last term of coursework. For this type of situation, the Graduate School manages zero-credit courses titled "Degree Completion" which can be utilized to allow a student to remain in compliance with the continuous enrollment requirement even after their final credit course has been taken.

II. POLICY

Permission to utilize the XXXX 7099 or XXXX 8099 courses titled "Degree Completion" is restricted to the dean's office in each college. There are specific, approved situations where the Associate/Assistant Dean of each college can approve usage of the Degree Completion course for a particular student, with oversight provided by the Graduate School. Final approval/disapproval of course usage of these courses resides with the Dean of the Graduate School.

Students who are enrolled in a zero credit hour course will not be charged tuition/consolidated fees, mandatory fees and the extended access fee. Therefore, these students will no longer maintain their student status and will not have access to university services.

III. GUIDELINES

The following are the specific occasions where this course can be created and used to allow a student to remain 'continuously enrolled' for the purposes of graduation:

- A student completed all degree requirements and coursework, but did not properly apply to graduate within the allowable timeframe and there is no further classroom or research work to be done.
- A student completed all degree requirements and coursework in a non-thesis program, but still has pending grade(s) of I (incomplete) which have not yet been completed, and needs another term in which to submit the pending coursework for the grades to be updated.
- A student completed all degree requirements on time including all academic work on a thesis/dissertation (including defense and approval), but did not submit their thesis/dissertation to the Library on time. This is only applicable if all work on the thesis/dissertation was completed by the submission deadline in the academic

calendar, and the issue is late or non-compliance with the submission of the completed, defended document into the Library submission system. If the student was still working on the document after the published submission deadline, enrollment in the next term is required (1 or 3 credits, per catalog policy).

- Any other proposed usage must be approved in advance by the Dean of the Graduate School.

The Degree Completion course may only be used once per student and only for the purposes of graduation when no other for-credit coursework remains under catalog policy (see section on Continuous Enrollment in Thesis or Dissertation). Since the purpose of this course is to be used in lieu of enrollment in for-credit coursework, students cannot be concurrently enrolled in any other section or course.

IV.   PROCEDURES

- When a situation is identified where a student demonstrates the need for a Degree Completion course above, a petition should be submitted to the Associate/Assistant Dean of the College for graduate studies.
- Responsibility for reviewing the petition and confirming that the request conforms with the guidelines laid out above rests with the office of the Associate/Assistant Dean. Requests for further research into a situation, or special circumstance request, should be referred to the Graduate School's Assistant Director for Graduate Programs & Student Records.
- The student must sign the petition, acknowledging that they understand the nature of this agreement and that they understand they must pay the associate fee in order to remain a student
- If the petition conforms to the prescribed situations above, move forward with section creation and enrollment.
- Upon review and approval, the course should be created in PeopleSoft Curriculum Management with the following criteria:
  o Should be a session 1 course (Regular Academic Session
  o Do not print in the published course schedule (uncheck "Schedule Print")
  o Instruction Mode should be "WW"-Online
  o Meeting Pattern should be "ARRA"-Arrange
  o The Instructor of Record should be the Associate/Assistant Dean or designee who will assure the S/U grade is posted on time.
  o The Enrollment Capacity should be set to 1. There should never be extra seats available in this type of course listing.
- Once the section of the course is created, administratively enroll the student into the course.
- The executed petition should be submitted in the IRIS system.
- The Graduate School will monitor creation/enrollment in these courses and audit them before ORD in order to curtail any unapproved usage.

V.   DOCUMENTATION

- Graduate/Professional Student Petition

VI.   APPROVAL

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        Dr. Sarah Larsen
Vice Provost and Dean, University of Houston Graduate School

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Approval Date

REVISION LOG

Revision Number	Approved Date	Description of Changes
1	2/20/2017	Initial edition
2	3/18/2020	Section II – Addition of new policy language