Dear Students,

Welcome to the University of Houston Downtown! For over four decades, UHD has provided excellent educational opportunities. Our high-quality academic undergraduate and graduate degrees prepare you for immediate entry into the workplace, or for continued post-graduate studies and research. By starting or continuing your academic career at UHD, you are embarking on both a rigorous and rewarding journey that will enhance your personal, social, and career development. This student Handbook is your roadmap for accessing services, resources, and support across the University. We encourage you to use this handbook in making informed choices to ensure your success at UHD.

Whether you are a full-time or part-time student, a first-time-in-college freshman, a transfer student, a graduate or an undergraduate, we have the tools and resources to support you in reaching your educational goals. In this handbook you will find guidelines about required activities, such as registration and payment, as well as pertinent information about services offered by departments like the Library, Student Activities, and Financial Aid. Additionally, we clarify our values and standards that we expect from each student at UHD, outlined in our student rights and responsibilities found in our policies at the end of this handbook. We recommend that your review this Student Handbook carefully.

As you review the Student Handbook, we encourage you to consider the numerous curricular and co-curricular opportunities available to you. We hope you’ll use your time at UHD to stretch, grow, and learn. Engage on campus, join a student club or meet your student government leaders, and get to know the dedicated faculty and staff working to support you. We want you to succeed at UHD, if you don’t find what you need here, ask us! Take advantage of the many resources on campus designed to support you. Finally, the Office of Student Affairs is always ready to listen to your ideas and suggestions. So, get busy and have a great year!

Go Gators!
The University of Houston Downtown is a dynamic university offering bachelor’s and master’s degrees at multiple locations across Houston, as well as online. UHD is woven into the vibrant streets of downtown Houston, with an urban appeal that celebrates the multicultural vibe of the fourth-largest city in the United States. You’re just steps away from Fortune 500 companies, world-renowned arts organizations, award-winning restaurants, exciting entertainment, and professional sports.

History
In 1974, the University of Houston acquired the assets of South Texas Junior College and opened the University of Houston-Downtown College at One Main Street as a four-year institution. By the end of the 1970s, the Texas Legislature had approved UHDC as a distinct university in the University of Houston System. The rich history behind UHD is found in the archives at http://archives.uhd.edu/cdm/timeline

The Seal
Steeped in deep Texas tradition, the Seal of the University of Houston System is the Official Seal of Arms of General Sam Houston, as handed down to him from noble ancestors. The simple Escutcheon in the center of the seal consists of checkered chevrons denoting nobility, and three Martlets, gentle Lowland birds symbolizing peace and deliverance. A winged hourglass is above the shield and surmounting this, the motto, “In Tempore” (In Time). Greyhounds were placed at the sides to indicate the speed in giving aid.

Welcome Week, held during the first week of classes each fall and spring semesters, this week of events celebrates the beginning of the semester with a comprehensive calendar of events and activities designed to welcome back new and continuing gators.

Homecoming, held annually during the fall semester, is a time for students, alumni, faculty, staff, and the community to come together, and celebrate the spirit and pride of UHD. UHD alum, current students, faculty, staff, community members, and future gators unite to celebrate the common thread that binds all Gators. The main features of Homecoming are the UHD Pep Rally, the Homecoming games and Tail-Gatoring.

Student Involvement Day, held during the fall and spring semesters, is a resource and tabling fair that highlights student organizations, Greek life, and Campus Activities Board (CAB), Student Government Association (SGA), and invites all students to find place and engage.

Culture on the Bayou, held each spring, is a cultural celebration with crawfish, drinks, and zydeco music to celebrate the richness and diversity of UHD. Clubs and organizations registered with the university use this time to fundraise and celebrate their organizations.

GatorServe, held each fall semester on both Martin Luther King Jr. Day, and September 11th which are both regarded as National Days of Service. UHD students, staff, faculty, friends, families, and community partners join to complete projects in service of our neighbors.

Gator Traditions, Pride & Spirit

One Main Event, held each spring, is our annual awards gala celebrating the outstanding accomplishments of our student organizations and their members throughout the year.

Colors
Our primary school colors are UHD blue and UHD red.

Mascot
The gator is the official mascot for the University of Houston-Downtown. You will find Ed promoting team spirit cheering on club sports, at local community activities, and university events promoting gator pride!

Gator Chant
Created by the UHD student Gator Crew in 2016, the “Gator Chant,” has become a rallying call for new gators to show their gator pride.

Crew Member: Hey Gators!
Everyone: Yeah?
Crew Member: You’re lookin’ good today!
Everyone: Well, the Gators look good EVERYDAY!
Everyone: We are, we are gators, gators!
Everyone: We are, we are gators, gators!
Everyone: Fighting red
Everyone: Fighting blue
Everyone: Fighting white
Everyone: BITE, BITE, BITE
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Academic Advising Center
N320, 713-221-8006, uhدادvising@uhd.edu
The Academic Advising Center provides quality academic services essential to new and continuing UHD students prior to their transitioning into the college-specific advising centers. Advisors assist and empower students in making wise academic decisions, guiding them through academic processes and procedures that are integral to their success. Informing students of degree requirements and matching students’ needs with available resources, advisors provide opportunities for exploring major and career options as students reflect on their lifelong goals. Declared students in good standing with 45 or more earned hours transition from the Academic Advising Center (N320) to the college advising center of their major after a minimum of one term at UHD.

The Academic Advising Center is open from 8:00 am to 6:00 pm, Monday- Thursday and 8:00 am to 5:00 pm on Friday.

Academic Calendar
The Academic Calendar, with important dates and deadlines, is published online. In it you will find registration dates, fee payment deadlines, school holidays, drop/add deadlines, when to apply to graduate, reading days, and final examination days. Students are responsible for reviewing the calendar and becoming aware of all applicable deadlines. UHD reserves the right to change these calendars at any time as necessitated by university or legislative action. www.uhd.edu/AcademicCalendars

Academic Concerns
If you have a question or complaint concerning an action by a UHD instructor or employee in an academic office you should address the issue first to the person whose action is the source of the complaint. Most problems are resolved on this level. If there is an occasion when this is not sufficient, you should follow the chain of command below:

- Instructor/Employee
- Department Chair
- Academic Dean
- Vice-President of Academic Affairs

Academic Probation and Suspension

Probation
Academic probation is a warning to the student that his or her academic record has been unsatisfactory. A student who is not making satisfactory progress toward meeting graduation requirements may be placed on academic suspension if this record does not improve.

A student is placed on academic probation at the end of any term in which his or her cumulative UHD GPA falls below 2.0. The cumulative UHD GPA for academic probation is computed on grades earned at UHD. Grades of I, IP, S or W are not counted. See the Grading System and Standards section of the catalog for additional details on grades that count toward the UHD GPA.

All students on probation must consult with an academic advisor before registration to discuss their plans, academic progress and GPA repair, and available academic support.

Students on probation must maintain a UHD term GPA of 2.0 or above in each term in which they are enrolled until their cumulative UHD GPA reaches 2.0 or above. Students on academic probation will be placed on continued probation at the end of any term in which they fail to earn a minimum term GPA of 2.0. Failure to earn a term GPA of 2.0 or above while on continued probation status will result in academic suspension. Only courses taken at UHD will remediate the cumulative UHD GPA. A student returns to regular academic standing after his/her cumulative UHD GPA reaches 2.0 or higher.

Suspension and Dismissal
Suspension means that a student is ineligible to register or remain in classes. Students on continued probation status will be suspended at the end of any term in which their cumulative GPA falls below the specified minimum cumulative UHD GPA unless they earn a minimum GPA of 2.0 in that term.

Any registered coursework for the next term will be administratively dropped by the Records Office. A student’s suspension is in effect for that term, pending readmission. The student may appeal the suspension to the student’s academic dean or the dean’s designated representative. For an appeal, students must provide clear and compelling evidence of potential academic success, for example, academic success at other institutions. The final decision for readmission rests with the academic dean or dean’s designated representative.

If a student’s appeal is approved, the student will be placed on extended probation. The student must meet with a dean’s representative or designated advisor to discuss how to improve their academic performance and make satisfactory academic progress. The student may be required to agree to a contract of actions likely to result in improved academic performance.

Students must maintain a term GPA of 2.0 or above in each term they register until achieve a cumulative UHD GPA of 2.0. Failure to maintain a term GPA of 2.0 will result in academic dismissal from the university. This academic dismissal will be permanent unless the student
appeals to their academic dean or dean’s designated representative for readmission or readmits under Academic Amnesty.

Academic probation and suspension will be noted on the student’s official undergraduate transcript.

**Academic Amnesty**
An undergraduate student returning to UHD after a minimum of a two-year absence may petition the Dean of University College for application of the academic amnesty policy. To be eligible, the student must not have attended UHD for the two-year period immediately preceding his/her return to UHD. The student must also complete 24 semester credit hours with a minimum grade point average of 2.5 following readmission to UHD. If academic amnesty is granted, all courses with grades of F or D earned prior to readmission are ignored in applying credit toward fulfillment of degree requirements and in future computations of the student’s grade point average. The amnesty provision applies only to the application of credit toward a degree and computation of the student’s grade point average. No grades on the student’s permanent record are altered or deleted.

**Application for Graduation**
All degree candidates must submit an online graduation application through myUHD2.0. To determine graduation eligibility students are encouraged to run and review their Degree Progress Report and speak with their academic advisor. The online graduation application will require for the candidates to review their graduation program, commencement attendance, diploma name and diploma address, graduation fee information, and to complete the graduation exit survey. Candidates will be requested to review their academic program to ensure information is correct. If this information is incorrect, the graduation candidate will be advised to contact their college advisor. Commencement ceremony attendance will be asked at time of application. If the candidate decides to change their status after submitting the online graduation application, the candidate can contact the Registrar’s Office to update this information. Candidates will have the option to review their diploma name and diploma address, and can update by editing their graduation application information after it has been submitted. The $50 graduation fee will be added to the Student Account Statement for the semester to which the charge is assigned. The graduation fee covers the costs of processing the graduation application, printing the diploma and mailing it to the graduate, and other costs associated with the commencement ceremony. If students fail to complete all degree requirements during the term in which they applied for graduation and paid the graduation fee, then they must apply online for graduation and pay the graduation fee again when they become eligible to graduate. If a student has any unresolved financial or administrative holds at the University of Houston-Downtown, their diploma and transcripts will not be released until these holds have been cleared.

Graduates wishing to request more than 3 copies of their diploma will need to contact the Registrar’s Office.

**Auditing A Course**
To audit a course is to enroll in a course on a noncredit basis. Audit students pay the regular tuition and all other applicable fees as set for the current academic year. Senior citizens 65 years or over may be eligible for an exemption of tuition for an audited course on a space available basis. A change to credit status may not be made after the student has registered to audit a course. Changes from credit status to audit status in a course must be made prior to the end of the business day of the Official Day of Record. A Request for Audit form must be processed in the Registrar’s Office by the Official Day of Record for the appropriate term along with Instructor approval. Students wishing to audit courses should contact the Registrar’s Office for further details www.uhd.edu/registrar/Documents/audit_form.pdf

**Changing Your Name**
An official change in name must be reported to the Registrar’s Office and when applicable to the Office of Scholarships and Financial Aid. Original legal documentation must be presented along with a copy of the Social Security card when requesting a name change or correction. (e.g. marriage certificate, divorce decree, naturalization certificate, etc.) A copy of your state issued driver’s license or government issued photo ID will also be required. Currently enrolled students requesting a name change should refer to the Student Information Update form for important information regarding updates to GatorMail and Blackboard.

**Class Attendance**
Students are expected to attend all class sessions. Students who have not attended class, engaged in the technology (online only) nor made contact with the faculty member to adequately explain the absence by the end of the 10th class day of the long semester, or the published calendar date for summer and other required terms, may be administratively dropped from the course. The responsibility for dropping a course lies with the student. Departments and faculty members may have additional attendance policies for their courses.

**Classification**
Undergraduate classification is determined by the number of credit hours which have been completed: 0-29 semester hours: freshman; 30-59 semester hours: sophomore; 60-89 semester hours: junior; and 90 semester hours
and above: senior. Graduate classification is determined by admission status.

Common Core Requirements

Students in all UH-Downtown undergraduate degree programs must complete a common core of courses consisting of 42 semester credit hours. The following table lists the Foundational Component Areas of the core, the number of semester credit hours (SCHs) required in each area, and the UH-Downtown courses that may be used to fulfill these requirements. Departments often suggest certain courses that they prefer their majors to take to fulfill some of the core requirements, so students should carefully study the degree plans that interest them. Degree plans may be found in the sections of this catalog describing the departments’ programs and in degree program brochures available in departmental offices.

A student transferring to UHD who has completed the common core requirements at another Texas institution of higher education will receive credit for each of the core courses transferred and will be considered to have fully satisfied all of UHD’s common core requirements.

A student transferring to UHD who has completed some, but not all, of the common core requirements at another Texas institution of higher education will receive credit for each of the core courses transferred and will be considered to have fully satisfied the corresponding common core requirements at UHD. The student must still satisfy any remaining UHD common core requirements.

Students concurrently enrolled at more than one institution of higher education should follow the core curriculum requirements in effect for the institution where they are classified as degree-seeking students.

Correcting an Address

Mailing addresses may be changed online through the myUHD 2.0 at www.uhd.edu/myuhd under “My Personal Profile & Emergency Alerts”. Currently enrolled students requesting a name change should refer to the Student Information Update form for important information regarding updates to GatorMail and Blackboard.

Course Credit and Numbering System

Progress toward the completion of academic work is measured in terms of semester credit hours. One semester credit hour is normally equivalent to one hour of class work, or from one to six hours of laboratory work per week for a semester.

All courses are identified by discipline and number. The first digit of a course number indicates the academic level. Courses in the 1000 series are generally for freshmen, 2000 for sophomores, 3000 for juniors and 4000 for seniors. The 5000 and 6000 series courses are graduate courses. Undergraduates are not allowed to enroll in graduate courses without permission of the academic department which offers the courses. The second digit indicates the number of semester credit hours that the course carries. The third and fourth digits specify a particular course within its discipline.

The three numbers in parentheses after each course title indicate the number of semester credit hours, the number of class hours per week, and the number of additional laboratory or activity hours per week.

Course Load

Maximum course loads are established to encourage students to think carefully about the amount of time they will need to devote to each class. The following policies are in place so that students are better able to meet their course obligations successfully.

• A standard undergraduate course load during the fall and spring terms is 15 to 16 semester credit hours, or five courses. Twelve semester credit hours are considered the minimum full-time load.
• Students who are employed 40 hours per week should take no more than two courses, or six credit hours.
• Students who wish to enroll in 20 credit hours or more in a fall or spring term must receive approval from the assistant or associate dean of their college.
• The standard load for one summer session is six to eight credit hours.
• Students who wish to enroll in nine hours or more in a single summer session or in two overlapping summer sessions must receive approval from the assistant or associate dean of their college.

For information on the graduate course load, consult specific master’s degree coordinator.

Diplomas

Diplomas will be printed once the Registrar’s Office certifies that candidates have met all degree requirements. It takes about three months from the end of the semester for diplomas to be printed. To receive a diploma you must have submitted the online graduation application and cleared all hold. Students can request up to 3 copies of their diploma when they submit their online graduation application. Each additional diploma copy costs $50 each. If students wish to request more than 3 copies of their diploma, they will need to contact the Registrar’s Office. Your diploma will include your name, graduation date and degree, Latin honors (if applicable),
and the university’s seal and signatures. Your diploma will be mailed to the address you indicated at time of application. Any diplomas, which were undeliverable through mail, will be held in the Registrar’s Office for up to two weeks. Graduates can contact the Registrar’s Office if they have any questions on status of diploma.

**Directed Studies Courses**

A directed studies course allows students to work directly with a faculty member on an individual basis. This type of study is intended to expand the curriculum and may not duplicate an organized course. A directed studies course requires a term paper, research study or comparable project. Students wishing to enroll in a directed studies course must be in good academic standing, must have instructor approval to enroll in the course. The academic department of the course or college may have additional prerequisites or requirements for enrollment in a directed studies course. Procedures for enrolling in directed studies courses are available in UHD Policy Statement 03.A.17- Directed Studies. Degree requirements may limit the number of hours of directed studies that may be applied.

**Field Experience Courses, (Internships)**

*Visit your academic department*

To enroll in a Field Experience course you must have declared a major, have completed at least 60 semester credit hours, be in good academic standing, meet your academic department’s requirements, and have approval of the Field Experience Academic Coordinator in your academic department. Information about Field Experience courses is available in each academic department.

**Grading System and Standards**

**Academic Honesty**

The Academic Honesty Code is embraced by all members of the University of Houston-Downtown academic 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. The policy is administered jointly by students and faculty. It is each student’s responsibility to read and understand the Academic Honesty Policy.

**Grading System**

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
</tr>
</tbody>
</table>

Also included in the calculation of grade point averages are incomplete letter grades. Incomplete letter grades are: I/A (4 points), I/B (3 points), I/C (2 points), I/D (1 point) and I/F (0 grade points).

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

- A* Non-credit grade
- B* Non-credit grade
- C* Non-credit grade
- IP In Progress
- AUD Audit
- S Satisfactory (Passed)
- U Unsatisfactory (Failed)
- W Drop
- CA Credit Awarded
- WM Withdrawn-Military

**Grade Point Average (GPA)**

A measure of the overall level of a student's academic achievement. (It is calculated by dividing the total number of grade points earned at UHD by the total number of semester hours at UHD. Whenever a course is repeated, only the highest grade from the attempts will be used for calculating the grade point average.

**GPA at Time of Graduation**

UHD Grade Point Average (GPA) is used at the time of graduation and is used to certify the degree. When a course has been repeated, only the highest grade earned at UHD will be used in computing UHD grade point average. Unless a grade appeal has been found in the student’s favor, the GPA certified at the time of graduation remains the official GPA for the certified degree and shall not be subject to change. A student’s eligibility for honors at the time of graduation shall not be adjusted. Grades for courses repeated after graduation and new courses completed after graduation, do not change the GPA certified at the time of graduation. A student’s overall GPA at UHD may be updated based on courses taken subsequent to the certification and award of the degree. Transfer grades are not included in the calculation of the UHD GPA.
Repeated Courses
Undergraduate students may enroll in a course at UHD no more than three times. Students may appeal this restriction by petitioning the dean of the college in which the course is housed. When a course is repeated, only the highest grade earned at UHD will be used in computing the grade point average. If a course taken initially at UHD is repeated later at another institution for credit, only the UHD grade is included in the grade point average. GPA at the time of graduation: UHD Grade Point Average (GPA) is used at the time of graduation and is used to certify the degree. When a course has been repeated, only the highest grade earned at UHD will be used in computing UHD grade point average. Unless a grade appeal has been found in the student’s favor as outlined in the grade appeals process the GPA certified at the time of graduation remains the official GPA for the certified degree and shall not be subject to change. A student’s eligibility for honors at the time of graduation shall not be adjusted. Grades for courses repeated after graduation and new courses completed after graduation, do not change the GPA certified at the time of graduation. A student’s overall GPA at UHD may be updated based on courses taken subsequent to the certification and award of the degree. Transfer grades are not included in the calculation of the UHD GPA.

Grade of I (Incomplete)
A grade of I is given only when students have completed a significant portion of the course requirements and a documented emergency prevents the student from completing the remaining course requirements. Before an instructor can assign a grade of I, they must file with, and get approval by, the home department chair. This approval is documented by a form signed by both the instructor and the student that describes the necessary work that can be submitted before the deadlines described below. If a student is unable to sign the form, the instructor must state on the form the reason for granting the I and the work necessary for the removal of the I. A grade of I counts as an F in calculating the graduation GPA for purposes of determining eligibility for graduation.

- If the incomplete grade was assigned during the Fall semester, the grade of I will be changed to the grade earned based on the assignments submitted before the end of the subsequent Spring term. It is the instructor’s responsibility to submit the grade change to the Office of the Registrar. If the instructor is unavailable, the home department is responsible for submitting the grade change to the Office of the Registrar. If no grade is submitted to the Office of the Registrar, the incomplete grade is automatically changed to an I/F.

- If the incomplete grade was assigned during the part of a term or mini-term, the grade of I will be changed to the grade earned (I/F) based on the assignments submitted before the end of the subsequent long semester. It is the instructor’s responsibility to submit the grade change to the Office of the Registrar. If the instructor is unavailable, the home department is responsible for submitting the grade change to the Office of the Registrar. If no grade is submitted to the Office of the Registrar, the incomplete grade is automatically changed to an I/F.

- Military Leave: Students who have received I grades because their enrollment has been interrupted by active military duty in the United States military must complete the missing work within one year from the conclusion of those duties. It is the responsibility of the student to provide official documentation of their required duties to the Office of Veterans Affairs and the Office of the Registrar. If the work is not completed within one year from the conclusion of those duties, the grade of I is changed to WM.

- Title IX Leave: In compliance with Title IX, students with applicable leave designation may complete outstanding coursework within one long semester after the expiration of the leave. It is the responsibility of the student to provide a supporting medical statement to the Title IX coordinator and to the Office of the Registrar. If the student does not complete the outstanding coursework within one long semester after the expiration of the medical leave, the student’s grade will remain indefinitely I, unless the student decides to accept the grade earned in the class. If the student wished to accept the earned grade, they should request to do so, who will defer to the instructor of record as to the earned grade in the class.

Grade of IP (In Progress)
A grade of IP may be assigned only in courses that have been officially approved for such designation. The grade of IP is used primarily in thesis and selected research courses in which a student is registered in order to use
university resources. In calculating the GPA, a grade of IP receives no grade point value and it may remain on a student’s transcript in perpetuity. To receive grade credit for a course in which an IP was assigned a student must repeat the course and earn a passing grade (i.e., once an IP is given, the grade cannot be changed).

**Grade of S/U (Satisfactory Pass/Unsatisfactory Fail)**
A grade of S/U may be assigned only in courses that have been officially approved for such designation. Credit received with a grade of S/U is not included in calculating the GPA.

**Grade of AUD (Audit)**
In accordance with PS 03.A.03 - Auditing Courses, a grade of AUD may be assigned only in those courses officially approved for such designation. Grades of AUD are not included in calculating the GPA.

**Grade of CA (Credit Awarded)**
A grade of CA will be assigned to non-course based credit subject to the 24 hour limit in PS 03.A.11: Credit by Examination and Credit by Approved Equivalencies.

**Grade of W (Drop)**
Students will not receive a grade for a course if they drop the course by the Official Day of Record (see Academic Calendar). Students automatically receive a grade of W for any course they drop after the Official Day of Record up to the drop/withdrawal deadline as listed in the online Academic Calendar. Official Day of Record and drop/withdrawal deadlines are published in the University Calendar online at www.uhd.edu/AcademicCalendars. Class days are defined as days on which the university normally has one or more classes scheduled; not the days for which an individual student is scheduled for his/her particular classes. For purposes of determining academic calendar dates, class days during the Fall, Spring, May and Winter terms are Monday through Friday while class days during a summer term are Monday through Thursday.

**Retroactive Withdrawal:** Grades of W are granted retroactively (i.e. after the published deadline) only under unusual and well documented circumstances. Students requesting a complete retroactive withdrawal (i.e., withdrawal from all course taken during a semester) must submit and appeal to the Office of the Registrar, which is responsible for archiving these documents; submitting the appeal documents to the academic dean in the college in which the student has declared a major; and carrying out the academic dean’s decision. The process is the same for students requesting a partial retroactive withdrawal (i.e., withdrawal from one or more but not all courses taken during a semester), except that the registrar will submit partial retroactive withdrawal appeals to the academic dean in the college in which each course is taken. If the relevant dean finds sufficient documented justification for a complete or partial retroactive withdrawal, the dean will file an administrative request with the Registrar’s Office. When an approval has been granted, the dean’s office will also notify the course instructors and the chairs of the home departments of the decision and change of grade (provided they are still employed at UHD). The registrar is responsible for letting the student know the relevant dean’s decision, which is final. Students seeking a retroactive withdrawal must appeal within one calendar year after the close of term for which the request is made.

**Appeal of Course Grades**
If a student believes a course grade to be in error (i.e. if it appears to be a miscalculation, or if it appears that grade was not calculated and/or evaluated according to the course instructor’s stated procedure) 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 appropriate home department chair, (3) the final level of appeal would be to the appropriate dean.

If a student does not appeal a grade within one calendar year after the close of the semester in which the grade was received, the grade is final and no appeal will be heard.

The responsible party at each level has 14 academic calendar days to respond to students in writing with their decision regarding the appeal, unless granted an exception by the dean of the college in which the original grade was awarded.

Appeals must be submitted in writing. Students bear the responsibility by providing documentation related to the grade appeal. If the appeal reaches the chair or dean and it is determined that there is evidence of a grading error, the chair or dean will consult with the course instructor before making a final decision. Final decisions must be communicated in writing to all concerned parties.

When the appealed grade is from a course that is housed in multidisciplinary or multi-college program, appeals will be handled within the course’s home department and college. 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, the appeal to the chair of the department in which that course is housed (for courses in programs that do not have a department chair, the appeal is initiated with the program director), (3) the final level of appeal
would be to the dean of the college in which that course is housed.

An instructor may appeal the chair’s decision to the Office of the Dean.

**Change of Course Grade**
A change of course grade initiated by the instructor must be approved by the home department chair within one calendar year after the close of the semester in which the grade was received. If the time period extends beyond one year or involves change from an F, it must also be approved by the dean.

A change of course grade issued by the home department chair must be approved by the dean and notification must be sent to the instructor.

A change of course grade issued by the dean must include notification to the instructor and home department chair.

**Dean’s List**
The Dean’s List recognizes students who have achieved superior academic performance during the fall or spring semester. To be included on the Dean’s List for a specific semester, a student must, during that semester, complete at least nine semester hours of college-level work, earn at least a 3.5 grade point average, and receive no grade of I or F. The Dean’s List is published by each college at the end of each fall and spring semester.

**Graduation with University Honors**
Students who complete bachelor’s degree requirements with exceptionally high grade point averages receive degrees with honors. University honors will appear on the student transcript and diploma. To qualify for University honors consideration students must have earned 42 credit hours or more at UHD of which 24 credit hours must be upper level course work. In accordance with the Grading System Standards, all UHD credit hours are used in the GPA calculation. Only credit hours at UHD are considered; transfer credits are not used in the GPA calculation for university honors.

For consideration of university honors, the university will look at two different UHD GPA calculations:
- the UHD GPA calculated from the student’s last 42 credit hours taken at UHD and
- the UHD GPA calculated from all courses taken at UHD.

The higher of the two UHD GPAs will be considered for university honors categories below:
- a cumulative grade point average of 3.80-4.00 is required for summa cum laude.
- a cumulative grade point average of 3.60-3.79 is required for magna cum laude.
- a grade point average of 3.40-3.59 is required for cum laude.

Designation of university honors in the commencement program for graduates will reflect only grades earned prior to the final semester. University honors also will be calculated after final semester grades post and final honor status is reflected on the transcript.

Students not eligible for cum laude, magna cum laude or summa cum laude honors may be eligible for College Honors. Each college will set its own GPA requirements for College Honors. College honors will be calculated after final semester grades post. College honors will be reflected only on the student’s final transcript.

Eligibility for College Honors can be found in the general information section for each college in the academic catalog.

**International Students**
Individuals from countries outside of the United States seeking admissions to UH-Downtown must apply through the Admissions Office. Classification as an International Student can be obtained by following the procedures below in order to obtain an I-20 Immigration form.

- **Application** - A new international student must file an application for admission with Enrollment Services and pay the nonrefundable $80 application fee by the application deadline. The application and fee will be valid for a period of one year.
- **Transcripts** - Freshman students must provide official transcripts of secondary school scores, including mark sheets and date of graduation, in their original language. A certified English translation of all transcripts must be included if the originals are not in English. Transfer students must provide official transcripts from all colleges or universities attended. If original transcripts are not in English, a certified translation must accompany the original documents. In addition, all foreign transcripts must be evaluated by an evaluation service recognized by UHD in order to receive transfer credit. Students transferring from another college or university in the United States must submit a transfer form that has been completed and signed by the foreign student advisor at the previously attended institution. This form must be returned to Enrollment Services at UH-Downtown prior to enrollment.
- **Affidavit of Support** - A signed Affidavit of Support must be submitted showing that a sponsor(s) will be responsible for all educational and living expenses.
• **Bank Letter** - A certified bank letter, indicating that the sponsor is financially capable of meeting the student’s education and living expenses, must be submitted. This letter must indicate, either in U.S. dollars or in the local currency, the amount maintained in the account(s). The letter must have been issued within the past three months.

• **Language Proficiency** - A valid TOEFL (Test of English as a Foreign Language) score 550 for the paper version or 213 for the computer-based version or 80 for internet based or higher or IELTS score of 6.5 or higher is required. Students with a TOEFL score of less than 550 or IELTS score of less than 6.5 may attend the English Language Institute (ELI) prior to beginning academic studies at the university. ELI students study noncredit English classes until they are either recommended by ELI for academic study or achieve a 550 TOEFL score. Graduates of ELI are able to apply into the undergraduate academic programs at UH-Downtown without taking the TOEFL. Transfer students may be exempt from taking the TOEFL if they have passed 12 or more college-level hours in the United States, including Composition I and II, with a grade of C or better.

• **Health Insurance** - International students must carry health insurance for the duration of their studies. The University of Houston-Downtown requires students to obtain adequate health insurance coverage that meets the following requirements: No annual limit on medical/preventive care benefits, at least $50,000 on Medical evacuation coverage, and at least $25,000 on repatriation coverage. International students who wish to apply for health insurance waiver, please make sure the coverage meets the above minimum requirements and go to uhd.myahpcare.com to submit the waiver request online. Otherwise, students will be charged for health insurance as a part of their registration fees.

Individuals who are not eligible to be classified as International Students, but who have filed for adjustment of status with the United States Citizenship and Immigration Services (USCIS) and have their petition pending to attain lawful status under federal immigration law or those who qualify under Senate Bill 1528 can apply using the university’s undergraduate application. For more information, go to www.uhd.edu/admissions/Pages/admissions-residency.aspx

**Major Declaration**

As students apply for admission to UHD, a major must be selected for their intended program of study. If the student meets all declaration requirements noted in the undergraduate catalog for their intended major, the student is declared upon admission. Students not meeting declaration requirements upon admission are identified as pre-majors. Following the official posting of grades for each term, pre-majors are routinely evaluated to determine if declaration requirements have been met. Students meeting declaration requirements become declared and students not meeting declaration requirements remain pre-majors. A pre-major student must meet the declaration requirements by their second term of enrollment (transfer) or 45 hours (first time in college); failure to do so will require additional major exploration and a change in major to continue enrollment at UHD. All students seeking to change their major or pre-major must meet with an academic advisor to discuss the proposed change and their eligibility. Declared majors assigned to college advising centers may submit a Major Change Request at any time through student eservices. Declared and pre-majors assigned to the Academic Advising Center may submit a Change in Curriculum Request Form with their academic advisor.

**Official Day of Record**

The Official Day of Record is the last day to do the following:

- Change to audit status for a class
- Appeal residency status
- Request an international student health insurance waiver
- Drop without a grade
- Receive a refund for a partial withdrawal

See www.uhd.edu/AcademicCalendars for each semester’s Official Day of Record.

**Prerequisites**

Prerequisites are NOT optional. Prerequisites ARE requirements or courses that must be completed PRIOR to taking a course. The prerequisites for a course are described in the catalog course descriptions. It is the student’s responsibility to insure that he/she meets the prerequisites prior to enrollment in a course. If the student enrolls and does not meet the prerequisites, he/she may be administratively withdrawn from the course at any time. Any variance in prerequisite requirements or this policy must be obtained in writing from the program chair prior to enrollment in the course.

**Release of Student Records**

UHD has a policy in conformity with the Family Educational Rights and Privacy Act (FERPA) covering the release of student records. Student rights include the following:

- Students have the right to inspect and review their education records within 45 days of the day the
university receives the request.

- Students have the right to request amendment of their education records that they believe are inaccurate or misleading.
- Students have the right to consent to the disclosure of personally identifiable information in their education records, except to the extent that FERPA authorizes disclosure without consent.
- Students have the right to file a complaint with the US Department of Education concerning alleged failures by the university to comply with the requirements of FERPA.

**Directory Information**
At its discretion the University of Houston-Downtown may provide directory information to the general public without student consent. Directory information is defined by University of Houston-Downtown (within the guidelines of the Family Educational Rights and Privacy Act of 1974) as follows:

- Student’s name
- Mailing Address
- Primary Telephone number
- University Assigned e-mail address
- Classification
- Enrollment Status
- Major and minor fields of study
- Degrees, certificates, awards and honors received
- Dates of attendance
- Graduation Date
- Expected graduation date
- The most recent previous educational agency or institution attended by the student
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

Students may request that directory information be withheld from the public by contacting the Registrar’s Office at any time during the semester. Such requests must be made in writing and will remain in place until the student directs the office in writing that it is to be removed. The Confidentiality Request Form is available online, visit the Registrar’s Office website for more information.

**Disclosure of Education Records**
In accordance with FERPA and at its discretion, UHD will disclose information from a student’s education records without the written consent of the student 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 who holds 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 educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities.

**Custodian of Records**
The following individuals are designated by the University as custodians of records: Registrar’s Office, Room N330; Director of Scholarships and Financial Aid, Room S330; Director of the Career Development Center, Room S402; Director of Counseling and Health Services, Room S445; Dean of Students, Room S380; Dean of each College.

**Procedure for Inspecting Education Records**
A student has the right to inspect his or her education records and challenge the contents. To review records, a student must make a request in writing to the Registrar’s Office. The request must clearly and specifically identify the record or records he or she wishes to inspect plus the purpose of the request. The request must be signed and dated by the student. The University will respond to the student’s request within a reasonable time. A request to inspect (review) education records is not considered the same as a request for copies of the records.

**Procedure for Amending 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 and signed request for amendment to the Registrar’s Office. 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. This procedure does not govern grade appeals.

**Schedule Changes**
Schedule changes are made online, and may require approval by an academic advisor. Registration instructions for schedule changes are found on the Registrar’s website and the dates for schedule changes are found in the online Academic Calendar.

**Texas Success Initiative**
Texas law requires that you take TSI before you enroll, unless you are exempt from or have satisfied TSI requirements.
Exemptions for one or more sections include:
- Students who served or are serving in the military.
- Students who meet qualifying standards on the SAT, ACT, TAKS, or STAAR
- Students who have graduated with an associate or baccalaureate degree from a Texas public institution.

Satisfy the TSI requirements:
- Students who have satisfactorily completed college-level coursework at a private or out-of-state institution.
- Students who have graduated with an associate or baccalaureate degree from a private or out-of-state institution.
- Students who have satisfactorily completed the TSI.

Students who have not yet passed all sections of TSI must enroll in developmental courses in the areas they have not passed. Some departments also require enrollment in a tutorial. All developmental courses in English, reading and mathematics are charged tuition, and are not college credit-bearing but do meet requirements for full- and part-time status, financial aid, and health insurance. Taking and passing TSI as soon as possible will save you time and money. Academic advisors in the Academic Advising Center will assist you in meeting these requirements.

Testing at UHD
UHD offers TSI and Placement.

Placement Testing
TSI measures your proficiency in writing, reading and math. Your scores determine which classes you will take.

Transcript
Requests for official UHD transcripts are made online through the myUHD portal via Student eServices and are processed by the Registrar’s Office. All requests for official UHD transcripts will be processed within 2-3 business days, with the exception of transcripts that include coursework completed at South Texas Junior College, which may take up to 10 business days for processing.

Official transcripts cannot be released if the student’s account is delinquent or if there is an active hold preventing the release of the transcript. Students can check their account and hold information online via Student eServices, under “My Admissions and Enrollment Status.”

A transcript fee of $10 will be charged for each printed official transcript. Transcripts requested to be sent electronically through Electronic Data Interchange (EDI) to other institutions of Higher Education or as a PDF through our chosen partner Scrip-Safe will not incur an additional cost.
- Electronic transcripts (EDI or PDF): no additional cost
- Printed transcripts (mail or pick-up): $10.00 per transcript (non-refundable)

Official transcripts from other institutions which are submitted to the Office of Admissions as part of the admissions process become the property of UHD and will not be rereleased to the student unless the request is covered under the Family Educational Rights and Privacy Act (FERPA). Additionally, UHD does not include completed transfer coursework on the official UHD transcript.

Unofficial transcripts, also known as the online grade history, are available through the myUHD Portal, under the My Transcript & Grades option in Student eServices.

Note: Grades for Part of Term (PoT) courses ending prior to the close of the full term will be available online on the dates listed in the Academic Calendar. Part of Term (PoT) official grades will be displayed on the official transcript when grades for the full term are made available. See the Academic Calendar for grade posting dates at www.uhd.edu/AcademicCalendars.

UHD Locations
UHD @ LSC Cy Fair, UHD @ LSC Kingwood & UHD NW
For students who live or work in the suburban Houston areas, UHD offers programs at Lone Star College-CyFair, Lone Star College-Kingwood and UHD Northwest located at Lone Star College-University Park. Courses taken off-campus may apply to any UHD degree program in which they are ordinarily accepted. Students enjoy the ability to tailor their schedule to meet individual needs by taking courses at multiple locations or using multiple formats. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accredit all of the UHD programs and in addition The Association to Advance Collegiate Schools of Business, AACSB-International, accredits the College of Business programs. The teacher preparation programs offered by the UHD Urban Education Department is a multiple award-winning program including the prestigious Texas Higher Education Coordinating Board (THECB) Star Award in 2010.

Online
The rapid expansion of access to the Internet has created new opportunities for meeting UHD students’ educational needs. UHD offers a growing selection of upper division courses delivered over the web in support of degree programs. The courses are organized to provide students with a variety of activities designed to enhance
the educational experience while providing the student
with flexibility in taking the course. Students generally
work within defined time frames for completion of course
modules, and they often have the opportunity to interact
directly in real time with fellow students and their
professor through chats and bulletin board discussions.
To meet students’ needs to access education anytime,
anywhere, the University of Houston Downtown offers
degree completion programs online. Students complete
the required lower division course work, and UHD
provides the upper division course work online for the
degree. Classes offered are identical to those earned on
campus and may be transferred to any other accredited
institution. Students in the programs are not limited to
online courses but can also take courses on campus or at
UHD’s off campus locations at their convenience.

- UHD Northwest
  Lone Star College - University Park
  20515 SH249, Building 12 - Suite 201,
  Houston, TX 77070 • (713) 237-5400

- UHD at Lone Star College - CyFair
  9191 Barker Cypress Rd., Cypress, TX 77433
  (281) 290-3435

- UHD at Lone Star College - Kingwood
  20000 Kingwood Dr., Kingwood, TX 77339
  (281) 318-4339
Deadlines
It is your responsibility to adhere to published deadlines. Deadlines exist for such activities as applying for admission, registering for classes, changing your schedule, dropping classes, paying tuition and fees, and applying to graduate. Important dates, deadlines and regulations appear in the UHD Catalog and the online Academic Calendar.

Emergency Book Loans
Book loans are available to aid in the process of purchasing books and supplies in the beginning of the semester. The terms of the book loan include a $5 non-refundable service charge and a 5% simple interest rate. Book loans are available online and must be requested prior to the reporting day for the semester. In order to qualify for a book loan you must not be on financial suspension, be registered in at least 3 credit hours for the current semester and cannot have received a refund for the current semester greater than $300. Book loan amounts are $300 for 3-6 credit hours and $500 for 7 or more hours and can only be used at the on-site Barnes & Noble campus bookstore. Once executed, the book loan cannot be cancelled. If the full amount of the book loan is not used, an adjustment will be made to the student account to reflect the actual amount used. Any credit for returned books will be reflected on the student’s account and will be applied to any outstanding balance for the current semester. Emergency book loans are only offered during Fall and Spring semesters and repayment of the loan will be due as outlined in the Academic Calendar. The book loan must be repaid before registration for future semesters will be allowed.

Emergency Deferment Plans
UHD offers an emergency deferment payment option to students who are unable to make the required tuition payment by the due date. The Emergency Deferment Plan is available online to Texas Residents who are not on financial suspension. This payment option is not offered in the Winter/May mini terms. Emergency deferments plans are only given for the 1st payment of an installment plan and have a 5% simple interest rate. This payment option can only be executed once per semester and cannot be altered once it has been requested. Any additional charges incurred after this payment option has been selected, are due immediately. There is a ($16/$24) installment plan setup fee, which is included in the Emergency Deferment Plan. Repayment dates for Emergency Deferment Plans are outlined in the Academic Calendar. Emergency Deferment Plans must be repaid before registration for future semesters will be allowed.

Fees
In addition to tuition, all students at UHD are subject to mandatory fees which include the Center Fee, Student Service Fee, International Education Fee, Incidental Fee, Records Office Fee, Advising Fee, Extended Access & Support Fee and Library Fee. Some courses and services also require additional fees as outlined in the UHD Catalog.

Additionally, the University of Houston System charges a processing fee on all credit card transactions. The processing fee is assessed on all credit card brands. The processing fee imposed is not greater than the University’s applicable merchant discount rate for credit card transactions. The credit card processing fee is assessed to Credit Cards, Debit Cards, Gift Cards, PrePaid Cards, and Check Cards. This fee is assessed on all credit card transactions that occur online or in person at the Cashier’s Office.

Financial Responsibility
As a condition of your enrollment with the University, you are expected to monitor your account and pay your tuition and fees by the deadlines outlined in the Academic Calendar. Additionally, students are required to complete an electronic Financial Responsibility Agreement each semester upon registration. This statement outlines the terms and conditions of the financial responsibilities and obligations associated with attending the university. Students are required to meet all financial responsibilities to the university. An outstanding debt at any university within the University of Houston System (UH, UH-Clear Lake, UH-Downtown or UH-Victoria) will prohibit a student from enrolling in or the release of an official transcript or diploma from all University of Houston System Institutions.

Payment Agreements
Establishing a payment agreement with the University does not satisfy the conditions necessary to receive credit for courses completed or for the release of an official transcript or diploma. All debts and financial holds must be rectified in full before an official transcript/diploma may be released or future term enrollment granted at any UHS Institution.

Returned Checks
Students who write checks to the university on accounts with insufficient funds or accounts with invalid banking information are assessed a $20 service charge for each such check, regardless of the amount, and may be referred to law enforcement authorities and/or credit bureaus. If a check is returned as a result of bank error, the student must contact their bank for reimbursement of the $20 returned check charge paid to the university. If such a check is presented in payment of tuition and fees, the payment will be reversed from the student account and the student will be subject to all applicable late fees and drop dates. Failure to make a valid payment
by the drop date may result in loss of registration and a reinstatement charge may be required before reenrollment is approved.

Financial Hold Removal
It is the student’s responsibility to monitor their account and to ensure that all debts are paid to the University of Houston System. Students must contact the UHD-Cashier’s Office or the department the debt was owed to for request of financial hold removal after payment has been submitted. Students must clear financial holds with all University of Houston System Institutions before credit can be granted for coursework completed and an official transcript or diploma released. There is a minimum 15-day hold on all personal check/electronic check payments which will prevent the release of an official transcript/diploma. Cross-campus financial hold removal can take 2-24 hours to be updated across all UH System Campuses.

Collections
A student who does not meet financial responsibilities to the University may be subject to withdrawal from classes and may be referred to an outside collection agency. Once an account is referred to a collection agency, the student is responsible for payment of additional collection costs and/or any impact to the consumer credit report. The student agrees to reimburse the university the fees/costs of any collection agency, which may be based on a percentage at a maximum of 33.3% of the debt, and all costs and expenses, including reasonable attorney’s fees, the university incurs in such collection efforts.

Electronic Signature
To increase the efficiency of transactions that require authorization, the University of Houston-Downtown may require that members of the University community use electronic signatures to conduct certain transactions that previously required handwritten signatures and approvals on paper documents. To the fullest extent permitted by law, the University accepts e-signatures as legally binding and equivalent to handwritten signatures to signify an agreement. Accepting terms of an agreement constitutes an electronic signature. By executing a payment, installment plan/emergency/book loan online, the student is agreeing with an e-signature to accept any and all financial responsibility associated with enrollment.

Method of Payment
You may select one of the following methods of payment of tuition and mandatory fees (fees will vary with amount of hours) for each fall or spring semester:

- Full payment of all tuition and mandatory fees prior to the beginning of the semester; or
- Payment by Installment Plan:
  Installment payments may be made online through student e-services or in person at the Cashier’s office, S310.

If you have an installment plan and receive financial aid, full payment of the installment plan for the semester in which you are enrolled will be deducted before any refund will be processed. A delinquent fee of $10 per installment will be charged if you are late in making your payment.

Withdrawal from the University, for whatever reason, will not cancel the obligation to pay the full amount of the installment payment promissory note. If your withdrawal is after the 100% refund period, you may still owe a balance on your installment loan. Students must check their balance AFTER withdrawal has been processed to verify if there is any remaining balance and to ensure the account is in good financial standing. All refunds of tuition and fees will be applied first to the installment note balance. Any remaining refund will be processed in the manner in which the student selected via the BankMobile account, with exception of credit card payments which will be credited back to the credit card originally used.

Any student who has elected to pay tuition and fees by installment, and who is delinquent in making payment, is barred from attending any institution in the University of Houston System until full payment, including delinquent charges, has been made. Students in default or who have any outstanding account balance will also be withheld credit for completed courses including request of official transcript or diploma. An additional default fee of $50 is collected from any student who fails to make all installment payments by the end of the semester.

You may use your VISA, MasterCard, American Express, Discover Card or checking account to pay online. You may pay in full or by installments online. Payments may also be made in person, by mail or deposited in the drop box located by the Cashier’s Office, S310, after closing. The office is open Monday through Thursday from 8 a.m. to 6 p.m. and on Fridays from 8 a.m. to 5 p.m. All checks must include your student identification number and state-driver’s-license number of the person signing the check on the face of the check. If you mail your payment, it must be received by the payment deadline dates as outlined in the Academic Calendar to avoid having your classes dropped. The university does not receive mail on Saturdays so mail must be received by Friday when the deadline falls on a Saturday. The University of Houston System charges a processing fee on all credit card transactions. The processing fee is assessed on all credit card brands. The processing fee imposed is not greater
than the University’s applicable merchant discount rate for credit card transactions.

Refunds
All refunds for schedule changes and withdrawals are made in accordance with the following rules and regulations:

Complete Withdrawal (Processed after the Official Day of Record listed in Academic Calendar)
Students who officially withdraw from all university courses may be eligible for a refund of tuition and mandatory fees. Please refer to the current academic calendar for the refund schedule. Students who are withdrawing and who have received financial aid should consult the Office of Scholarships and Financial Aid.

Partial Withdrawal (Processed after the Official Day of Record listed in Academic Calendar)
Students who officially drop some but not all of their courses by the Official Day of Record for the term are eligible for a 100% refund of tuition and fees for the dropped classes. After this period there is no refund for partial withdrawals. Refunds resulting from dropped classes will not be processed until after the ADD/DROP period has ended. Students who are withdrawing and who have received financial aid should consult the Office of Scholarships and Financial Aid.

It is the student’s responsibility to monitor their account to ensure that all financial obligations/debts have been rectified upon withdrawal from the university. Inquiries regarding the process for returning a parking permit should be directed to the UHD Parking and Transportation Services Department. A refund may not be issued to a student who has not met all financial obligations, including full payment of installment balances. If a student received financial aid, the refund may be credited to the appropriate financial aid account. The Academic Calendar provides specific dates and deadlines.

UHD has partnered with BankMobile to deliver refunds and offer you smarter ways to manage your money. Refunds will be dispersed through BankMobile in the manner you have selected (Same Business Day, Deposit to Another Account, or Paper Check). Students must activate their BankMobile account upon receipt of their activation code or Refund Selection Kit and select a refund preference. Activation and refund preference selection can be completed online at www.refundselection.com. To ensure you receive your Refund Selection Kit, please verify your mailing address at www.uhd.edu/eservices. Refunds for students who receive financial aid must be reviewed by the Office of Scholarships and Financial Aid to determine if the refund must be returned to a financial aid program. Students who pay by credit card will receive a refund on the credit card used in the original transaction. Credit card refunds for dropped classes will not be processed until after the Official Day of Record. Please allow 7-10 business days for your refund to be processed.

Residency Status for Tuition Purposes
Residency status is determined in accordance with Rules and Regulations for Determining Residency Status, published by the Texas Higher Education Coordinating Board and pursuant to Title 3, Texas Education Code. Applicants provide residency information in the Application for Admission.

If the information provided is insufficient, UHD will classify the applicant as non-resident and request additional information. As a UHD student, you must establish both Texas residency and US residency in order to pay in-state tuition. If the student has been classified as a nonresident, the student may be required to show proof of either Texas or US residency, or both.

If you are a first time student at UHD or it is your first semester as a transfer student you must contact the Admissions Office at 713-221-8063 or send an email to residency@uhd.edu to request a change in residency status along with all supporting documentation.

If you have established any academic history at UHD, you must request a residency reclassification form and provide all supporting documentation to the Registrar’s Office. You can contact their office at 713-221-8999 or send an email to uhdrecords@uhd.edu.

The burden of proof lies with the applicant that the residency requirements have been met for UHD to consider reclassification. Residency appeals must be submitted with all appropriate documentation by the Official Day of Record of the current semester. See University Academic Calendar for dates.

Tuition Rates
Tuition rates are determined by the Texas State Legislature and the University of Houston-System Board of Regents and are charged to students as authorized by Chapter 54 of the Texas Education Code.

Important Information Regarding Your Cost of Higher Education

Like all public universities in Texas, UHD is funded by the state of Texas. Funds generated from tuition and fees cover only a portion of the cost of instruction at the university, while the majority of funding comes from state itself according to rules established by the Texas
legislature. Because of its role in funding universities, over the years the State has grown more interested in encouraging students to complete their degrees as quickly as possible. In order to accomplish this, they have imposed restrictions on the funding they are willing to provide universities.

Some of you have already been affected by some of these restrictions, such as the third repeat rule, excessive developmental hours rule and courses taken by any student who attempt more than 45 hours over those required by their degree plans. Any course(s) that do not meet these restrictions will be charged at an increased tuition rate per credit hour, up to or equivalent to the rate charged to non-resident and international students.

**Scholarships and Financial Aid**

A variety of state and federal grants, loans, and scholarships are available to help you with educational expenses through the Office of Scholarships and Financial Aid. Most of these programs are available to anyone who is enrolled at least on a half-time basis, has satisfactory academic progress and demonstrates financial need. Most financial aid requires submission of the Free Application for Federal Student Aid (FAFSA) or Texas Application for Student Financial Aid (TASFA) for undocumented students. To apply for financial aid or to receive more specific information about aid opportunities, contact the Office of Scholarships and Financial Aid, S350, 713-221-8041 or visit our web site at www.uhd.edu/financial. For your free FAFSA application you can go to www.fafsa.ed.gov. TASFA applications are available online at www.CollegeforallTexans.com or visit the forms page on the financial aid website.
Academic Computing Lab
S800, 713-221-8540
www.uhd.edu/acl

The Academic Computing Lab provides resources and user support for instructional activities at UHD. The Lab is located at S800 in the One Main Building. There are more than 100 computers using the Windows operating system in S800 General Lab. Additional computers are available in Academic 4th and 6th floor study area. These computers have Microsoft Office and Internet access. Distance-learning classrooms are available in the Technology Teaching and Learning Center located on the 7th floor of the Academic Building. To access the lab you must be currently enrolled with a valid UHD ID card.

- Lab Hours: The Academic Computing Lab hours during semesters are Monday through Thursday from 7:30 a.m. to 10:00 p.m., Friday 7:30 a.m. to 5:00 p.m., Saturday from 8:00 a.m. to 5:00 p.m., and Sunday from 10:00 a.m. to 5:00 p.m.
- Software: Academic Computing has an extensive listing of current software packages on the Windows platform. Types of applications include word processors, spreadsheets, databases, graphics, data flow software, presentation tools, programming languages, and numerous subject-specific software packages. A more complete listing of the software provided is available on the Academic Computing Lab web site. Dial up access to the Linux computer is available twenty-four hours per day, seven days per week.
- Laptop checkout: Laptops are available for checkout by students for an entire day. These laptops are for use while students are on campus. In order to checkout a laptop with carrying case and charger students must be currently enrolled and must present the UHD ID with picture and sign a laptop checkout agreement. Students may take the laptop any place on campus, but laptops, chargers and cases must be returned to the same checkout location.
- Laptop work area: There are tables with power connections located in the lab for students to use their laptops. Wireless printing is also available for laptop users.
- Printing: Monochrome single-sided and duplex laser printing is available throughout the lab and electronic classrooms, and color laser printing is available in the lab area. Each semester students are given a print quota for printing in the Computer Labs, Library and electronic classrooms.
- Scanners: flatbed scanners are available in the S800 lab.
- Shared space: Each student has 20MB of Linux shared computing space to save files and post a web site.
- Special Equipment: The Academic Computing Lab has special software for students with visual impairments. Fusion software is installed for students with low vision, which allows enlargement of text on the screen. All systems also have specialty software available for the totally blind student with the JAWS program installed. JAWS will read the information on the screen to the user. The special software are available on all computers in Academic Computing Labs.
- Support: Full time staff and student assistants provide general software and hardware support to users in the lab and by telephone.

Academic Support Center
N925, 713-221-8669
www.uhd.edu/asc

The Academic Support Center (ASC) offers support for students to improve their writing, reading, math, and statistics skills. The Writing & Reading Center (WRC) and the Center for Math and Statistics Support (C4MS2) are located in the ASC and each area offers a range of tutoring services in a variety of modes designed to accommodate students’ unique needs. These include face-to-face and online support services for individuals and groups, consultation with faculty tutors, professional tutors, and peer tutors. The ASC also provides access to a variety of learning tools such as computers, textbooks, writing guides, and graphing calculators.

Center for Math and Statistics Support: The C4MS2 provides free math and statistics tutoring services for all UHD students. The Center maintains a relaxed and friendly atmosphere and reduces student anxiety about learning math and statistics. The C4MS2 is staffed with experienced faculty tutors and peer tutors. The Center offers tutoring in person and online in real time. Students interested in making an appointment for a tutoring session may do so by registering for an account at uhd.mywconline.com. Tutoring is available for mathematics courses, including MATH 0300, MATH 1300, MATH 1301, MATH 1305, MATH 1306, MATH 1310, and MATH 1505. Another popular service is tutoring for statistics courses, such as STAT 1312, STAT 2300, and STAT 3309/3310. Preservice elementary teachers can get help with MATH 3321 and MATH 3322. The C4MS2 also provides tutoring for calculus courses such as MATH 2401, MATH 2402, and MATH 2411. The Center offers additional services, such as computers for online homework, textbook and graphing calculator checkout, study groups, and final exam reviews. Students can learn more about The C4MS2 at www.uhd.edu/mathcenter.

Writing & Reading Center: In pursuit of its dual mission, the UHD Writing & Reading Center facilitates UHD student, staff, and faculty efforts to read, write, think critically, and communicate. Through ongoing professional development in writing center research, theory, and tutoring practice, the WRC provides writing tutors with a rich teaching and learning experience. The WRC offers
If you would like to shop on line, you can connect to us through registration by using the TEXTBOOK link or by visiting our website at uhdcampusstore.com. When shopping for your textbooks it is always advisable to bring your schedule or syllabi so we can better assist you. A full refund will be given during the first week of class when accompanied by your original receipt and your textbook is in the same condition it was purchased. The bookstore offers textbook buyback each day we are open, however the best time to sell your books is at the end of each semester during exam week.

The normal hours of operation for the UHD Bookstore are Monday-Thursday from 8 a.m. to 7 p.m., Friday from 8 a.m. to 1 p.m. and Saturday from 9 a.m. to 12 p.m. These hours will vary for the summer and will be extended for the start of each semester. Please refer to the website, uhdcampusstore.com or call for additional details.

Environmental Health and Safety Office (EH&S)
S621, 713-221-8040, eh&s@uhd.edu
www.uhd.edu/administration/environmental-health-safety/Pages/index.aspx
The UHD Environmental Health and Safety (EH&S) Office provides the university with the full support, training, tools, and other mechanisms necessary to provide a safe and healthy environment to students, staff and faculty to learn and work. The EH&S Office’s focus is on General Occupational Safety, Environmental Health and Laboratory Safety (as applicable).

Health and Safety is Everybody’s Responsibility
That includes students. Recognizing potential hazards or risk needs to become a way of life. Everyone has a role in creating and maintaining a safe and healthy environment for the UHD community. The best way for UHD to keep people, the environment, and the community safe is to keep implementing best practices that will support continuous improvement.
For your own safety and the safety of others, get involved. How?

<table>
<thead>
<tr>
<th>If you see a...</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potential hazard or risk to the environment, an accident or injury</td>
<td>EH&amp;S Office – located in the One Main Building (S621). Call 713-221-8040 or email eh&amp;<a href="mailto:s@uhd.edu">s@uhd.edu</a>.</td>
</tr>
<tr>
<td>Spill or problem with the facilities</td>
<td>Facilities Management (FM) in the One Main Building (S101). Call 713-221-8026.</td>
</tr>
<tr>
<td>Minor medical emergency</td>
<td>Health Services – located in the One Main Building (N445). Please fill out an EH&amp;S Incident Report.</td>
</tr>
<tr>
<td>Major medical emergency</td>
<td>Use a Yellow Emergency Call Box or your cell phone to call the UHD Police at 713-221-8911.</td>
</tr>
</tbody>
</table>

Program the UHD Police phone number 713-221-8911 into your cell phone! Call Police during after-hours or for any EMERGENCY!

If you smell a peculiar or unfamiliar odor on your floor or area - Contact the EH&S Office @ 713-221-8040 or dial x8040 on any campus phone for EH&S to investigate.

**Emergency Management**

**S621, 713-221-5848**

[www.uhd.edu/emergency](http://www.uhd.edu/emergency)

Emergency Management supports the University’s mission of providing strong academic and career preparation as well as life-long learning opportunities by providing a safe campus through mitigating the effects of, planning for, responding to and recovering from emergencies and disasters. This web site provides a variety of videos, forms, guides and links to help you prepare.

Situational awareness and sharing information are important tools in all phases of emergency management. UHD uses many methods to notify the campus community of emergency situations. In the event of an emergency, the University of Houston-Downtown will notify the campus via a combination of emails, text messages, and digital displays. Notifications for public viewing will be published to the UHD Home Page, UHD Facebook, UHD Twitter and UHD Alerts on Twitter.

**Receiving Notifications/Alerts**

**CAMPUS MEMBERS:** Personal contact information must be current to receive emergency texts and/or notifications to a personal email account. Update your contact information on myUHD 2.0

**PUBLIC ACCESS:** Receive alerts via Twitter’s “Fast Follow” with your Twitter account! Text “follow UHD_Alerts” to 40404. You will receive a text message confirming your request!

**Emergency Procedures:**

- **In the Event of an Alarm** - Please step out into the hallway, listen and follow one of the announced instructions:
  1. **The Automatic Alarm** - One continuous whooping tone is heard with the following message: “This is the University Police. We have an Alarm on your floor. The Fire Department has been notified. If the alarm is sounding on your floor, please proceed to the nearest stairwell and prepare to exit. If there is evidence of a fire on your floor, please evacuate the floor using the exit stairwells, DO NOT USE ELEVATORS!”
  2. **Fire/Smoke Reported Alarm** - Two short tones are heard followed with a live message: “This is the University Police. We have an emergency on the Floor of Incident. The Fire Department has been notified. Floors (Floor of Incident), (Floor Above), and (Floor Below) must evacuate immediately. DO NOT USE ELEVATORS!”
  3. **All Clear Alarm** - Two short tones followed with a live message: “May I have your attention please? This is the University Police. The situation is clear. You may return to your offices and classrooms. The elevators are now in service (provided they were taken out of service) and you may move about the building. Thank you for your cooperation.”

- **If No Visible Smoke or Fire** - Proceed to the nearest stairwell and wait for further announcements or an official authority (Police, EM, EH&S or FM).

- **If there is Visible Fire or Smoke:** IMMEDIATELY EVACUATE THE BUILDING!
  1. **Stay Low if there is smoke.**
  2. **If You Cannot Escape** - Close all doors between you and the fire. Seal cracks around doors with cloth (wet, if possible) to keep the smoke out. Call the UHD Campus Emergency Number at x8911 (713-221-8911) to notify them of your location.

**Library**

**5th Floor, 713-221-8187**

[www.uhd.edu/library](http://www.uhd.edu/library)

The W. I. Dykes Library occupies the north portion of the fourth floor and the entire fifth floor of the One Main Street building and may be entered from the Main Street elevators or stairs.

The library’s fourth floor computer lab provides 84 computers with internet access, research databases, and software applications. In addition to the computer lab, fourth floor study spaces include thirteen group study rooms, two presentation practice rooms, and a large reading room where students are able to study or relax between classes. The reading room and some study rooms...
are available for 24-hour access. Two library instruction classrooms, an event room, and a meditation room are also located on the fourth floor. The fifth floor houses the library’s physical collection and is furnished with comfortable seating and study carrels.

The library has holdings and access to more than 547,000 electronic and print books, subscriptions to more than 220 unique databases, and access to numerous digital journals and digital AV items. It also has a collection of over 4,500 physical multimedia items that are available for checkout or for listening and/or viewing in the library. The Texas Education Collection is also housed in the library and includes teacher editions of select Texas state-adopted textbooks for K-12. This collection is supplemented by holdings of juvenile books. In order to enable convenient access for UHD’s commuter student body, preference is given toward purchase of electronic materials.

The library website is frequently updated and designed to serve as a gateway for navigating library resources. The library home page offers multiple approaches for research queries, including LibSearch, a Web-scale discovery service that allows easy searching across library holdings and beyond, the UHD online catalog, which lists books, and other resources available through the W. I. Dykes Library, most University of Houston central campus libraries and the University of Houston-Clear Lake library, research guides created by subject librarians, the library’s electronic course reserves system, as well as information about library services and updates. Library news may be followed through Facebook (www.facebook.com/UHDLibrary), and Twitter (twitter.com/uhdlibrary).

Students can connect to electronic resources from any location with their My UHD 2.0 ID and password. Access to the library website’s electronic resources from a home computer, wireless locations or from UHD computer labs supports research 24 hours a day. The full text of journal and newspaper articles in electronic form can be found by using the library’s databases, which include ABI/Inform Collection, Academic Search Complete, ACM Digital Library, Black Studies Center, Business Source Complete, JSTOR, Nexis Uni, ProQuest Databases, PsycINFO, New York Times, Wall Street Journal, and Westlaw. Many additional electronic resources for finding citations, or information about a topic can be accessed through the library’s website, including the databases Web of Science, Kanopy, and Films on Demand. Search results from the library’s electronic holdings can be printed, saved to a flash drive or emailed. Print books from other UH system libraries may be requested electronically through the Request link in the online library catalog. If the W. I. Dykes Library does not own a book or journal article needed by a student, then a loan request may be submitted online through the library’s Interlibrary Loan system and the ILL Department will make every effort to borrow the material from another library within the nation-wide ILL network. ILL is primarily a free service. If there will be a charge, permission will be requested beforehand. The ILL Department also provides services for UHD off-campus students and faculty who would like to have materials from the W. I. Dykes Library collections delivered to them at the site where they have classes.

Reference librarians at the Information Desk offer in-person or telephone assistance in utilizing library resources. Reference help is also available through the library’s “Ask a Librarian” 24/7 online chat, email service, texting, research consultation appointments and a repository of previously asked questions and answers. UHD librarians also collaborate with faculty to provide library and course-related instruction, including face-to-face sessions and customized course-integrated learning activities.

Scanner stations and card and coin-operated photocopiers are located on both floors of the library. Two computer workstations are reserved for visually impaired students. Anyone with special physical or communication needs may ask for assistance from any library service desk or contact the library to schedule an appointment for special services. A UHD identification card is used to check out materials and study rooms. The library is open seven days a week during fall and spring semesters and Monday through Saturday during summer sessions. Check with the library for intersession and holiday hours. For reference information call 713-221-8187; for circulation information call 713-221-8186.

Science Learning Center
N604, 713-221-8015
www.uhd.edu/academics/sciences/natural-sciences/Pages/ns-student-re.aspx
The Science Learning Center (SLC), N604, is an electronic classroom specifically designed to enhance the learning of science through computer tutoring and multimedia instruction, face-to-face tutoring by advanced students, and the study of demonstration materials from science lab courses. Software titles are available for personal tutoring and to supplement classroom instruction covering topics in astronomy, biochemistry, biology, chemistry, geology, microbiology, nutrition, and physics.

Shea Street Building Technology Commons
B200, 713-223-7950 • www.uhd.edu/acl
The Shea Street Building Technology Commons area includes a general computer lab in addition to three electronic classrooms. There are laptops available for students to check-out for use in the Shea Street Building. In order to check-out a laptop with charger and carrying case, students must be currently enrolled and must present the UHD ID with picture and sign a laptop check-out agreement. Students may take the laptop any
place on campus, but laptops, cases and chargers must be returned to the same check-out location. Wireless printing is available for students. Students can sit and relax in the Technology Commons area in leather chairs with built-in tables. Or, they can sit at one of the café-bistro style tables.

Supplemental Instruction
S405, 713-222-5338
www.uhd.edu/si

Supplemental Instruction (SI) is an academic support program that targets historically difficult courses. Developed by Deanna C. Martin, Ph.D. at the University of Missouri - Kansas City (UMKC) in 1973, SI is a non-remedial approach to learning enrichment that increases student performance and retention. SI offers regularly scheduled, out-of-class review sessions to all students enrolled in a targeted course. SI study sessions consist of informal study groups in which students review notes, discuss readings, develop organizational tools, and prepare for examinations. Students learn how to integrate course content with reasoning and study skills. The SI sessions are facilitated by “SI leaders”, students who have successfully completed the targeted course. SI leaders attend all class lectures, take notes, and act as model students for their classmates*. SI at UHD provides in-class and out-of-class academic support for core curriculum courses that have high failure and withdrawal rates. During class lectures, SI Leaders not only help with assignments or assist in facilitating course-related activities, but also take notes so that they will be able to plan their study sessions and exam reviews effectively. Outside of class, SI Leaders conduct free, weekly, peer-facilitated collaborative study sessions and exam reviews based on the content and pace of their assigned course section. UHD SI leaders are trained in the classic SI model as developed by UMKC. SI also provides and fosters a learning community in which students can socialize and engage in academic pursuits simultaneously. This “educational socializing” occurs in our study rooms, located in the Learning Connection, room S405. The SI approach of targeting content rather than students tends to minimize negative perceptions many students associate with seeking academic help.

*Information from the University of Missouri-Kansas City

Technology Teaching and Learning Center
ACAD 700, 713-221-8200 • www.uhd.edu/computing/labs-technology-centers/technology-teaching-learning-center/Pages/ttlc-index.aspx

The Technology Teaching and Learning Center (TTLC) assists faculty to develop and implement interactive teaching and learning technologies which increase the effectiveness of their pedagogy. Offering a wide range of programs, tools, and activities, the TTLC houses three electronic classrooms, a technology training lab, an instructional television studio, with two conference rooms (ACAD 701 & ACAD 700H). The TTLC Group provides web and instructional technology assistance, web design services, video production and editing services, lecture capture, multimedia check out services, digital signage support and technology troubleshooting via the help desk, technology training, technology consultation, and support for staff and faculty who develop online and hybrid courses at UHD.

UHD Campus Reservations
S365, 713-221-8580 • reservations@uhd.edu
www.uhd.edu/administration/reservations/Pages/reservations-index.aspx

UHD Campus Reservations serves as the University of Houston-Downtown’s hub for event space and meeting requests.

UHD Wireless
S700, 713-221-8031, x3000 or help@uhd.edu
www.uhd.edu/wireless

UHDWIFI and UHDLEGACY provides UHD faculty, staff, students, and UHD guest access to the web from anywhere on campus 24 hours a day 7 days a week without the constraints of cumbersome cables or wires. UHD’s wireless network infrastructure supports most mobile devices such as laptops, tablets, and smart phones. Any wireless device that supports the 802.11b, g, n, ac will be able to connect to UHD’s secure wireless network.
Career Development Center  
S402 713-221-8980 • uhdcareer@uhd.edu  
www.uhd.edu/career  
The UHD Main Career Development Center helps currently enrolled UHD students and alumni from the College of Public Service, College of Sciences & Technology, University College and College of Humanities and Social Sciences with—  
• career self-assessment  
• career exploration and planning  
• career coaching on résumés / cover letters, networking, interviewing, and job search strategies  
• search and apply for internships, volunteer and job opportunities through the UHD Jobs4Gators job system and other resources  
• employer networking at career fairs, on-campus recruiting, and information events  
• crafting graduate school applications / personal statements.  
Resources and materials are available 24/7 on our website at www.uhd.edu/career. Activate your Job4Gators account at www.uhd.edu/jobs4gators to make an appointment with your Career Coach or call 713-221-8980 or email us at uhdcareer@uhd.edu for more information. Drop-in hours are also available.

The Marilyn Davies College of Business Career Center (www.uhd.edu/cobcareer), supports business students and alumni. The services they offer are identical to what is listed above. Business majors may make appointments to meet with a Career Coach through the GatorHired! system at www.uhd.edu/gatorhired, by calling 713-221-5011 or at cobcareercenter@uh.edu. Walk-in hours are available daily and they are located in the Shea Building, B104.

Counseling Services  
S445, 713-500-3852 (24 hrs.)  
www.uhd.edu/counseling  
UHD Counseling Services provides counseling services to UHD students. The Student Counseling Program is designed to help you maximize your health and effectiveness at home, school or work. Through this program, you receive confidential, personal support for a wide range of issues, from everyday concerns to serious problems. Whether you want advice about a personal concern, need to talk to someone about drug use, or are simply feeling overwhelmed by school life, we can help. If you want to ask a question or request a service, just call our toll-free number 1-800-346-3549. You will be immediately connected to an experienced clinician. Available anytime, these clinicians are experts in helping people identify the nature of their problems and finding the right resources to address them. All records, including medical information, referrals and evaluations, are kept confidential in accordance with federal and state laws.

Disability Services  
GSB 314, 713-221-5078  
www.uhd.edu/disability  
The Office of Disability Services provides a variety of support services in compliance with Section 504 of the 1973 Rehabilitation Act and the Americans Disabilities Act of 1990/Amendments Act of 2008. The Office of Disability Services strives to empower students; foster independence; promote achievement of academic and career goals; and assist students to discover, develop, and demonstrate full potential and abilities. Students who receive services from the Office of Disability Services will:

• be provided with equal access to and have a working knowledge of appropriate accommodations and support services,  
• receive equal access to university facilities and programs by the removal of barriers and installation of adaptive equipment throughout campus,  
• receive referrals for and be informed of available campus resources,  
• be provided with advocacy services as necessary and as appropriate  
• increase knowledge and use of assistive technology to enhance academic independence, and  
• receive tailored services to assist with remaining eligible for future semesters at the University of Houston-Downtown

Center for Diversity & Inclusion  
S370, 713-221-8664  
www.uhd.edu/administration/title-ix-equity-diversity/csdei/Pages/csdei-index.aspx  
The mission of the Center for Diversity & Inclusion is to empower the university community to build a more inclusive and welcoming campus environment for all members of the UHD community through programming and trainings, and by engaging in outreach and advocacy efforts to promote diversity, inclusion, and social justice.

Commencement  
S365, 713-221-8580 • www.uhd.edu/commencement  
The Events and Conferences Department, with assistance from the Registrar’s Office, is responsible for coordinating all aspects of the University’s Commencement exercises twice a year. Past Commencements have been held in downtown Houston at Minute Maid Park with over 15,000 guests in attendance. If you have any questions about Commencement, please contact the Events and Conferences Department at (713) 221-8580, or stop by their office located in the One Main Building, suite S365.

Gator Allies  
S370, 713-221-8664  
www.uhd.edu/administration/title-ix-equity-diversity/csdei/Pages/safe-overview.aspx  
Gator Allies was established in 2010 as the UHD Safe Zone Program to provide support for LGBTQ students, faculty, and staff on campus. More recently, and in response to national socio-political attitudes...
and developments, the Safe Zone Program has been renamed Gator Allies and has broadened its mission so as to provide support for any members of the campus community who are experiencing harassment, discrimination, and marginalization in any form. In an effort to create a more comfortable campus environment for all students, UHD faculty and staff Gator Allies provide any students who are feeling harassed, discriminated against, or otherwise marginalized a network of individuals who are empathetic and informed with regard to the struggles our students are facing. In order to increase the visibility of these empathetic individuals, members of the UHD Safe Zone Advisory Board in 2010 created the Safe Zone Program to provide resources (posters, buttons, stickers, etc.) to faculty and staff allies who have been trained and who are willing to provide confidential support and information to students. The purpose of Gator Allies at UHD is threefold: one, to provide support to marginalized students, and particularly LGBTQ students and their allies; two, to confront ignorance, hatred, and apathy related to harassment, discrimination, and marginalization of all kinds; and, three, to provide a safe environment to those students, faculty and staff who are struggling due to marginalization. It is our hope that Gator Allies can encourage UHD to be a more supportive, welcoming, and inclusive campus for all.

**Gatormail**

[www.uhd.edu/gatormail](http://www.uhd.edu/gatormail)

UHD assigns student e-mail accounts (accessible on e-services) as the official method of communication between faculty, staff, and enrolled students. The use of e-mail services should be for legitimate educational purposes. The Office of Student Affairs governs access to student e-mail services. Students are responsible to regularly check, respond, adhere to deadlines, and take appropriate action to requests in Gatormail communications. Students who wish to receive university communications in their personal email accounts are responsible for enabling the forwarding feature in Gatormail, as Gatormail will be used by the University as the official method of communication to students.

**Multimedia Services**

A717, 713-221-8190

[www.uhd.edu/computing/services-training/multimedia](http://www.uhd.edu/computing/services-training/multimedia)

Multimedia Services provides assistance to the University community in presenting, producing, and distributing instructional media for classrooms, electronic classrooms and event rooms. Multimedia circulates presentation equipment for use in classrooms, E-classrooms, lecture halls, and academic offices. It oversees the operations of University lecture halls, event spaces and the auditorium. The MM staff works with the Events Office to plan and stage special events and meetings on campus.

**myUHD / Student eServices**

In our ongoing effort to provide better, faster and more convenient access to our students, both on- and off-campus, UHD has created the myUHD portal. Students can access e-services from home, work or school to:

- Look up open classes
- Check your registration eligibility
- Print your schedule of classes
- Pay your tuition/fee bill
- Pay for extra printing
- Access your semester grades
- Check the status of your financial aid
- Register online
- Change your address
- Request transcripts
- Check your university e-mail
- login to Blackboard

Check out student e-services at [www.uhd.edu](http://www.uhd.edu)

**Office of Study Abroad**

S345, 713-221-8250, studyabroad@uhd.edu

[www.uhd.edu/studyabroad](http://www.uhd.edu/studyabroad)

The Office of Study Abroad at UHD works to promote the variety of study abroad programs and internships that are available to all UHD students. The office organizes study abroad fairs, information sessions, and other events throughout the semester. We recommend students to check the website and to follow us on social media platforms to keep up to date with ongoing and upcoming events. Students are welcome to visit the office at any time to pick up brochures and to learn how to make study abroad part of each student’s academic plan while at UHD. The office administers the UHD Travel Award, which provides funds to offset the expense of international travel, and it also provides resources about other scholarship and funding possibilities.

**Social Media**

Facebook: UHD Office of Study Abroad

Instagram: @UHDstudyabroad

Twitter: @UHDstudyabroad

YouTube: UHD Office of Study Abroad

**Parking**

N117, 713-221-8127

[www.uhd.edu/about/parking/Pages/parking-index.aspx](http://www.uhd.edu/about/parking/Pages/parking-index.aspx)

To park on UHD campus a valid permit must be displayed on your vehicle’s review mirror. Purchasing a permit does not guarantee a parking space but allows you to park if space is available. Parking permits, campus maps and parking regulations are available in the Parking Office.

**Permit Costs**

<table>
<thead>
<tr>
<th></th>
<th>Fall &amp; Spring</th>
<th>Semester</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Surface Lots</td>
<td>$165</td>
<td>$90</td>
<td>$60</td>
</tr>
<tr>
<td>Vine Street Garage</td>
<td>$240</td>
<td>$135</td>
<td>$90</td>
</tr>
<tr>
<td>Night/Evening Garage</td>
<td>N/A</td>
<td>$100</td>
<td>$65</td>
</tr>
</tbody>
</table>
Students with valid surface lot permits may park at the Daly Street Lot, Naylor Street Lot and B located at 500 North Main, or the Washington Street lot located between Milam and Louisiana Streets along Buffalo Bayou. Students with valid garage permits may park at the Vine Street Garage located adjacent to the College of Business Building. There is a $10 non-refundable fee for a proximity card when garage parking is ordered for the first time.

A pilot program of a pay lot option for the UHD Bayou Parking Lot will be implemented for the 2019-2020 academic year. The UHD Bayou Parking Lot will no longer operate as a permit-only parking lot. The daily pay lot will be available to all UHD students, faculty, staff, and visitors. The cost for parking in the new Bayou Pay-Lot will be a daily $5 rate. UHD parking permits are not valid for parking in a metered space.

Disabled Parking Permits
Parking areas are designated for disabled students: both permanent and temporary permits are available. A disabled parking permit will be issued to any student who has a valid state issued disabled parking placard license plate. The standard fee will be charged for the type of permit issued. Disabled parking privileges are for the benefit of the permit holder only. For information, contact the Parking Office at 713/221-8127.

Motorcycle Permits
Motorcycle parking is provided in the Visitors’ and Vine Street garages. These areas are marked by signs and curbs indicating two-wheel parking is allowed. The cost is $60 annually (Sept.-Aug.) and $30 semester.

UH System Universities Permits
A student with a valid parking permit issued by UH, UH-Clear Lake, UH-Victoria, and UH-Sugar Land may park in any student surface lot, provided a valid parking permit from the other university is properly displayed on the vehicle.

Other Parking
City of Houston parking meters and private parking facilities are located within easy walking distance of the university. Please adhere to the facilities’ posted parking instructions.

Shuttle Bus Service
UHD shuttle is a complimentary bus service to the campus community. The buses service the Daly Street lot and the Commerce St. building from 6:30 a.m. – 10:30 p.m. Monday – Thursday and from 6:30 a.m. – 6 p.m. on Friday. The UHD shuttles do not run on a set schedule. Buses will arrive at the designated stops approximately every fifteen minutes. The shuttles can be tracked on your smartphone via a free app at uhdmobile.etaspot.net or on your computer at uhd.etaspot.net.

Parking Refunds
The parking permit must be returned and a refund form completed and submitted to Parking & Transportation Services in order for the permit to be considered cancelled. If a student drops their classes, the parking permit must be returned and the refund form completed. The permit is considered to be valid and useable while it remains in your possession. Refunds are based on the University’s refund dates and percentages. Please refer to the current academic calendar for the refund schedule. If you have any questions, please contact the parking office at 713-221-8127.

Student Affairs
S380, 713-221-8100
www.uhd.edu/academics/student-affairs
The Office of Student Affairs supports the mission of the University of Houston Downtown, by serving as a resource and guide to students, providing critical student support services, and complimenting the classroom experience. This office is also responsible for carrying out the university’s student discipline policies, disseminating information, interpreting University policy, rules and procedures, and problem resolution. The goal of this office is to increase student enrollment, and support student success, retention and graduation.

Student Health Services
S445, 713-221-8137
www.uhd.edu/health
Student Health Services focuses on health promotion, disease prevention, and treatment of minor illnesses and injuries. Clinicians provide the same primary care found in most physicians’ offices (including women’s health) and offer referrals to specialists in the community when necessary. Routine laboratory services, pregnancy testing, and confidential HIV testing are provided. The clinic offers select services throughout the year. Appointments are recommended for these services. In addition, Student Health Insurance information is available on-line. www.uhd.edu/health

Student ID
Student Life Center, 713-221-8225
www.uhd.edu/sports&fitness • sports&fitness@uhd.edu
An official UHD ID is required of all currently enrolled students to utilize services on campus (library, computer lab, gym, etc.). A student’s first ID is free of charge (replacement IDs are $10). A student must present an unexpired valid government photo ID. IDs are processed at the Student Life Center.

Testing Services
GSB 311, 713-221-8027
www.uhd.edu/testing
The University of Houston-Downtown has a state of the art 120-seat computerized testing center that provides a
wide range of comprehensive testing services to UHD students as well as students attending other institutions. Local and national tests are provided by testing personnel, including but not limited to: Correspondence Exams, the College Level Examination Program (CLEP), the Law School of Admission Test (LSAT), the Texas Higher Education Assessment (THEA), the American College Testing Assessment (ACT), the Scholastic Aptitude Test (SAT) and the Texas Success Initiative (TSI) Assessment. The center is equipped for both computerized and paper-and-pencil tests.

**University Police**  
N118, 713-221-8065  
[www.uhd.edu/police-department](http://www.uhd.edu/police-department)  
The UHD Police Department provides a safe and secure environment for the university community. Keeping our campus safe for the students, staff and faculty is of paramount importance to every department on campus. Protect your personal property (cell phone, laptop, books, etc.) at all times. The Police Department strongly recommends that personal property not be left unattended at any time.

Stay alert to your surroundings and the actions of people around you. When possible, travel in groups of two or more especially after dark and always walk in well-lit, heavily traveled areas. Trust your instincts. If you feel uncomfortable in a place or situation, change directions, go to an emergency phone, into a public building, call Campus Police 713-221-8065 or dial 911 in the event of an emergency. If you see something suspicious, say something by contacting the police department.

UHD provides a network of emergency phones on campus, which are mounted in yellow call boxes. They are located in all parking lots and in numerous places within each of our buildings. Pushing the call button activates a direct phone line with UHD PD that automatically pinpoints the caller’s location.

Additional information on campus safety and security is provided on the UH-Downtown Police Department’s web site at [www.uhd.edu/police-department](http://www.uhd.edu/police-department). This site contains information on crime statistics, safety and crime prevention, campus policies on alcohol, firearms and sexual assault, crime alerts and more. Emergency alerts are directed to your university contact information and the Police Department strongly recommends that you update your university contact information regularly.

**Veterans Services**  
GSB 318, 713-221-8622, UHDVA@uhd.edu  
[www.uhd.edu/veterans](http://www.uhd.edu/veterans)  
The University of Houston-Downtown’s Veterans Services Office is dedicated to helping the men and women of the U.S. Armed Forces achieve the American dream of becoming highly successful. UHD recognizes the unique needs of services members, returning veterans, and their families and will work closely with them to make sure that they are aware of all the benefits and services available to them. We are available to answer questions concerning veteran educational benefits, certifying enrollments for the Department of Veterans Affairs, monitoring students’ degree plans and academic progress, as well as giving referrals. The Veterans Services Office cannot determine eligibility for benefits. You have courageously served our country, now let us serve you! If you qualify or have questions about the Hazelwood Act, please contact the Office of Scholarships and Financial Aid.
The Bayou Review is a literary magazine published by students of the University of Houston-Downtown. It includes poetry, fiction, essays, reviews, and visual art. The magazine features work from the UHD community but also solicits, receives, and publishes work from all over the world. The goal of the magazine is to emphasize the arts and humanities at the university and to provide a forum and publication for students who are interested in creative writing and publishing. Selected issues also feature literary and visual arts by contributors outside the university community.

Campus Activities Board
S204, 713-221-8573
www.uhd.edu/cab

Campus Activities Board (CAB) at the University of Houston-Downtown is a student fee-funded, student-run organization that provides a valuable service to all students. The mission of CAB is to meet the diverse needs of the student body by creating, planning and producing a variety of educational, cultural and entertaining programs. CAB provides an opportunity for all students to develop leadership skills and create long lasting friendships. If you enjoy interacting with people and would like to have a hand in planning events at UHD, then CAB is the place for you.

For more information please visit www.uhd.edu/cab

Bayou Review
S250, 713-221-8260
www.uhd.edu/bayoureview

The Dateline is the student run newspaper at the University. It is published every two weeks each long semester and is distributed free-of-charge to students, staff, and faculty.

The Student Publications Committee, consisting of faculty, staff, and students, sets policy for the publication and operation of Dateline and Bayou Review. A student editor is approved by the committee and has responsibility for recommending additional staff in conjunction with the faculty advisor. If you are interested in submitting items or learning more about the publication call or stop by the office.

Dateline
S260, 713-221-8192
www.uhd.edu/dateline

The University of Houston-Downtown University Theatre presents one major theatre production in O’Kane Theater each semester, and one smaller production, including student-directed one act plays. Any student interested in acting may audition for the plays, as can UHD faculty, staff, and alumni. Those students interested in technical theatre can serve on the various production crews, such as set construction, lighting, sound, costumes, props, stage management, house management and box office. To prepare students for productions, classes in acting, directing, playwriting, stage design, and costume design are offered. Genres of the plays produced include period plays, tragedies, comedies, farces, and contemporary realism. There are a number of drama scholarships available each semester. At the end of each academic year, the students hold a drama banquet to celebrate the past year. At the banquet, trophies are presented to the students, and the plays and plans for the coming year are announced.

Drama • O’Kane Theatre
N364, www.uhd.edu/theatre
Greek Life
S204, 713-221-8573
www.uhd.edu/greeklife
Greek life is an exciting part of the UHD community that students can experience and join as they matriculate at UHD. The community is known for academic excellence and leadership across campus. At the beginning of each semester the Greek Life office hosts a “Meet the Greeks” event that introduces interested students to the different Greek organizations on campus and their requirements for membership. The qualifying G.P.A for most groups is at least a 2.5. Additionally, most Greek Letter organizations require students need to have completed at least one semester at UHD before attempting to join these organizations.

It is the mission of Greek Life to foster a quality fraternal and sorority experience for members and contribute to the University community by:

- Enhancing student development through membership in fraternities and sororities.
- Promoting the development of a community comprised of values-based organizations, including both individual chapters and the governing council.
- Engaging students in values-based decision making and programming consistent with the four common pillars of Greek life: 1) Academic Excellence 2) Leadership Development 3) Community Service 4) Brotherhood/Sisterhood

Current Greek Organizations at UHD include:
- National Pan-Hellenic Council (NPHC)
  - Alpha Kappa Alpha
  - Delta Sigma Theta
  - Kappa Alpha Psi
  - Phi Beta Sigma
  - Zeta Phi Beta
- Multicultural Greek Council (MGC)
  - Gamma Alpha Omega
  - Kappa Delta Chi
  - Omega Delta Phi
  - Sigma Kappa Omega
  - Sigma Lambda Beta
  - Sigma Lambda Gamma

For more information contact greeklife@uhd.edu or visit www.uhd.edu/greeklife

 Locke Rental
S204, 713-221-8573
www.uhd.edu/sa
Students may rent a locker on a semester by semester basis. In order to reserve a locker, students must come to the Front Desk in S204, One Main Building and pick up a form to take to the Cashiers Office. At the Cashiers Office, students must pay a $15 fee for lockers. Once fee is paid, students need to bring receipt of payment to Student Activities.

Once receipt of payment is shown to Front Desk staff, the student will be given a locker. Students must provide their own lock. Locks are sold on the 3rd floor in the Bookstore and in the Student Life Center. Students can also use locks purchased elsewhere. Lockers must be cleaned out a week after finals. Items left behind will be discarded after 30 days.

O’Kane Gallery
GBS 322, 713-221-8042
O’Kane Gallery opened its new facility in the spring of 2016 adjacent to the UHD Welcome Center. Directly above visitor parking off Girard Street, the gallery offers over 1700 square feet of exhibition space. Intent on providing diverse programming that includes contemporary and historical work by regional, national, and international artists, the gallery serves UHD’s over 14,000 students, the university’s faculty and staff, and welcomes the public to view exhibitions and visit the UHD campus. Exhibitions are always free. In addition to professional exhibitions, the UHD Student Exhibition and the Houston high school High Art exhibition are annual events. The Harry W. O’Kane Gallery, established in 1970, was made possible by gifts from Harry W. O’Kane, Mary W. Bingman, and the Humphreys Foundation. For hours and information call 713-221-8042 or visit www.okanegallery.uhd.edu.

One Main Event
S204, 713-221-8573
One Main Event is an annual spring gala that recognizes the outstanding achievement and leadership of UHD students, student organizations and organization advisers. Typically, one of the largest University-wide student events, it is organized by the Office of Student Activities and includes dinner and dancing. Contact the Office of Student Activities for additional information at studentactivities@uhd.edu or visit their website at www.uhd.edu/oa

Registered Student Organizations
S204, 713-221-8573
www.uhd.edu/sa
Student organizations offer a variety of co-curricular activities for students interested in getting involved. With over 90 registered student organizations at the University of Houston-Downtown there is organization just for you! Student organizations are open to all enrolled University of Houston-Downtown students. Join a student organization to interact with other students, faculty, and
Sports and Fitness
Student Life Center, 713-221-8225
www.uhd.edu/sports&fitness • sports&fitness@uhd.edu
Sports & Fitness serves as a vital and integral part of student life on campus. The department strives to meet the dynamic needs and interests of students by providing programs and services that promote positive physical and mental health; encourages lifetime interest in active, healthy lifestyles; and provide student leadership opportunities that complement the academic experience. Sports & Fitness supports the mission of UHD by creating a climate that motivates members to embrace a healthy lifestyle which can enhance their academic studies, build friendships and social skills, develop leadership qualities and cultivate a sense of inclusion and belonging to the university. UHD students are second to none and deserve a first rate program.

• Membership
The programs and services of Sports & Fitness are open to all current UHD students, faculty and staff at no additional charge. UHD graduates may purchase a Sports & Fitness membership for a fee. Memberships may be purchased by UHD Alumni, and friends or family of current UHD students, faculty and staff.

• Jesse H. Jones Student Life Center
The three-level, 30,000-square-foot Jesse H. Jones Student Life Center includes two ball courts equipped for basketball, volleyball, and badminton; a multipurpose studio designed for aerobics, dance and martial arts; and a fitness center with state-of-the-art weight equipment and cardiovascular units such as treadmills, ellipticals and exercise bikes. Lockers and showers are available.

• Fitness Programs
Fitness programs are offered at various times throughout the week to Sports and Fitness Members. Programs include categories such as aerobics, dance fitness, and strength classes which are free to our members. Taught by nationally certified or licensed instructors, these classes are effective for weight loss, toning and cardiovascular benefits. Participation is free and members can join at any time during the semester. Specialty classes vary from semester to semester including formats such as Dance Video Choreography, Latin Dance and Yoga. These classes have a nominal fee of $10 for ten classes and are progressive and build upon each other.

Personal Training – Working one-on-one with a fitness professional to incorporate regular exercise into your lifestyle gives you guidance on proper technique and safety as well as accountability to another person. Sports and Fitness certified personal trainers are here to help make our members personal fitness goals a reality. $15 for UHD students, $20 non-UHD student members.

Massages – Massage therapy assists individuals in lowering blood pressure, increases blood circulation, relaxes muscles, and improves range of motion. Sports and Fitness offers 45 minute Swedish or Deep Tissue Massages offered by a licenses massage therapist. $25 UHD student, $35 non-UHD student members.

Nutrition Counseling – Nutrition Counselors work with UHD students, faculty and staff members during a one-on-one counseling session where they a give personalized nutrition counseling on how to maintain, lose or gain weight while eating the right kinds of foods to be healthy. $10 UHD members.

Health & Fitness Workshops/Certifications – Offered throughout the semester, nutrition and exercise experts are invited to present on various topics related to health & fitness. UHD members are invited free of charge to learn such helpful tips as reading food labels, exercising at your desk and more. Monthly American Red Cross CPR/AED and First and training is also available to the university community at only $25 per certification. These classes fill up fast and interested parties are encouraged to register early to reserve a spot. Other certifications such as personal training and group fitness training are available at UHD at discounted rates for those individuals interested in becoming an instructor or trainer. Those who successfully complete this training are invited to apply for a position with Sports & Fitness.

• Intramural Sports
Intramural sports programs are designed to provide opportunities for UHD members to participate in organized sports activities. Individual and team sports are offered in over 10 different sports. Leagues are created for competitive and recreational participants alike, and there are several activities where men and women combine for co-recreational sports.
who wish to examine and experience the benefits of leading a healthy lifestyle.

**Student Activities**
S204, 713-221-8573  
www.uhd.edu/sa
The Office of Student Activities is dedicated to supporting the mission of the University of Houston – Downtown by enriching the college experience outside the classroom. Student Activities empowers students to become people of influence through immersion in co-curricular experiences which develop leadership, social, and interpersonal skills and a commitment to serving communities. Student Activities supports academic success and UHD pride by connecting students to the life of the university. The Office of Student Activities provides services for student organizations, fraternities and sororities, offers leadership development opportunities, fosters way to give back to the community through service, and provides a social environment with the Student Lounge.

With over 90 student organizations, including Greek organizations and numerous programs to choose from, the Office of Student Activities offers students a world of opportunities to become involved at UHD and in the community. Let us help you find a way to get involved. For more information visit our website at uhd.edu/sa.

**Student Government Association**
S210, 713-221-8570  
www.uhd.edu/sga
The Student Government Association (SGA) is the fee-funded, representative body for all UHD students. SGA strives to voice the opinions of the student body and encourage participation in university decision making. SGA looks to preserve, progress, and promote democratic student representation. SGA is also responsible for nominating students to serve on university committees and other community initiatives that are important to the university community. SGA is involved in policy development activities through its participation in the shared governance process. Every spring semester, the student body elects a President and Vice President, a Chief Justice, Attorney General, Student Defender and up to 2 Senior Senators to represent each Academic College. Other positions are available by appointment.

**Fall Intramural Sports**
- Volleyball League (Co-Rec)
- Flag Football League (M&W)
- Dodgeball League (Co-Rec)
- Badminton Tournament (M&W)
- Bowling Tournament (M&W)

**Spring Intramural Sports**
- Basketball League (M&W)
- Three-Point Contest (M&W)
- Free Throw Contest (M&W)
- Soccer League (M&W)
- Tennis Tournament (M&W)

**Club Sports**
Club sports provide members with opportunities to share common interests, pursue active involvement, improvement in a sport or activity and to develop interpersonal and leadership skills. Club sports encourage leadership, friendship, teamwork and school pride. Clubs are encouraged to represent the university at local, regional and national competitions. Tryout periods are normally held for the competitive club teams at the beginning of each semester.

- Baseball
- Basketball (Men’s)
- Basketball (Women’s)
- Cheer
- Dance
- Flag Football
- Golf
- K-Pop
- Runners
- Soccer (Men’s)
- Soccer (Women’s)
- Volleyball (Women’s)
- Powerlifting
- Wrestling

**Sports & Fitness Awards Banquet**
The Sports & Fitness Awards Banquet is one of UHD’s oldest and best traditions. The annual event is held in May at which participants are recognized for outstanding involvement and contributions to the program. Outstanding participants from intramural sports, club sports and the various fitness programs are recognized before students, faculty, staff, family and friends. The ceremony includes a dinner and an entertaining awards ceremony. Attendees are encouraged to purchase their tickets early as this premiere event sells out quickly.

**Physical Education: PHED 2101**
**Health and Fitness for Life**
The Department of Urban Education offers a physical education course, PHED 2101: Health and Fitness for Life, which requires students to participate in fitness class offerings in Sports and Fitness as part of the physical component of the class. The course focuses on health related behaviors and strategies for enhancing wellness throughout the life span. There is no prerequisite for the class which is considered a one credit elective applicable to most degree plans. The course is recommended for those students who plan to take state-mandated teacher certification examinations. It is also recommended for students who wish to examine and experience the benefits of leading a healthy lifestyle.
Academic Honesty Policy

1. PURPOSE
This PS states the University of Houston-Downtown (UHD) policy on Academic Honesty.

2. DEFINITIONS
Written communication or notification: Refers to communication between parties using official university email accounts.

3. POLICY
3.1 Principles
3.1.1 Academic Honesty Code
The Academic Honesty Code is the University’s standard of honesty. The code states, “Students must be honest in all academic activities and must not tolerate dishonesty.”

3.1.2 Faculty Responsibility
Faculty members are responsible for knowing the principles and procedures of the Academic Honesty Policy, and for enforcing the policy when academic honesty violations occur. Faculty members must also remind students of the Academic Honesty Policy and help them comply with it.

3.1.3 Student Responsibility
Students are responsible for maintaining the academic integrity of the University by following the Academic Honesty Policy. Students are responsible for doing their own work and avoiding all forms of academic dishonesty.

3.2 Academic Honesty Violations
The most common academic honesty violations are cheating and plagiarism.

Cheating includes, but is not limited to:
- Submitting material that is not one’s own.
- Submitting substantially similar material in more than one course, even if it is one’s own work, without the instructor’s permission.
- Using information or devices that are not allowed by the faculty member.
- Obtaining and/or using unauthorized material.
- Fabricating information.
- Violating procedures prescribed to protect the integrity of a test, or other evaluation exercise.
- Collaborating with others on assignments without the faculty member’s consent.
- Cooperating with or helping another student to cheat.
- Having another person take an examination in the student’s place.
- Altering exam answers and requesting that the exam be re-graded.
- Communicating with any person during an exam, other than the faculty member or exam proctor.

Plagiarism includes, but is not limited to:
- Directly quoting the words of others without using quotation marks or indented format to
4.1 Resolution of Academic Honesty Violations

A student involved in an academic honesty proceeding may continue to attend all classes until the matter is resolved.

4.1.1 Action Initiated by the Faculty Member
If a faculty member believes a student has committed an academic honesty violation, the faculty member may request a meeting with the student as soon as reasonably possible to attempt to resolve the incident. If the faculty member determines a violation has occurred and/or a penalty has been assigned, he or she will send the student a copy of this policy statement to the student’s official university email account, complete an Academic Honesty Report (www.uhd.edu/academics/Documents/PS03A19_Academic_Honesty_form.pdf), and forward a copy to the faculty member’s chair and the Office of the Dean of Students. The faculty member may assign a penalty; see section 2.5. If a penalty is assigned, the faculty member will send the student a copy of this policy statement to the student’s official university email account and provide a copy to the faculty member’s chair.

In the event that a faculty member files an Academic Honesty Report but is no longer at UHD to meet with the student and/or address a student appeal, the student will go directly to the department chair. For programs that do not have a department chair, the student will appeal to the program director of the program in which that course is housed.

4.1.2 Appeal Procedures
The student is encouraged to communicate with the faculty member before starting the appeal process. The student may appeal to the faculty member’s department chair. For programs that do not have a department chair, the student will appeal to the program director of the program in which that course is housed. If the student does not appeal, the decision of the faculty member stands and a copy of the Academic Honesty Report will be forwarded by the faculty member’s chair to the Office of the Dean of the faculty member’s college and to the Office of the Dean of Students, where it will be filed for future reference. The student may appeal the department chair’s decision (or the program director’s decision, if applicable) to the Office of the Dean. The student may appeal the Office of the Dean’s decision to the Student Discipline Committee. The decision of the Student Discipline Committee is final.

4.1.2.1 Appeal to the Department Chair
If a student does not agree with the faculty member’s Academic Honesty Report and/or assigned penalty, the student must submit a written appeal to the department chair within 15 working days (excluding Saturdays, Sundays and university holidays) of receiving the Academic Honesty Report filed by the faculty member. For programs that do not have a department chair, the student will appeal to the program director of the program in which that course is housed. The department chair (or program director, if applicable) may request a meeting with the faculty member and the student. Within 15 working days (excluding Saturdays, Sundays, and university holidays) of receiving the appeal, the department chair (or program director) must make a decision (uphold, reject, or modify the penalty assigned by the faculty member) and communicate it to all stakeholders. The department chair (or program director) will notify the student, the faculty member, and the Office of the Dean of the faculty member’s college. Within ten working days (excluding Saturdays, Sundays and university holidays) of the chair’s (or program director’s) decision, the student or the faculty member may appeal the chair’s (or program director’s) decision to the Office of the Dean of the faculty member’s college. If the decision is not appealed, the chair (or program director) will notify the Office of the Dean of Students.

4.1.2.2 Appeal to the Office of the Dean
Within ten working days (excluding Saturdays, Sundays and university holidays) of the department chair’s (or program director’s) notification to the student that a penalty has been assigned, the student or the faculty member may submit a written appeal to the Office of the Dean of the faculty member’s college. This written appeal should ask the Office of the Dean to review the chair’s (or program director’s) decision and explain why the student or the faculty member believes that the chair’s (or program director’s) decision was wrong. Within ten working days (excluding Saturdays, Sundays and university holidays) from the time the written appeal is received, the Office of the Dean will determine if the chair’s (or
program director’s) action should be upheld, rejected, or modified and will notify the student, the faculty member, the department chair (or program director), and the Office of the Dean of Students of the decision. Within ten working days (excluding Saturdays, Sundays and university holidays) of the Office of the Dean’s decision, the student may appeal that decision to the Student Discipline Committee.

4.1.2.3 Appeal to the Student Discipline Committee
If the student requests a hearing before the Student Discipline Committee, the hearing will be conducted according to the procedures specified in PS 04.A.01 Student Rights and Responsibilities.

4.2 Maintenance of Academic Honesty Reports
The Office of the Dean of Students will maintain a record of each Academic Honesty Report filed on a student. Faculty members or administrators investigating allegations of academic honesty violations may request that the Office of the Dean of Students release to them any previous reports that have been filed on the student against whom the current allegations are being made.

4.3 Penalties
The penalty for academic honesty violations will be left to the discretion of the faculty member and may be modified upon appeal. The penalty will be consistent with the infraction. Giving the penalty of an F in a course should be given in instances of multiple and/or flagrant violations. When an academic honesty violation includes multiple and/or flagrant violations, such as having a substitute take an exam or stealing an exam, the faculty member shall also refer the matter to the Office of the Dean of Students for disciplinary action pursuant to the Student Rights and Responsibilities Policy. The Office of the Dean of Students may also initiate disciplinary action against a student with repeated academic honesty violations.

5. REVIEW AND RESPONSIBILITIES
There are no exhibits associated with this policy.

6. REVIEW AND RESPONSIBILITIES
Responsible Party (Reviewer): Senior Vice President for Academic Affairs and Provost
Review: Every five years, or as necessary
Signed original on file in Employment Services and Operations.

7. REVIEW AND RESPONSIBILITIES
Policy History
Issue# 1: 05/22/1984
Issue# 2: 06/11/1986
Issue# 3: 06/18/1988
Issue# 4: 11/15/1993
Issue# 5: 07/12/2000
Issue# 6: 06/22/2015

8. REFERENCES
Academic Honesty Report
Withdrawal Prevention Form
PS 04.A.01 Student Rights and Responsibilities.
1. PURPOSE
This PS sets forth regulations regarding the service, consumption, and distribution of alcoholic beverages to students at the University of Houston - Downtown (UHD). The University strictly adheres to all city, state, and federal laws governing the distribution and consumption of alcohol. The University is committed to the national initiative of preventing the abuse of alcohol.

2. POLICIES/PROCEDURES

2.1 The legal drinking age in Texas is 21. Alcoholic beverages served on the UHD campus may be distributed and consumed by students of legal age only in areas designated by the Dean of Students. The use or possession of alcohol on any part of the university campus, other than a formally approved or designated area, is a violation of the Student Rights and Responsibilities Policy Statement 04.A.01.

2.2 The Dean of Students must be notified of the proposed sale and/or distribution of alcoholic beverages to students by any individual or organization at UHD and has the authority to approve or deny these activities.

2.3 Only licensed catering services approved by the Dean of Students may sell or distribute alcoholic beverages on the UHD campus.

2.4 Only registered student organizations will be allowed to conduct an event at which alcoholic beverages will be sold or distributed to students by the catering service or vendor.

2.5 The president or designated officer and the advisor of a registered student organization must read the Alcoholic Beverage Distribution Information form (Exhibit A) and must complete the request for Alcoholic Beverage Distribution Permit.

2.6 For a student organization, the completed Alcoholic Beverage Distribution Permit must be submitted to the Director of Student Activities at least four weeks before the date on which permission to serve alcohol is requested. The Director of Student Activities forwards a recommendation to the Dean of Students within five working days of submission.

2.7 The Dean of Students notifies the UHD Police Department when permission is granted to student organizations to hold an event at which alcoholic beverages will be distributed on the campus. The student organization receiving permission must make arrangements for police coverage directly with the UHD Police Department, not less than three (3) weeks prior to the event. The UHD Police Department will determine the number of police officers required for the event. Only UHD police officers or peace officers approved by the Chief of the UHD Police may be hired for the event. The sponsoring organization or department is responsible for payment of UHD police services.

2.8 State appropriated funds, student service fees, or University Center fees may not be used to purchase alcoholic beverages for any reason. Registered UHD student organizations may purchase alcoholic beverages for official student organization functions using funds which have been deposited into the student organization’s agency fund account.

2.9 Alcoholic beverages may not be served or consumed in any vehicle owned or operated by UHD.
3. REVIEW AND RESPONSIBILITIES
   Responsible Party (Reviewer): Dean of Students
   Review: As needed
   Policy History
   Issue #1: 05/11/83
   Issue #2: 07/10/84
   Issue #3: 03/01/86
   Issue #4: 11/05/90
1. PURPOSE

1.1. The University of Houston System and its universities (“University”) are committed to maintaining and strengthening an educational, working and living environment where students, faculty, staff, and visitors are free from discrimination and harassment of any kind. Discrimination and harassment are antithetical to the standards and ideals of the University. The University will take appropriate action in an effort to eliminate discrimination and harassment from occurring, prevent its recurrence and address its effects.

1.2. This Anti-Discrimination Policy (“Policy”) defines and describes prohibited discrimination and harassment and establishes a mechanism for processing complaints of unlawful discrimination and harassment against University faculty, staff, students and visitors. This Policy does not address allegations of sexual misconduct, which includes sexual harassment. (Please see the University’s Sexual Misconduct Policy, SAM 01.D.08, which defines and describes prohibited Sexual Misconduct and establishes a mechanism for processing complaints of Sexual Misconduct.) Nothing in this Policy shall be construed to limit the rights of University students or employees to seek remedies available to them outside of the University’s internal processes.

1.3. All Members of the University Community are expected to adhere to this Policy, to cooperate with the procedures for responding to complaints of unlawful discrimination and harassment, and to report conduct or behavior that they believe to be in violation of this Policy to their university’s Equal Opportunity Coordinator. The Equal Opportunity Coordinator will coordinate the investigation and response as necessary with the appropriate individuals from the applicable campus. The University will take allegations of unlawful discrimination and harassment seriously and will work to ensure that all persons are given appropriate support and fair treatment.

1.4. This Policy provides the University’s exclusive mechanism for handling the investigation of any alleged unlawful discrimination or harassment, the determination of whether this Policy was violated, and the appeal of Equal Opportunity Services’ (EOS’) finding(s) as to violation/no violation of this Policy.

2. GENERAL DEFINITIONS

2.1. Complainant – A party or entity (in the case of the University) who formalizes a complaint of discrimination or harassment under Section 10.3 of this Policy.

2.2. Discrimination – Treating an individual or members of a Protected Class less favorably because of their membership in that class or having a policy or practice that has a disproportionately adverse impact on Protected Class members.

2.3. Equal Opportunity Coordinator – The person who is designated to coordinate efforts to comply with and implement this Policy. The Equal Opportunity Coordinator is responsible for conducting the administrative investigation of reports of discrimination or harassment and is available to discuss options, provide support, explain University policies and procedures, and provide education on relevant issues. The Equal Opportunity Coordinator
may designate one or more Assistant Equal Opportunity Coordinators.

The Equal Opportunity Coordinators for each university are:

- University of Houston System/University of Houston Office of Equal Opportunity Services eos@uh.edu 713-743-8835
- University of Houston – Downtown Faculty and Staff - Employment Services and Operations (ESO) 713-221-8060
  Students - Student Affairs 713-221-8056
- University of Houston – Clear Lake Human Resources 281-283-2160
- University of Houston – Victoria Office of Equal Opportunity Services (361) 570-4835

In the event that there is a conflict of interest for a university’s Equal Opportunity Coordinator, the UH System Equal Opportunity Coordinator will appoint another university’s Equal Opportunity Coordinator to serve in their place. If there is a conflict for the System Equal Opportunity Coordinator, the Vice Chancellor for Legal Affairs will appoint another university’s Equal Opportunity Coordinator to serve in their place.

2.4. Harassment – Subjecting an individual on the basis of her or his membership in a Protected Class to unlawful severe, pervasive, or persistent treatment that constitutes:

- Humiliating, abusive, or threatening conduct or behavior that denigrates or shows hostility or aversion toward an individual or group;

- An intimidating, hostile or abusive learning, living or working environment, or an environment that alters the conditions of learning, living or working; or

- An unreasonable interference with an individual’s academic or work performance.

Examples that could satisfy this legal standard include, but are not limited to: epithets or slurs, negative stereotyping, threatening, intimidating or hostile acts, denigrating jokes and display or circulation (including through e-mail) of written or graphic material in the learning, living, or working environment.

2.5. Member of the University Community – Members of the University Community include:

- University faculty, staff, administrators, employees, and contractors;
- University students;
- Volunteers and participants in any University program or activity; and
- Guests and visitors to campus, to any property owned or leased by the University, or to any property owned or leased by any University- Affiliated organization or group.

2.6. Pregnant and Parenting Students – A Student as defined in Section 2.9 who is pregnant or was pregnant, a birth parent, or an adoptive or foster parent. See also Section 5 below.

For guidance on pregnant and parenting students’ rights, please see:


https://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf, and


2.7. Protected Class – A class of persons who are protected under applicable federal or state laws against discrimination and harassment on the basis of race, color, sex (including pregnancy), genetic information, religion, age, national origin, disability, veteran status, or any other legally protected status. Additionally, for purposes of this Policy, the term “Protected Class” includes sexual orientation, gender identity, and gender expression.

2.8. Respondent – A party or person who is designated to respond to a complaint. Generally the Respondent would be the person alleged to be responsible for the prohibited discrimination or harassment alleged in the complaint. The term “Respondent” may also be used to designate persons with administrative responsibility for procedures and policies in those areas covered in a complaint.

2.9. Student – A person who; (a) is currently enrolled at the University; (b) is accepted for admission or readmission to the University; (c) has been enrolled at the University in a prior semester or summer term
and is eligible to continue enrollment in the semester or summer term that immediately follows; (d) is attending an educational program sponsored by the University while that person is on campus; or (e) has engaged in prohibited conduct at a time when he/she met the criteria of (a), (b), (c), or (d).

2.10. University-Affiliated Activity – Any activity on or off campus that is initiated, aided, authorized or supervised by the University or by an officially-recognized organization of the University.

2.11. University Premises - Buildings or grounds owned, leased, operated, controlled or supervised by the University.

3. JURISDICTION

The University has jurisdiction over, and will respond to, allegations of harassment or discrimination occurring on the University’s premises, at University-Affiliated Activities, and/or where both the accused person and alleged victim are either a student, faculty member, or staff member. Other than the University Policy Department which may conduct a criminal investigation as appropriate, the University does not have jurisdiction over allegations between visitors or non-affiliated persons under this Policy.

3.1. The University has the discretion to investigate conduct occurring off University premises or at a non-University-Affiliated Activity if either the Complainant or Respondent is University-Affiliated.

3.2. The process outlined in this Policy is separate from any criminal proceeding related to the reported behavior and may occur while criminal proceedings are ongoing.

3.3. Proceedings under this Policy will not be dismissed or delayed because criminal prosecution is pending, criminal charges have been dismissed, or the criminal charges have been reduced.

3.4. Proceedings may also continue if a party is no longer employed with or a student of the University.

3.5. Academic Freedom and Freedom of Expression

The University is committed to protecting, maintaining and encouraging both freedom of expression and full academic freedom of inquiry, teaching, service, and research. Academic freedom and freedom of expression shall be strongly considered in investigating complaints and reports of discrimination or harassment, but academic freedom and freedom of expression will not excuse behavior that constitutes a violation of the law or this Policy.

4. REPORTING

4.1. Reporting Responsibility

A. All employees, students, and third parties are encouraged to take reasonable and necessary action to prevent unlawful discrimination and harassment and to report the conduct to the Equal Opportunity Coordinator and/or an Assistant Equal Opportunity Coordinator.

B. Employees in a supervisory capacity have a duty to act to not only prevent unlawful discrimination and harassment, but to also report the conduct and behavior to the Equal Opportunity Coordinator and/or an Assistant Equal Opportunity Coordinator for advice and assistance. A supervisor who fails to act may be found to have violated this Policy, even if the underlying event does not constitute unlawful discrimination and harassment.

C. All supervisors who receive a report of discrimination or harassment must share that information with the Equal Opportunity Coordinator and/or an Assistant Equal Opportunity Coordinator and cannot maintain confidentiality, with the exception of:

1. The staff of a counseling or health center acting in their capacity as a counseling or health provider, and

2. Individuals who are associated with the University in the role of a pastoral counselor or confidential advisor acting in that capacity.

D. In addition, some individuals who are not supervisors who must share reports of discrimination or harassment with the Equal Opportunity Coordinator and/or an Assistant Coordinator, include, but are not limited to:

1. Academic Advisors

2. Residence Advisors

3. Elected members of Student Government Associations, and

4. Individuals, including students, serving as supervisors, even if they are volunteers, at a University-Affiliated activity. These individuals could be teaching, graduate assistants, research assistants, chaperones, peer mentors, or retreat counselors.

These individuals are required to report because they are either in a position to do something about
the alleged actions, may be perceived to be able to do something about the alleged action, or would otherwise have to report known or suspected incidents of discrimination or harassment.

E. Anyone who is required to report known or suspected violations of this Policy must promptly contact the Equal Opportunity Coordinator and/or an Assistant Coordinator and disclose what they know about the alleged incident.

F. Individuals who are not required to report and who are not bound by state confidentiality laws are still encouraged to report known or suspected violations of this Policy and may do so through the confidential and non-confidential methods listed in Section 4.2 of this Policy.

4.2. Anonymous Reporting

A. Alleged victims and others not required to report may submit a report through a web-based reporting system called Fraud and Non-Compliance Hotline, which allows the option of anonymity.

B. The web address for the Fraud and Non-Compliance Hotline is https://app.convercent.com/en-us/LandingPage/b3d1cf670-e06c-e711-80cf-000d3ab0d899.

C. Reports received through this site will be reviewed and may be investigated.

D. The University will work with anyone who is identified via a Fraud and Non-Compliance report or subsequent investigation to provide anonymity to the full extent possible under this Policy.

E. Upon receipt of an anonymous report that implicates this Policy, the Equal Opportunity Coordinator will invite the reporter to formalize the report into a formal complaint. While interim measures and actions are available to anonymous reporters without filing a formal complaint, EOS finding(s) as described in Section 10.8 require a formal complaint.

1. After formalizing the anonymous report into a formal complaint, the complaint process will follow Section 10.3, “Formalizing the Complaint.”

2. If the anonymous reporter declines to pursue a formal complaint, the Equal Opportunity Coordinator may pursue a complaint on behalf of the University after considering the factors explained in Section 10.2.

3. Individuals who pursue an anonymous formal complaint will be unable to utilize the appellate process described in Section 10.10.

4. Reporting to Outside Entities:

   • An individual wishing to make a complaint may also contact the U.S. Department of Education, Office for Civil Rights (OCR)

   Office for Civil Rights
   U.S. Department of Education
   1301 Young Street, Suite 1169
   Dallas, TX 75202
   Phone: (800) 537-76970
   FAX: (214) 767-0432

   • Employees may also contact the U.S. Equal Employment Opportunity Commission to complain of sex discrimination or sexual harassment:

   U.S. Equal Employment Opportunity Commission
   Houston District Office
   1919 Smith Street, 6th Floor
   Houston, TX 77002
   Phone: (800) 669-4000
   FAX: (713) 651-4987
   TTY: (800) 669-6820
   ASL Video Phone: (844) 234-5122

5. ACCOMMODATING PREGNANT AND PARENTING STUDENTS

5.1. The University prohibits discrimination against any student, or exclusion of any student from its education program or activity, including any class or extracurricular activity, on the basis of such student’s pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient.

5.2. Among other requirements, this means the University must excuse student absences because of pregnancy, childbirth, or related conditions as long as the student’s doctor deems the absences medically necessary. Documentation of medical necessity will be required. Schools must also allow for make-up work and offer a method to regain points lost due to medically required absences.

5.3. Following a medically-required absence, the student shall be reinstated to the status which they held when the leave began (34 CFR 106.40).

For additional guidance, please refer to https://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf
5.4. If you have questions about your rights as a pregnant or parenting student, please contact your university’s Equal Opportunity Coordinator for accommodation requests or additional information.

6. RELIGIOUS ACCOMMODATION

The University prohibits discrimination against any student, faculty, or staff member based on their religion. Reasonable workplace accommodations will be made for persons with sincerely-held religious beliefs. Students should make requests for religious accommodation directly to their instructor. Employees should make requests for religious accommodation directly to their supervisor. If there are any concerns by any party, please contact the applicable Equal Opportunity Coordinator.

7. CONFIDENTIALITY

Equal Opportunity Services shall maintain documents related to Complaints under this policy as required by law.

The confidentiality of a Complaint under this Policy and all documents relating to the investigation of the information contained in a Report or Complaint will be maintained on a business need-to-know basis to the extent permitted by law.

8. RETALIATION

8.1. The University takes reports of discrimination and harassment very seriously and will not tolerate retaliation against those who make reports or who participate in the investigation or adjudication process.

8.2. Retaliation includes, but is not limited to, any adverse employment or educational action taken for making a report of unlawful discrimination or harassment, or for otherwise participating under this Policy.

8.3. Any actual or threatened retaliation or any act of intimidation to prevent or otherwise obstruct the reporting of harassment or violation of this policy or the participation in proceedings relating to unlawful discrimination or harassment, may be considered a separate violation of this Policy and may result in disciplinary sanctions.

8.4. Any person who believes that they have been subjected to retaliation should immediately report this concern to their Equal Opportunity Coordinator or an Assistant Coordinator.

9. PERSONAL ADVISORS

Any named Party will have the same opportunity to have a personal advisor of their choice present during any meeting or proceeding related to the investigation. This advisor may be an attorney, provided at their own expense, with no cost to the University.

9.1. The student will need to sign a FERPA Release Form for the advisor to be present at any meeting, proceeding or hearing. The form allows staff to speak freely about the student’s case when the advisor is present. The student may revoke the release form in writing if they choose to no longer have the individual serve as their advisor or have access to the matter.

9.2. Advisors may attend any meeting, proceeding or hearing related to the investigation, but may not speak on behalf of the individual they are advising or be a witness. An advisor may ask to briefly suspend any meetings, interviews, or hearings to provide private consultation related to the meeting or proceeding in process.

9.3. During a hearing, an advisor will not be permitted to speak on behalf of the advisee, make an oral presentation, including an opening or closing argument, be a witness, or question witnesses, the EOS representative, or the Panel.

9.4. In the event that a party’s advisor of choice presents a potential conflict of interest as determined by the Equal Opportunity Coordinator, the Equal Opportunity Coordinator will inform that party and provide a reasonable amount of time for the party to obtain an alternate advisor.

9.5. An advisor is subject to the same confidentiality expectations applicable to others in attendance. Accommodations, including scheduling of interviews or hearings, will not be made for any advisors if they unduly delay the process.

10. COMPLAINT PROCEDURES

EOS, located at the University of Houston System/University of Houston, works in conjunction with each university’s Equal Opportunity Coordinator to administer all aspects of this Policy. Investigations can be completed by the university’s Equal Opportunity Coordinator, their appointee, or by EOS.

A formal complaint may be filed by the alleged victim or by the University.

The timeframes set forth in this Policy may be extended when there is good cause to do so. The
Complainant (or the non-participating alleged victim in cases where the University files the complaint) and the Respondent(s) will be notified in writing of the delay and the reason for the delay. Any proceedings under this Policy will be conducted in a prompt, fair and impartial manner from initial investigation to final result.

10.1. Step One: Self-Help

A. An individual who believes that they are the subject of unlawful discrimination or harassment may choose to deal with the alleged offender directly through a face-to-face discussion, a personal telephone conversation, e-mail correspondence, or letters. In some cases, this approach may resolve the situation; in others, it may be ineffective or place the individual in an uncomfortable, insecure, or compromised position.

B. Under no circumstances should an individual feel pressured to address the alleged offender directly or handle the matter alone, and a decision not to confront a person she or he believes to be discriminatory or harassing will not be treated negatively under this Policy.

C. Other forms of self-help include taking the issue up the supervisory chain, to Human Resources, or to the university’s Ombudsperson, if available. If self-help measures prove unsuccessful or if the individual determines that it is not appropriate to engage in self-help measures, the individual may choose to pursue other appropriate methods of resolution.

10.2. Step Two: Contacting an Equal Opportunity Coordinator

A. To request any action under this Policy, an individual should contact an Equal Opportunity Coordinator or Assistant Coordinator as close to the date of the incident(s) as possible. Early reporting and intervention have proven to be the most effective methods of resolving actual or perceived incidents of unlawful discrimination and harassment, and the University strongly urges the prompt reporting of concerns so that rapid and constructive action can be taken.

B. To the extent that a concern is raised in an untimely manner, it is within EOS’s discretion not to pursue the matter. Individuals may discuss issues relating to unlawful discrimination and harassment, with or without filing a formal complaint with EOS. An individual should be aware that by contacting EOS, they are placing the university on notice of potential unlawful discrimination or harassment and, depending on the facts and circumstances of the case, EOS may not be able to keep the information confidential and may be obligated to act.

C. After reporting allegations of unlawful discrimination or harassment to EOS, an individual may ask that no further action be taken. Depending on the facts and nature of the case, EOS may or may not be able to honor the individual’s request. The university reserves at all times the right to file a complaint on its own. Where the university cannot take disciplinary action against an alleged discriminator or harasser because of an individual’s insistence on anonymity, the university will pursue other steps to limit the effects of the alleged discrimination or harassment and attempt to prevent its recurrence.

D. EOS may conduct a preliminary fact-finding review by gathering information from all sources judged necessary for a fair resolution of a concern. At the conclusion of the preliminary fact-finding review, EOS will inform the individual of the available options. These options may include no further action, a mediated solution to the issues raised, or a full investigation. If the preliminary fact-finding review reveals a probable violation under the Policy, EOS will forward the information gathered during the preliminary fact-finding review to the Respondent for response under Section 9.6 and the investigation will proceed as if a complaint was filed.

E. In cases of alleged unlawful discrimination or harassment under this Policy, the EOS will determine whether mediation is an appropriate mechanism of potential resolution based on the nature of the allegations. Mediation is an informal and confidential process by which parties can participate in a search for fair and workable solutions. Mediation requires the consent of both parties and suspends the complaint procedures for up to thirty (30) calendar days, a period that can be extended at the discretion of the Equal Opportunity Coordinator upon consent of both parties. The parties may agree upon a variety of resolutions such as modification of work assignment, training for a department, or an apology. If mediation results in a resolution, the matter will be closed and neither party has the right to appeal. If the parties are unable to reach a resolution, a formal complaint may be filed under Step Three (Section 10.3).

F. Resolution Agreement: If a report or complaint alleges a non-violent violation of this Policy, the Complainant and Respondent may agree to resolve the report or complaint by agreement rather than after a finding by EOS under this Policy. Under a Resolution Agreement, the parties agree that without
a finding by EOS, the Respondent will participate in training or other conditions as set forth in the Resolution Agreement. The Resolution Agreement is not an admission of guilt or responsibility by the Respondent, and neither party has the right to appeal.

10.3. Step Three: Formalizing the Complaint

A. If an individual wishes to formalize a complaint, they will be asked to complete a Formal Complaint Questionnaire with their Equal Opportunity Coordinator, who will forward the complaint to EOS.

B. The deadline for filing a discrimination or harassment complaint is 180 calendar days from the date of the alleged incident(s), although it is within EOS’ discretion to pursue a matter that is untimely filed. It should be noted that once a complaint is filed, if the Complainant decides to withdraw the complaint, the University’s investigation may still proceed.

C. If the alleged Complainant does not wish to pursue a formal complaint:

1. The university may determine that it will serve as the Complainant if the alleged Complainant declined to file a formal complaint.

2. The decision for the university to file a complaint with the university as Complainant is not taken lightly and will be based on various factors including, but not limited to, the type of allegations alleged in the report, prior reports received, potential for repeated behavior, and/or potential on-going risk to the victim or the University Community.

D. Within five (5) business days after receiving a formal complaint, EOS will provide a copy of the complaint to the Respondent(s).

E. Once a complaint is filed, if the Complainant decides that they want to withdraw the complaint, the university’s investigation may still proceed.

10.4. Step Four: Complaint Evaluation

A. EOS reserves the right to not proceed with a formal complaint for the following, non-exclusive reasons:

- If a complaint is not filed timely;
- If the complaint, on its face does not provide sufficient details or facts for a finding to be made under the Policy;
- If the Complainant expressly or by action declines to cooperate with the investigation;
- If an appropriate resolution or remedy has already been achieved;
- If the conduct/behavior described in the complaint is not covered by a policy enforced by EOS;
- If the university no longer has control over the Respondent and, when appropriate, remedies have been offered to the Complainant.

B. If EOS decides to not proceed with a formal complaint, EOS will notify the Complainant within five (5) business days of the decision explaining the reason(s) for this decision. This notification will also include a statement informing the Complainant of their ability to refile their complaint and that this new complaint will be assessed on its own merits.

10.5. Step Five: Consideration of Interim Measures

A. Although interim measures may have already been considered and implemented, EOS will again consider interim measures when a formal complaint has been filed to protect involved parties while the incident is investigated and adjudicated under this Policy.

B. EOS and other appropriate university administrators will work together to identify alternative arrangements that will preserve the rights of both the Complainant and the Respondent(s), as well as provide a safe overall educational or working environment until (and perhaps after) the complaint is investigated and adjudicated.

C. Failure to adhere to the parameters of any interim measure may be considered a separate violation of this Policy and may result in disciplinary action.

10.6. Step Six: Response to a Complaint

A. A Respondent’s response to the complaint is due to EOS within five (5) business days from the Respondent’s receipt of the complaint. EOS may grant an extension for good cause.

B. The response should address and respond to the specific allegations made in the complaint and can include any other rebuttal information.

C. A response may be provided in writing or through an in-person interview with the investigator(s).

D. While a Respondent is not required to provide a
response to the complaint or answer questions related to the investigation, this will not stop the Formal Complaint process.
E. A Respondent’s failure to acknowledge the receipt of the complaint may be considered a violation of relevant University policies and could result in additional action.

10.7. Step Seven: EOS Investigation
A. Absent extenuating circumstances, an investigation will begin upon receipt of a complaint of alleged discrimination or harassment.
B. An investigation may begin prior to receiving a response from a Respondent.
C. The investigator(s) will attempt to interview the Complainant, the Respondent(s), and any witnesses, as appropriate.
D. The investigator(s) will also gather and review any information they deem pertinent, as well as any information submitted by the Complainant, the Respondent(s), and/or any witnesses.
E. If during the course of an investigation additional actions that may constitute a violation of Policy are identified, the University will determine on a case-by-case basis whether and how to investigate those allegations. Facts used to make this determination include, but are not limited to, the type of action identified and whether the actions occurred during the same incident or during a separate incident.

10.8. Step Eight: EOS Finding
A. A finding by EOS will be issued as soon as practicable. The Complainant and Respondent(s) will have the opportunity, but are not required, to respond to the EOS investigation report in advance of the EOS finding. The Complainant and Respondent(s) should be provided updates on the progress of the investigation and issuance of the report.
B. The finding(s) will be determined using a preponderance of the evidence standard, that is, whether it is more likely than not that a Respondent violated this Policy.
C. If it is determined that this Policy was violated, appropriate university action will be recommended in an effort to eliminate discrimination or harassment, prevent its recurrence, and address its effects.
D. Even if it is determined that this Policy was not violated, a recommendation may be made that a Respondent undertake educational initiatives and/or trainings.
E. The Complainant and the Respondent(s) will be simultaneously notified in writing of the outcome of its finding(s) and any appeal rights under this Policy.
F. At any time after finding(s) have been made that a Respondent has violated the Policy, the university may implement an interim sanction against the Respondent while the complaint is being further adjudicated.
G. Once finding(s) have been made, any party to the complaint may request to meet with the investigator(s) to discuss the investigation, finding(s), and/or to inspect the investigative file.

10.9. Step Nine: New Information
A. If a party has new information they believe would have significantly impacted the finding(s) (e.g., witness testimony, documents, or other tangible evidence), they may submit that information to the Equal Opportunity Coordinator.
B. If the Equal Opportunity Coordinator determines that the submitted information should be reviewed and the information was not available for the party to present during the investigation, the case may be re-opened.
C. The Equal Opportunity Coordinator will inform the party(ies) who did not bring forth the new evidence of the request to reopen the investigation and the basis for the request. These parties will have the opportunity to respond to this information, and the Equal Opportunity Coordinator will consider the response(s) in deciding whether to reopen the investigation.
D. If the Equal Opportunity Coordinator decides to reopen the investigation, the parties will be notified, and the process will resume at Step Seven above.

10.10. Step Ten: Appeal
A. Filing an Appeal
1. An appeal of EOS’ finding(s) must be submitted in writing to the Equal Opportunity Coordinator within five (5) business days of receiving the finding(s).
2. The Complainant and the Respondent(s) have the right to appeal a finding for any error or procedural defect occurring during the
investigation that could have significantly impacted the finding.

3. An appeal is not a new investigation of the complaint.

4. A non-appealing party does not have to participate.

5. If an appeal is filed in accordance with this Section, the appeal will automatically be presented to the University’s Equal Opportunity Services Hearing Board (“Board”) by the Equal Opportunity Coordinator.

6. The appellant may withdraw an appeal by submitting a request in writing to the Equal Opportunity Coordinator prior to the scheduled start of the hearing. A withdrawn appeal will conclude the matter.

B. Composition of the Board

1. Members of the Board are selected from recommendations from the university’s Faculty Senate, Staff Council, and Student Affairs departments/offices, who shall each recommend at least five (5) individuals to the university’s President. The President shall then select a Board of eight (8) with representation from each group recommended. Except for the first Board, members shall serve staggered terms of three (3) years.

2. If a conflict of interest arises for any of the Board members, the Equal Opportunity Coordinator will make a recommendation to the Board Chair to reduce or eliminate the conflict of interest.

3. Upon the Board’s receipt of the appeal, a poll will be taken of the Board members by the Equal Opportunity Coordinator to identify four (4) members to hear the appeal and compose the Hearing Panel (three (3) members of the Hearing Panel will serve as voting members and one (1) will serve as an alternate, non-voting member).

C. Responsibilities of the Hearing Panel

1. The Hearing Panel will make decisions using a preponderance of the evidence standard.

2. The role of the Hearing Panel is to recommend that the Appropriate Administrator accept, remand, or reject EOS’ finding(s).

3. The Hearing Panel can only recommend remanding EOS’ finding(s) if:
   a. an error or procedural defect occurred during the investigation that could have significantly impacted its finding(s), or
   b. further EOS investigation is warranted for any other material reason.

4. The Hearing Panel can only recommend rejecting EOS’ finding(s) if:
   a. the weight of the evidence does not support or is contrary to EOS’ finding(s), or
   b. an error or procedural defect that significantly impacted the finding(s) is discovered and the error cannot be remedied.

5. While the Hearing Panel will have the opportunity to review any evidence presented on appeal, their role is not to reinvestigate the original complaint or to review allegations that would otherwise constitute a new complaint under this Policy or any other University policy.

D. Preparing for a Hearing

1. Absent extenuating circumstances, the Equal Opportunity Coordinator will schedule a hearing to be held within fifteen (15) business days from the filing of the appeal.

2. Once the hearing is scheduled, requests to reschedule the hearing must be submitted in writing to the Equal Opportunity Coordinator and will be considered by the Hearing Panel and the Equal Opportunity Coordinator.

3. The Complainant and Respondent(s) will be notified of the composition of the Hearing Panel for their hearing. Within five (5) business days of this notification, the Complainant and Respondent(s) have the opportunity to object to a panel member for cause. The objection should be made in writing. The Equal Opportunity Coordinator, in consultation with the members of the panel, will consider any objection and replace the panel member if appropriate.

4. Both parties may bring an advisor of their choosing, consistent with the provisions of Section 9 of this policy. This advisor may be an attorney, provided by the party and at no cost to the University.

5. No later than five (5) business days prior to
the hearing, all materials that will be used at
the hearing must be submitted to the Equal
Opportunity Coordinator or their designee, who
will forward the materials to the Hearing Panel
and will simultaneously make available for
inspection or provide the materials to both parties.
The materials must include:

a. All documents and other tangible evidence that
will be used as evidence during the hearing

b. The names of any witnesses and a brief
summary concerning the subject matter of the
witness’ expected testimony

c. The name of any advisor to be in attendance
at the hearing and whether that person is an
attorney

6. No advisor, witness, document, or tangible
evidence will be permitted at the hearing unless
such information was timely submitted.

7. No new information as described in Section 10.9.A
will be presented to the Hearing Panel before or
during the hearing.

8. It is the responsibility of the party wanting to
present a witness to secure that witness.

10.11. Step Eleven: Hearing

A. Prior to the beginning of a hearing, the members
of a Hearing Panel will select a Chairperson for the
hearing.

B. The general course of the hearing procedure will
be as follows, subject to the discretion of the Panel
Chairperson:

1. The Panel Chairperson will convene the hearing,
introduce the individuals present, give a brief
description of the process, invite questions about
the process, and allow the parties the opportunity
to present a brief opening statement;

2. The appellant shall then present their evidence
(including calling and questioning their own
witnesses) to the Panel. If the other party
participates, they shall have the same opportunity
to present their evidence;

3. EOS shall present its documentation related to the
finding(s) to the Panel;

4. The Panel Chairperson will allow the parties the
opportunity to present a brief closing statement
before concluding the hearing.

C. During the hearing, the Panel Chairperson may
impose the following guidelines:

1. The Panel Chairperson may impose reasonable
time limits on any stage of the hearing.

2. The Panel Chairperson may also determine the
relevance of, and place restrictions on, any witness
or information presented.

D. The Panel Chairperson and/or Panel may
question any individual at any time during the
hearing.

E. The parties may question their own witnesses,
but they cannot directly question each other or any
other party’s witnesses.

F. The parties may request that the Panel
Chairperson ask questions of another party or their
witnesses by submitting proposed questions to the
Panel Chairperson in writing either prior to or during
the hearing.

G. The Panel Chairperson may determine which
questions are relevant, and the Panel Chairperson has
the discretion to revise a question or to decline to ask
the question.

H. An audio recording of the hearing will be kept
for the use of the Panel and for any appeal.

I. In cases where an appellant or an appellee
refuses to participate in the hearing, the Panel will
convene and make a decision based on the evidence
and testimony available to the Panel. Any party
who declines to participate in a hearing waives any
additional right to appeal.

J. This hearing process is an internal University
process and not a formal courtroom process in which
rules of evidence and courtroom procedures apply.

K. If the Panel determines it is necessary or
advisable, alternative testimony options will be
available such as allowing a witness to appear via
other virtual means (e.g., via telephone).

10.12. Step Twelve: Panel Decision

A. After the hearing has concluded, the three voting
members of the Panel will deliberate in private.

B. The Panel’s decision(s) as discussed in Section
10.10.C.2 will be by majority vote.
C. The Panel will communicate its decision by completing the Hearing Decision Form and forwarding it to the Equal Opportunity Coordinator within three (3) business days of the hearing. If the decision is to remand the case to EOS to correct an investigative error(s), the Panel will indicate the error(s) to be corrected.

D. The Equal Opportunity Coordinator will then provide a copy of the decision simultaneously to all parties involved in the complaint.

E. If the case is remanded to EOS to correct an investigative error, EOS will investigate and submit an Amended Report of Finding(s) to the same hearing panel for review. This Amended Report of Finding(s) will include the actions taken to correct the investigative error. The review process will then restart at Section 10.10.D.1.

F. At the second hearing, testimony will begin with EOS’ presentation, and all parties will be given the opportunity to respond to the new information provided by EOS, ask questions of EOS, and present any relevant witnesses and/or information.

G. If the Panel accepts or rejects EOS’ finding(s), any Party or EOS may appeal the Panel’s decision to the Appropriate Administrator.

H. Any appeal must be filed in writing within five (5) business days of the Panel’s decision. If no appeal is filed by the deadline, the Panel’s recommendation(s) become final.

10.13. Step Thirteen: Final Appeal to Appropriate Administrator

A. The role of the Appropriate Administrator is to accept, reject, or remand the Panel’s recommendation(s).

B. The Appropriate Administrator can only recommend remanding the case back to EOS if they find:

1. an error or procedural defect occurred during the investigation that could have significantly impacted EOS’ finding(s), or

2. further EOS investigation is warranted for any other material reason.

C. The Appropriate Administrator can only reject EOS’ finding(s) if they find:

1. the weight of the evidence does not support or is contrary to EOS’ finding(s), or

2. an error or procedural defect that significantly impacted the finding(s) is discovered and the error cannot be remedied.

D. The Appropriate Administrator can remand the case back to the Panel if they find an error or procedural defect occurred during the hearing:

1. that could have significantly impacted the Panel’s recommendation(s), or

2. which caused harm to the appellant or appellee.

E. If the Appropriate Administrator accepts or rejects the Panel’s recommendation(s), the decision becomes final.

F. If an appeal is filed, the Appropriate Administrator will review the record on appeal which may include the case file, appeal documentation, and hearing recording, and will render a decision within fifteen (15) business days from the date that the appeal is filed.

G. If the Appropriate Administrator extends the fifteen (15) day deadline, they must provide an explanation to the parties, EOS, and the Equal Opportunity Coordinator in writing by that deadline and every ten (10) business days thereafter.


A. If there is a finding of a violation of this Policy, and any appeal of the finding has been exhausted, EOS will recommend that appropriate university action be taken, and any sanction imposed on the Respondent(s) will be determined by and implemented by the appropriate administrator after consultation with the Equal Opportunity Coordinator.

1. If there is a finding of a violation of this Policy against a faculty member, any sanctions imposed on the faculty member will be determined by and implemented by the appropriate administrator after consultation with the Equal Opportunity Coordinator and consistent with the university’s faculty handbook/manual.

2. If there is a finding of a violation of this Policy against a non-faculty University employee, any sanction imposed on the employee will be determined by and implemented by the appropriate administrator after consultation with the Equal Opportunity Coordinator and consistent with the university’s policies and procedures related to employee discipline.
3. If there is a finding of a violation of this Policy against a student, any sanction imposed on the student will be determined by and imposed by the Dean of Student’s Office or its equivalent after consultation with the Equal Opportunity Coordinator and consistent with the university’s policies and procedures related to student conduct/discipline.

B. The sanctions for committing an act of discrimination or harassment will be commensurate with the offense and may include, but are not limited to, the following:

- Probation (including disciplinary probation)
- Temporary or permanent ban from campus locations (such as residence hall communities)
- Ban from participating in campus organizations or activities
- Disqualification from employment or student leadership positions
- Withholding of transcripts, grades, diploma, or degree
- Partial or full criminal trespass
- Suspension from employment and/or enrollment
- Revocation of admission and/or degree
- Termination of employment
- Expulsion

C. If a party is dissatisfied with a sanction determined by the appropriate administrator under Section 10.14, they may appeal the sanction as follows:

1. Any appeal to the sanction against a faculty member must be addressed through the university’s faculty handbook/manual;

2. Any appeal to the sanction against a non-faculty University employee must be addressed through the university’s policies and procedures related to employee grievances;

3. Any appeal to the sanction against a student must be addressed through the appeal process in the university’s Student Code of Conduct or its equivalent.

D. Remedies - Regardless of the finding(s), and in addition to sanctions that may be imposed pursuant to the appropriate disciplinary policy, the University will take appropriate action(s), to resolve complaints of discrimination or harassment, prevent any recurrence and, as appropriate, remedy any effects. These actions may include, but are not limited to, the following:

1. Determining whether discrimination or harassment adversely affected the Complainant’s University standing;

2. In conjunction with University leaders, conducting a University climate check to assess the effectiveness of efforts to ensure that the University is free from discrimination or harassment, and using that information to inform future proactive steps that the University will take;

3. Providing targeted group training;

4. Issuing policy statements or taking other steps to clearly communicate that the University does not tolerate discrimination or harassment and will respond to any incidents and to any individual who reports such incidents.

These remedies are separate from, and in addition to, any interim measures that may have been provided before the end of the University’s investigation. If the Complainant did not take advantage of a specific service (e.g., counseling) when offered as an interim measure, the Complainant should still be offered, and is still entitled to, appropriate final remedies that may include services the Complainant declined as an interim measure.

10.15. Step Fifteen – Notification of Outcomes

A. The Equal Opportunity Coordinator and/or EOS will simultaneously notify the Complainant and the Respondent(s) in writing of the outcome of the following stages of the process:

1. The initial finding(s), including a rationale

2. The procedures to appeal a finding

3. The outcome of any appeal, including any changes to the finding(s)

4. Any interim sanctions imposed

5. Any changes to interim sanctions
6. The final outcome of the complaint
7. Any imposed sanctions, including a rationale
8. Changes to sanctions related to the party once the outcome is finalized

B. These notifications may be combined if they occur at the same time.

C. The university will provide information regarding remedies available, such as Counseling and Interim Measures as discussed in Sections 10.2.C.1, 10.2.C.2, and 10.5. If a hostile environment is found to exist, the university will notify the Complainant of additional steps the university has taken to eliminate the hostile environment and prevent its recurrence.

11. SPECIAL PROVISIONS

11.1. Allegations Involving University-Affiliated Organizations

A. If a report is made alleging that a University-affiliated organization has violated this Policy, EOS will notify the appropriate administrative department and/or adjudicative body over that organization to ensure a timely, equitable process to determine if an Organization violated relevant University policies.

B. EOS will work in partnership with the appropriate adjudicative body should there be concurrent investigations involving individuals and organizations, including, but not limited to, sharing information with appropriate University administrators who have a legitimate need to know.

C. If a report is made involving an organization, EOS will seek to identify any individuals who may be involved. EOS will, in collaboration with the alleged victim whenever possible, determine whether a formal complaint will be filed against any identified individuals, as per this Policy.

11.2. Effect on Pending Disciplinary Actions

The filing of a complaint of harassment, discrimination, or retaliation under this Policy will not stop or delay any disciplinary action related to the Complainant who has been found to not be performing up to acceptable standards or who has violated University rules, policies, or procedures.

11.3. Non-Participating Alleged Victims

A. Alleged victims who decline to serve as a Complainant per Section 10.3.C will maintain certain rights as per this Policy.

B. When the University serves as a Complainant, it will work with the alleged victim to the extent they would like to participate.

C. Non-complainant alleged victims do not have appeal rights as per this Policy.

D. Non-complainant alleged victims receive the same notifications as the Complainant and Respondent as outlined in Section 10.15 of this Policy, unless they request otherwise.

E. Non-complainant alleged victims always maintain the right to reasonable interim measures as outlined in Sections 10.5 of this Policy.

11.4. Additional Interventions

A. When a report is received alleging a violation of this Policy, the University will take appropriate steps to assess whether additional actions, beyond a formal investigation and possible disciplinary sanctions, are appropriate.

B. These actions may be implemented regardless of whether a formal complaint is filed and regardless of whether a finding of a violation is made.

C. Actions may respond to the specific needs of impacted persons and/or may address the needs of the University community.

D. Actions may include extending interim measures provided to impacted persons such as those listed in Section 10.5 or new actions taken to respond to immediate and long-term concerns regarding personal safety, academic success, and emotional well-being.

E. Actions to address the needs of the University community may include, but are not limited to, training (both targeted training and campus-wide programs), campus safety assessments, campus climate surveys, and evaluation of policies and procedures.

11.5. Reports Outside of University Jurisdiction

If the University is notified that a Member of the University Community has reported an incident of discrimination or harassment, but the action occurred outside of the University’s jurisdiction as described in Section 3, the University will still take reasonable steps to ensure the individual’s safety while on campus and to offer the individual information about resources both on and off campus.
11.6. Training

A. Investigator(s) will receive training at least annually on the issues related to Discrimination and Harassment and how to conduct the processes outlined in this Policy while being both trauma-informed and impartial while protecting the safety of alleged victims and promoting accountability.

B. Members of the Equal Opportunity Services Hearing Board will receive training at least annually on the issues related to Discrimination and Harassment. These individuals will also receive training on the role of EOS to enforce this Policy, best practices for hearings and hearing panelists, and their role in ensuring and promoting safety, due process, and accountability.

C. The University will provide training for all incoming students and new employees that increase their knowledge about this Policy, their rights, and resources, as well as strategies to prevent violence, promote safety, and reduce perpetration. Employees will receive initial mandatory training within thirty (30) days after their hire date and supplemental training every two (2) years.

D. The University will provide on-going prevention and awareness campaigns for students and employees that will increase their knowledge about this Policy, their rights and resources, as well as strategies to prevent violence, promote safety, and reduce perpetration.

12. REVIEW AND RESPONSIBILITY

Responsible Party: Vice Chancellor for Legal Affairs and General Counsel
Review: Every three years on or before August 31

7. APPROVAL

Approved: Dona Cornell, Vice Chancellor for Legal Affairs and General Counsel
Renu Khator, Chancellor
Date: February 20, 2018

REVISION LOG

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<th>Approval Date:</th>
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<td>Initial version (submitted as Interim)</td>
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<td>This SAM is being submitted for review and approval to remove the Interim designation. Retitled Section 5.5 from “EOS Investigation” to “Response to a Complaint”</td>
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1. PURPOSE
This policy statement establishes University policies and procedures for implementing campus carry at the University of Houston-Downtown (UHD). These policies and procedures are compliant with campus carry legislation and address the safety and welfare of University staff, faculty, students, and visitors. The “Campus Carry Law” (SB 11) was signed by Governor Abbott on June 13, 2015 and amends Section 411.2031 of the Texas Government Code to allow carrying of handguns by certain individuals on college campuses. Beginning August 1, 2016, any individual who holds a current and valid License to Carry (LTC) may carry a concealed handgun on or about the license holder’s person where permitted on university property.

2. DEFINITIONS
2.1 Campus: All land and buildings owned or leased by an institution of higher education or private or independent institution of higher education.

2.2 Sporting event: An activity involving physical exertion and skill that is governed by a set of rules or customs and often undertaken competitively.

2.3 Gun-free areas: Areas designated as gun-free by the University President and reflective of the student population, safety considerations, and uniqueness of the campus environment.

2.4 “On or about” the license holder’s person: “About” the person means that a license holder may carry a handgun in a backpack or handbag, but the backpack or handbag must be close enough to the license holder that he or she can grasp it without materially changing position.

2.5 Retention holster: A holster with at least one retention feature or device.

2.6 Significant Risk: A high probability of harm, not just a slightly increased, speculative, or remote risk.

2.7 Substantial harm: A serious injury or death to a person or persons, or destruction of valuable property.

2.8 Disciplinary Action: Sanctions by the University, up to and including removal, probation, suspension, expulsion, dismissal, and termination.

3. POLICY
3.1 Campus Carry Provisions
The policies and procedures that follow, while following applicable state and federal law, also reflect the input of members of the University community, including staff, faculty, and students.

Individuals’ rights to carry personal firearms on campus are defined by SB 11 and include:

3.1.1 Beginning August 1, 2016, any individual who holds a current and valid License to Carry (LTC) may carry a concealed handgun on or about the license holder’s person where permitted on University property.

3.1.2 The handgun must be wholly concealed on or about the license holder’s person. The license holder must not intentionally or knowingly reveal or display the handgun, even if the handgun is holstered. Accidental exposure of a handgun by a person holding a current and valid LTC is not a violation of the law.
3.1.3 Universities may establish areas on campus where handguns will not be permitted for reasons of campus safety, subject to the approval of the Board of Regents. “Effective notice” must be given prior to entrance into gun-free areas. Appropriate rules, regulations, and provisions related to carrying handguns based on the student population, safety considerations, and the uniqueness of the campus environment may be established.

3.1.4 Universities may not establish provisions that generally prohibit or have the effect of generally prohibiting the carrying of concealed handguns on campus by LTC holders.

3.2 Gun-Free Areas
It is a violation of this policy to restrict or deny access to or use of any campus area not specified in this section.

3.2.1 The following areas concerned with the performance of sporting events shall be gun-free in their entirety. These areas will have permanent signage at all entrance points denoting their gun-free status.

A. Student Life Center
B. Weightlifting area of the first floor of the One Main Building.

3.2.2 The College of Sciences and Technology has identified areas including laboratory and storage space that shall be gun-free in their entirety because of the use or storage of hazardous materials or equipment. These areas will have permanent signage at all entrance points denoting their gun-free status. The list of gun-free areas will be maintained on the UHD website. Areas that house the use or storage of hazardous materials or equipment may be added to or deleted from this list with appropriate justification and approval of the President without revising this policy as long as the list of approved areas is maintained in the President’s Office, posted online and appropriate signage is posted at all entrances to approved laboratory space.

3.2.3 The following health and mental health areas shall be gun-free in their entirety. These areas will have permanent signage at all entrance points denoting their gun-free status.

A. Student Health Center (S445)
B. Student Counseling Services (S445)

3.2.4 Child care facilities (inclusive of day care and drop-off child care areas) shall be gun-free in their entirety. These areas will have permanent signage at all entrance points denoting their gun-free status.

3.2.5 Areas of campus where school-aged children (K-12) are engaged in structured learning, enhancement, or other on-campus educational activities shall be gun-free at times when children are present, subject to the Provost approval process delineated in section 4.3 of this policy and denoted by mandatory temporary signage that designates the area as gun-free. The exception to the mobile signage includes the following provision:

3.2.5.1 At times when school-aged children (K-12) are present for summer educational activities beginning on the day after the last official day of the spring semester to the day prior to the first day of the fall semester, the One Main Building (inclusive of the One Main Building, the Academic Building, and the Girard Street Building, but excluding the parking garage) will be gun-free. Signage at all entrances when school-aged children are present will clearly delineate the status of area as gun-free and the inclusive dates that this status will be maintained.

3.2.6 The following types of activities may be held in a multi-purpose area that is posted as gun-free due to the potential for emotionally charged discussion or interactions with disgruntled individuals:

A. Areas where grievances are being heard and/or deliberated.
B. Areas in which deliberations and votes of a Rank and Tenure Committee are taking place.
C. Areas where student appeals, including formal grade appeals, are being heard.
D. Areas where faculty, staff, and student disciplinary meetings or hearings are being held.
E. Areas where faculty or staff evaluations or employment reviews are being held.

3.2.6.1 Managers shall be consistent in their application of 3.2.6 to ensure equitable treatment of all meeting participants. For example, the manager must ensure that if one staff evaluation is held in a gun-free multipurpose room, then all staff evaluations are held there.

3.2.6.2 Employees or students may request the use of a gun-free multipurpose area for one of the activities outlined in 3.2.6

3.2.6.3 Multi-purpose rooms have been identified as qualifying for permanent signage due to their
frequent use for the activities identified in section 3.2.6. These areas will have permanent signage at all entrance points denoting their gun-free status. The list of gun-free areas will be maintained on the UHD website. Multi-purpose rooms may be added to or deleted from this list with appropriate justification to and approval of the President without revising this policy as long as the list of approved multi-purpose rooms is maintained in the President’s Office, posted online and appropriate signage is posted at all entrances to approved multi-purpose space.

3.3 Carrying a Handgun on Campus
LTC holders carrying a handgun on campus must carry their weapon in a retention holster that fully covers the trigger and trigger guard. The holster must be utilized whether the LTC holder is carrying on or about their person.

3.4 Rights of Employees

3.4.1 UHD employees who hold a current and valid LTC may exercise their right to concealed carry a handgun at work where permitted on University property.

3.4.1.1 A UHD employee who is stationed or officed in a permanently gun-free area must store their weapon outside of the gun-free area before work.

3.4.1.2 UHD employees who are LTC holders are responsible for the safe storage of their own weapons at all times, including prior to entering a gun-free area.

3.4.2 Unless an employee is required by the President (either on an ongoing or on a case-by-case basis) to carry a firearm as part of the employee’s specific job duties, any possession or use of a firearm by the employee is not considered to be within the course and scope of employment with the University.

3.5 Student, Faculty, and Staff Handbooks
The following language regarding SB 11 must be included in the student, faculty, and staff handbooks.

Senate Bill 11 Provisions

All UHD constituents must be in compliance at all times with SB 11, “Concealed Campus Carry.” Only individuals who hold a current and valid License to Carry (LTC) and commissioned peace officers may carry a concealed handgun on or about the license holder’s person where permitted on University property. A LTC holder must be 21 or older and must maintain the license in good standing. The handgun must be wholly concealed on or about the license holder’s person. The license holder must not intentionally or knowingly reveal or display the handgun, even if the handgun is holstered.

The concealed carry gun holders who exercise their rights have the responsibility to be knowledgeable about the provisions of Senate Bill 11 as well as potential liabilities; and they must make their own provisions for appropriate risk transfer and the security of their weapon at all times. Any deviation from the SB 11 will be addressed by calling the UHD Police Department, who will ascertain the nature of the situation and next steps. All UHD constituents are encouraged to read SB 11 and to visit UHD’s campus carry website.

All of us at UHD as a community are responsible for maintaining a safe and conducive learning environment for higher education to preserve the integrity and spirit of education at all of our UHD campus classes, functions, and activities.

3.6 Maintaining a Safe Educational and Work Environment

UHD seeks to provide a safe environment for learning and work. In pursuit of that goal, university administration finds violence and threats of violence unacceptable. The UHD campus will comply with the campus carry law, and LTC holders will be able to exercise their rights to carry handguns on campus. However, the University will also enforce the rights of students, staff, faculty, and visitors to be free from violence and threats of violence.

3.7 Gun-free areas may be added to or deleted from this policy with appropriate justification to and approval of the President without revising this policy as long as the list of approved gun-free areas is maintained in the President’s Office, posted online and appropriate signage is posted at all entrances to approved gun-free areas.

4. PROCEDURES

4.1 Dissemination of Policy Provisions
This policy will be readily available on the UHD website, including through the Campus Carry pages hosted on the UHD Police Department website.

4.2 Permanent Signage

4.2.1 A sign displaying Penal Code 30.06 must be permanently affixed to all points of entry to a gun-free area. It must be prominently and conspicuously displayed in a clearly visible location, contain block letters at least one inch in height, and use contrasting colors.
4.2.2 These signs may only be used at locations approved by the University President and the Board of Regents. No other person or entity may affix or use this sign or similar signage. To do so is a violation of this policy.

4.3 Mobile/Temporary/Other Signage Request Process
Circumstances or events may arise when concealed carry of handguns may pose a significant risk of substantial harm for persons in that area of campus. Upon justification of circumstances that conform to the type of excluded areas previously described in this policy and/or create a significant risk of substantial harm in a University event or area, UHD faculty, staff, or students may make a request to the Provost for a specific, well-defined area to be gun-free for a specified period of time.

4.3.1 Mobile/temporary requests to the Provost must be made in writing at least one week prior to the event. The requested areas must be ones in which a clear and persuasive justification is made that weapons would pose an significant risk of substantial harm in that specific area or that conform to the type of excluded areas previously described in this policy.

4.3.2 The Provost will make a recommendation to the President regarding the request. The President has final approval of all requests for mobile/temporary signage. The Provost must respond to the request in writing within 48 hours.

4.3.3 It is the responsibility of the requesting party to make arrangements for securing and posting mobile/temporary signage. The requesting party must follow the UHD Police Department procedure authorized in section 4.4.2 of this policy.

4.3.4 Notification must be made of the gun-free zone on the UHD Campus Carry website at least 24 hours prior to the event.

4.4 Mobile/Temporary Signage

4.4.1 The sign described in section 4.2 will be affixed to a stable, mobile stand.

4.4.2 Procedures for storage and disbursement of mobile/temporary signage approved by the President will be developed by The UHD Police Department and disseminated widely, including on the UHD website. The mobile/temporary signage policy will cover all UHD buildings.

4.5 Campus Carry Safety Committee
The Provost shall appoint a Campus Carry Safety Committee. The purpose of this committee is to advise the Provost on issues related to this policy, including but not limited to monitoring the need for changes to this policy or related procedures and issues related to signage. The composition of this committee shall be one representative from each college, an equal number of staff representatives, and one student.

4.6 Handgun Storage
No handgun storage will be provided by the University on campus. LTC holders are responsible for the safe and secure storage of their own weapon.

4.7 Sanctions

4.7.1 Tampering, defacing, or unauthorized removal of 30.06 signage and unauthorized use of 30.06 signage will be grounds for disciplinary action.

4.7.2 Failure to comply with any of the procedures described herein may result in disciplinary actions.

5. EXHIBITS
There are no exhibits associated with this policy.

6. REVIEW PROCESS
Responsible Party (Reviewer): Chief of Police
Review: Every two years on or before May 1st.
Signed original on file in Employment Services and Operations.

7. POLICY HISTORY
This is the first issue of this policy.

8. REFERENCES
SB 11
UHD Campus Carry website
A sign displaying Penal Code 30.06
UHD’s Gun-Free Areas
1. PURPOSE
This PS establishes the University of Houston-Downtown’s guidelines for the enforcement of a drug and alcohol abuse policy.

2. DEFINITIONS

2.1 Drug Free Workplace Act of 1988: A federal statute relating to drug abuse policies that requires all employers with federal contracts, regardless of dollar amount, to certify as a condition of receiving a federal contract, that the employer will provide and maintain a drug-free workplace. A recipient of a federal grant must certify that the employer will provide and maintain a drug-free workplace. This act also requires federal contractors and grantees to publish and distribute a policy statement stating the prohibitions against the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances in the workplace. An ongoing drug-free awareness program must be established warning employees of the dangers of drug abuse.

2.2 Drug Free Schools and Communities Act of 1989: A federal statute that requires institutions of higher education, as a condition of receiving funds or any other form of financial assistance under any federal program, to certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

2.3 Employee: An individual receiving a salary, wages, other compensation, and/or stipend support from the University.

2.4 Employee Assistance Program (EAP): A service, plan, or set of benefits provided by an employer that includes counseling for personal or family problems, including mental health, substance abuse, gambling addiction, marital problems, parenting problems, emotional problems, or financial pressures, and may also provide legal and financial planning.

2.5 Illicit drug use: The use of an illegal drug substance or abuse of other drugs and alcohol.

2.6 Student: a person who; (a) is currently enrolled at the University; (b) is accepted for admission or readmission to the University; (c) has been enrolled at the University in a prior semester or summer term and is eligible to continue enrollment in the semester or summer term that immediately follows; (d) is attending an additional program sponsored by the University while that person is on campus; or (e) has engaged in prohibited conduct at a time when he/she met the criteria of (a), (b), (c), or (d).

2.7 Student Assistance Program (SAP): A service, plan or set of benefits provided by a university or school that includes counseling for personal or family problems, including mental health, substance abuse, gambling addiction, marital problems, parenting problems, emotional problems, or financial pressures, and may also provide legal and financial planning.

2.8 University activities: Activities officially sponsored by the University of Houston-Downtown.

2.9 Workplace: The physical boundaries of and facilities owned or controlled by the University of Houston-Downtown.

3. POLICY

3.1 The unlawful use, manufacture, sale, distribution,
dispensation, or possession of any illicit drug, including alcohol, in the workplace, on campus, or as part of any campus activities is strictly prohibited. PS 01.A.14, Use of Alcoholic Beverages, outlines the regulations for the service, consumption and distribution of alcoholic beverages on campus.

3.2 Any employee engaged in the unlawful possession, use, or distribution of illicit drugs or alcohol on campus or at campus-sponsored events held off-campus will be subject to disciplinary action up to and including termination, depending on the severity of the infraction as outlined in PS 02.B.03, Discipline and Dismissal of Regular Staff Employees Policy, and may be referred to a drug and alcohol rehabilitation program, if deemed necessary. Employees referred for assistance must satisfactorily participate in a drug and alcohol abuse rehabilitation program, as agreed upon between the employee, Employment Services and Operations (ESO) and the Employee Assistance Program (EAP) staff.

3.3 Any student having violated PS 04.A.01, Student Rights and Responsibilities Policy, regarding the unlawful possession, use or distribution of illicit drugs and alcohol on campus or at campus-sponsored events held off-campus will be subject to disciplinary action and referral to a drug and alcohol rehabilitation program, if deemed necessary. The Dean of Students or designee will enforce the disciplinary measures, as outlined in PS 04.A.01. Students referred for assistance must satisfactorily participate in a drug and alcohol abuse program, as agreed upon between the student, Dean of Students or designee, and the Student Assistance Program (SAP) staff.

3.4 An employee working on a federal contract or grant must notify his/her supervisor and Employment Services and Operations, within five (5) calendar days, if he or she is convicted of any criminal drug violation in the workplace.

3.5 The University will notify the appropriate contracting or granting agency within ten (10) days after receiving notice that a covered employee has been convicted of a criminal drug violation in the workplace.

4. PROCEDURES

4.1 Each student will receive a copy of PS 01.A.05, Drug and Alcohol Abuse Policy and the Drug and Alcohol Abuse Prevention Statement through the distribution of the Student Handbook, orientation, the UHD website, and/or information kiosks located on campus. The policy will be distributed by email to all students on an annual basis.

4.2 All new employees will be issued a copy of PS 01.A.05, Drug and Alcohol Abuse Policy, and the Drug and Alcohol Abuse Prevention Statement upon employment with the University.

4.3 PS 01.A.05, Drug and Alcohol Abuse Policy and the Drug and Alcohol Abuse Prevention Statement will be distributed by email to all employees on an annual basis.

4.4 The Staff Handbook will include information on the Drug and Alcohol Abuse Policy, and is available on the UHD website. All staff are required to sign a Statement of Acknowledgement acknowledging that they have read and understood the Staff Handbook.

4.5 This policy will be disseminated to faculty, staff and students when significant changes in the policy occur.

4.6 The University will provide information to faculty, staff and students about prevention, counseling and treatment of drug and alcohol problems through seminars and newsletters.

4.7 A biennial review and report of the Drug and Alcohol Abuse Policy and the Drug and Alcohol Prevention Statement will be conducted to assess the effectiveness of the policy and the prevention statement.

5. EXHIBITS

There are no exhibits associated with this policy.

6. REVIEW PROCESS

Responsible Party (Reviewer): Vice President for Employment Services and Operations and Associate Vice President for Student Affairs.

Review: Every two years on or before May 1st.

Signed original on file in Employment Services and Operations.

7. POLICY HISTORY

Issue #1: 04/08/1994
Issue #2: 02/02/2010
Issue #3 07/09/2015

8. REFERENCES

Drug Free Workplace Act of 1988
Drug Free Schools and Communities Act of 1989
PS 01.A.14, Use of Alcoholic Beverages
PS 02.B.03, Discipline and Dismissal of Regular Staff Employees Policy
PS 04.A.01, Student Rights and Responsibilities Policy
1. PURPOSE
While every effort will be made to maintain normal operations at all times, there may be instances when emergencies warrant closure of the University of Houston-Downtown (UHD). This PS establishes the authority for decision-making and rapid communication of vital information in the event of an emergency situation.

2. DEFINITIONS
2.1 Emergency Situation: Emergency situations include, but are not limited to, active shooter situations, hurricanes, flooding, fire, tornadoes, ice storms, chemical releases, fires, explosions, violence, and other situations that affect the overall operation of the University. In the event of an emergency situation that has the potential to subject all or part of the University community to danger, the primary concern will be the safety of all members of the University community. The University will also strive to minimize interruptions to the educational, research, and service missions of the University.

3. POLICY
3.1 The President shall have the sole authority to close the University or to order its evacuation. Decisions regarding the evacuation and/or closing of the University will be made by the President (or the President’s authorized designee) in consultation with top executive staff. In the absence of the President, the authority to act will pass to authorized representatives in the following order:

3.1.1 Senior Vice President for Academic and Student Affairs and Provost
3.1.2 Vice President for Administration and Finance
3.1.3 Vice President for Advancement and External Relations
3.1.4 Vice President for Employment Services and Operations

4. PROCEDURES
4.1 In any potential University emergency the following steps will be taken:

4.1.1 The Assistant Vice President of Facilities Management, Chief of Police, Director of Emergency Management, Manager of Environmental Health and Safety (EHS) and Executive Director of University Relations will confer with the Vice President for Administration and Finance and together will evaluate the facts and the potential danger.

4.1.2 The Vice President for Administration and Finance will advise the President of the facts and evaluation of potential danger.

4.1.3 The President will confer, as needed, with members of the Cabinet and determine what action is to be taken.

4.2 When the necessary actions have been agreed upon, the President or designated representative, will notify the following individuals and groups of the action, as appropriate.

4.2.1 UHD Cabinet members
4.2.2 UHD Police Department
4.2.3 Office of the UHS Chancellor
4.3 The Office of University Relations will send an announcement through all available resources, including UHD website, social media (Facebook, Twitter and others), email, text and other media as appropriate to notify the University community of the decision regarding closure, as long as the emergency has not interfered with the telecommunications availability. Between 8 a.m. and 5 p.m. it is the responsibility of each college or department administrator to ensure that those employees without phone or email access receive notification.

4.4 The Office of University Relations will ensure that a message is posted on the University’s homepage on the website.

4.5 If an emergency occurs after regular work hours but while classes are in session, the Office of University Relations will notify the UHD Police Department, which will notify all individuals still on campus of any decision regarding closure or evacuation.

4.6 The Office of University Relations will contact the media via a press release. University students, employees, and visitors may obtain information regarding University closures by checking the website.

4.7 University employees will be paid at their regular rate during the period of closure, and timesheets should reflect such time as administrative leave. Employees may, at their option, elect to leave their duties prior to the official closing and/or remain absent beyond the official reopening. Payment for such absences will be charged to vacation accrual. If there is no vacation balance, the absence will be considered leave without pay.

5. EXHIBITS
There are no exhibits associated with this policy.

6. REVIEW PROCESS
Responsible Party (Reviewer): Vice President, Advancement and External Relations.
Review: Every three years on or before May 1st.
Signed original on file in Employment Services and Operations.

7. POLICY HISTORY
Issue #1: 01/14/2000

5. REFERENCES
There are no references associated with this policy.
Nepotism Policy

UH-Downtown/PS 02.A.03
Issue No. 14 Effective Date: 8/20/18

1. PURPOSE

1.1 Nepotism in employment is a violation of state law, University of Houston System Board of Regents Policy, and University of Houston System Policy. This Policy Statement describes the employment conditions that are covered by these regulations and the sanctions for violation of these regulations.

1.2 This policy statement has been developed to avoid possible conflicts of interest, which could result from related persons exercising peer judgment or administrative review of matters pertaining to employment, retention, promotion, or salary determination.

2. DEFINITIONS

2.1 Nepotism: Nepotism is defined as favoritism shown to a relative by employment on the basis of relationship.

2.2 Relative: For purposes of this policy, relative is defined as anyone related to the employee within the second degree of kinship or the third degree of lineage and includes the following relations:

2.2.1 The employee’s spouse;

2.2.2 The employee or the spouse’s natural and adopted children, parents, grandparents, great-grandparents, brothers, sisters, half brothers and sisters, grand-children, great-grandchildren, aunts, uncles, nieces, nephews, first cousins, and second cousins; and persons married to them.

3. POLICY

3.1 Relatives of members of the University of Houston System Board of Regents shall not be employed by the University of Houston-Downtown (UHD) unless the employment took place at least one year prior to the appointment of the Board member.

3.2 Relatives of other University of Houston System and UHD employees shall not be employed by UHD in positions where the employee has the official authority to hire, recommend or approve the hiring, salary, or promotion of the relative.

3.3 Relatives of UHD employees shall not be employed by UHD in a supervisory-subordinate relationship even if it results from marriage after the employment relationship was formed.

3.3.1 The supervisory-subordinate relationship shall be interpreted to include all levels of line administrative supervisors, from the lowest to the highest, not just the immediate supervisor.

3.3.2 If two UHD employees marry, both may not continue to hold such positions beyond the specific appointment period if the continued employment of the married persons violates the supervisory-subordinate relationship policy.

3.4 The provision of the nepotism policy applies to all positions, full- and part-time, regular and temporary, regardless of funding source.

3.5 Violation of the nepotism statute is a misdemeanor. Employees violating the statute are subject to a fine and are subject to reassignment and/or disciplinary
action up to and including termination. Violators may constitute one of the following:

3.5.1 An employee knowingly approves the employment, reemployment, change in status, compensation or dismissal of a relative,

3.5.2 An employee who doesn’t divulge he/she is a relative of a prospective employee, or

3.5.3 An applicant who doesn’t divulge he/she is a relative of a current UHD employee or a relative of one of the Board of Regents.

3.6 This policy in no way affects the fundamental provisions of equal employment opportunity at UHD.

3.7 The responsibility for checking applications to ascertain that all who are hired at UHD meet the requirements of the University’s nepotism policy shall rest with the hiring manager or supervisor.

3.8 The Vice President for Employment Services and Operations (VPESO) is responsible for interpreting the UHD nepotism policy.

3.9 The VPESO is responsible for including the University’s nepotism policy in the staff handbook.

3.10 The Senior Vice President for Academic and Student Affairs and Provost, or designee, is responsible for including the University’s nepotism policy in the faculty handbook and a reference to the University’s nepotism policy in the student handbook.

4. PROCEDURES

4.1 The responsibility for checking if applicants for faculty, staff and student positions meet the requirements of the University’s nepotism policy shall rest with the hiring manager.

4.1.1 Applicants for employment at UHD (for faculty, staff, temporary and student worker positions) are required to declare if they are related by blood or marriage to UHD employees, as well as the University of Houston-System Board of Regents. The hiring manager must ensure that applicants are screened carefully to avoid violating this policy.

4.1.2 Employment Services and Operations will verify that hiring managers are in compliance with this policy when extending an employment offer.

5. REVIEW PROCESS

Responsible Party (Reviewer): Vice President for Employment Services and Operations Review: Every three years on or before February 1st. Signed original on file in Employment Services and Operations.

6. POLICY HISTORY

Issue #1: 08/11/81
Issue #2: 08/11/83
Issue #3: 10/19/84
Issue #4: 05/15/85
Issue #5: 06/11/86
Issue #6: 09/15/88
Issue #7: 12/20/94
Issue #8: 08/09/99
Issue #9: 04/08/02
Issue #10: 05/24/04
Issue #11: 11/26/08
Issue #12: 02/17/11
Issue #13: 03/09/15

7. REFERENCES

UH System Administrative Memorandum 02.A.21
UH System Board of Regents Policy 57.07
Texas Government Code Chapter 573
1. PURPOSE
This PS states the University of Houston-Downtown (UHD) policy on satisfactory progress as it pertains to students enrolled in developmental courses and describes the actions that will be taken when students do not maintain such progress. Students enrolled in both developmental and college credit-bearing courses are also subject to the requirements of PS 03.A.07, Academic Probation and Suspension.

2. DEFINITIONS
2.1 For the purposes of this policy, “developmental courses” means: ENG 1300, RDG 1300, MATH 0300, MATH 1300. The grades A*, B*, C*, F* or IP* may be assigned in all developmental courses.

2.2 Satisfactory progress in developmental courses is defined as passing the course(s) with a grade of A*, B*, or C* on the first attempt.

2.3 For purposes of this policy, “term” will reference the total coursework taken during Fall, Spring or Summer.

3. POLICY
3.1 Basic Policy
Grades awarded in developmental English, mathematics, and reading courses are not included in the calculation of a student’s grade point average. However, students who do not make satisfactory progress toward completing developmental course requirements will be subject to the provisions of this policy.

3.2 Departmental Responsibilities
3.2.1 Departments in which developmental courses are offered help faculty become familiar with the provisions of this policy. Faculty teaching developmental courses help students understand how the policy applies to them.

3.2.2 All developmental courses will enforce attendance policies and publish them in course syllabi. Students who violate the attendance policy for unavoidable and documented emergencies are eligible to withdraw with a W grade. Otherwise, student who violate the attendance policy will receive a grade of F* for the course.

3.3 University College Responsibilities
University College helps academic advisors become familiar with the provisions of this policy. Academic advisors help students understand how the policy applies to them during regular advising sessions and freshman orientation.

3.4 Academic Notice
Students who receive an IP* in a developmental course will be placed on academic notice (AN). Students on AN status may not enroll for more than 12 semester credit hours, and must re-enroll in the developmental course(s) not completed until satisfactorily passed. Moreover, Students who receive two or more IP*s in developmental courses in the same term may not enroll in more than nine semester credit hours, and must re-enroll in the developmental course(s) not completed until satisfactorily passed.

3.4.1 Students on AN status may be required to co-enroll in an approved course or program (unless they have already completed it) designed to meet the particular deficiencies of the individual student, as evidenced by the prior term’s work or other diagnostic instruments. These courses or programs (see Exhibit A) must be reviewed and approved by the relevant department and the Developmental Curriculum Committee. These courses or programs are evaluated on a regular and systematic basis for effectiveness.
3.4.2 Students on AN status who successfully complete all developmental course requirements will be placed in good standing, and all enrollment restrictions will be lifted. Students will remain on AN status until they satisfactorily complete all developmental course requirements.

3.5 Developmental Probation
Students who receive an F* in a developmental course or a second IP* in the same developmental course will be placed on developmental probation (DP). Students on DP status may not enroll for more than 9 semester credit hours, and must re-enroll in the developmental course(s) not completed until satisfactorily passed.

3.5.1 Students on DP status are required to co-enroll in an approved course or program (unless they have already completed it) designed to meet the particular deficiencies of the individual student as evidenced by the prior term’s work or other diagnostic instruments. These courses or programs (see Exhibit A), must be reviewed and approved by the relevant department and the Developmental Curriculum Committee. These courses or programs are evaluated on a regular and systematic basis for effectiveness.

3.5.2 Students on DP status will be assigned to an academic advisor or academic counselor who will assess their circumstances and monitor their progress throughout the term. DP students must meet with their assigned academic advisor or academic counselor at the beginning of the following term, and at least three more times throughout the term. Academic advisors and academic counselors will maintain records of these meetings and, at the end of the semester, report on each student’s progress to the Dean of University College.

3.5.3 DP students who successfully complete all developmental course requirements will be placed in good standing, and all enrollment restrictions will be lifted. DP students who earn a grade of IP in the developmental course(s) on the next attempt will be placed on AN status.

3.6 Developmental Academic Suspension
Students who earn two consecutive grades of F* or a third IP* in the same developmental course will be placed on developmental suspension (DS), which means that they cannot enroll for one term from the date of the suspension. Students on DS must reapply for readmission to UHD before they may enroll. Students on DS must successfully complete the developmental course or courses for which they were suspended elsewhere prior to readmission. The decision to readmit students on DS status rests with the Dean of University College.

3.6.1 Students readmitted on DS status must meet with an academic advisor or academic counselor in University College prior to enrollment. The academic advisor or academic counselor will prepare a success plan for the student in light of the student’s academic performance both at UHD and at other institutions (if applicable). The plan will specify performance expectations for the term in which the student returns, and may include enrollment restrictions. Students’ success will be monitored throughout the term.

3.7 Satisfactory Progress of Transfer Students

3.7.1 Students who transfer from another institution who have not completed the sending institution’s developmental requirements will be admitted on AN status and will be subject to all provisions of this policy.

3.7.2 DS students who complete developmental course requirements at another institution may be readmitted to UHD in good standing subject to review by an academic advisor or academic counselor.

3.8 Appeal Process
Students may request exceptions to any of the provisions of this policy. These requests must be submitted in writing to the student’s academic advisor or academic counselor, who will forward the request, along with any recommendations, to the Dean of University College. The decision of the Dean of University College will be final.

4. PROCEDURES
See Section 3 for Procedures.

5. EXHIBITS
Exhibit A: Approved course or program for students on AN or DP status.

6. REVIEW PROCESS
Responsible Party (Reviewer): Vice President for Academic Affairs and Student Affairs and Provost. Responsibility for the provisions of this policy rests with the Vice President for Academic Affairs and Student Affairs and Provost. Implementation responsibility is shared between the Vice President for Academic Affairs and Student Affairs and Provost and the Dean of University College. Review: Every three years on or before December 1st.

7. POLICY HISTORY
Issue #1: 03/27/02
Issue #2: 08/15/05

8. REFERENCES
PS.03.A.07
1. PURPOSE

1.1. This Policy provides the exclusive mechanism for managing the non-criminal reporting, processing, investigation, and resolution of complaints of sexual misconduct filed with the University of Houston System and its universities (“University”). For the purpose of this Policy, Sexual Misconduct is defined as:
- Sexual Harassment
- Non-Consensual Sexual Contact
- Sexual Assault
- Sexual Exploitation
- Sexual Intimidation
- Intimate Partner Violence
  (Domestic and Dating Violence)
- Stalking

1.2. The University is committed to maintaining and strengthening an educational, working and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. Sexual Misconduct (as defined in this policy), a form of sex discrimination, is antithetical to the standards and ideals of the University. The University will take appropriate action in an effort to eliminate Sexual Misconduct from occurring, prevent its recurrence, and address its effects.

1.3. The University aims to eradicate Sexual Misconduct through education, training, policies, and serious consequences for violations of its policies. The University will conduct educational programs, including ongoing prevention and awareness campaigns, designed to promote awareness and prevent Sexual Misconduct.

1.4. This Sexual Misconduct Policy (“Policy”) defines and describes prohibited sexual conduct and establishes a procedural mechanism for providing a prompt, fair, and impartial investigation and resolution of complaints of Sexual Misconduct. (Please see the University’s Anti-Discrimination Policy, SAM 01.D.07, to find the procedural recourse for responding to unlawful discrimination and harassment incidents that do not constitute Sexual Misconduct.)

1.5. Consistent with its commitment to addressing sex discrimination and harassment, the University complies with Title IX of the Education Amendments of 1972 (“Title IX”), which prohibits discrimination on the basis of sex in education programs or activities, Title VII of the Civil Rights Act of 1964 (“Title VII”), which prohibits sex discrimination in employment, and Section 304 of the Violence Against Women Reauthorization Act of 2013 (also known as the Campus Sexual Violence Elimination Act (SaVE Act). Sexual Misconduct, as defined in this Policy, constitutes a form of sex discrimination prohibited by Title IX and Title VII. The University also prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking as those terms are defined for purposes of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Inquiries concerning the application of Title IX may be referred to the University Title IX Coordinator or to the U.S. Department of Education Office for Civil Rights.

1.6. All Members of the University Community are expected to adhere to this policy, to cooperate with the procedures for responding to complaints, and to report conduct or behavior that they believe to be in violation of this Policy (See Sections 8, 9, and 10 for reporting procedures). The University will
take allegations of Sexual Misconduct seriously and will take prompt disciplinary action against any individuals within its control who violate this Policy. During its investigation into these matters, the University will work to ensure that all persons are given appropriate support and fair treatment.

1.7. This Policy applies to all University administrators, faculty, staff, students, and third parties within the University’s control, including visitors and applicants for employment. This Policy applies regardless of the Complainant’s or Respondent’s sex, sexual orientation, gender identity, gender expression, immigration status, or citizenship status. Moreover, acts of Sexual Misconduct can occur between strangers or acquaintances.

1.8. Prohibited actions defined in this Policy may also constitute a violation of criminal law. Anyone who reports Sexual Misconduct will be notified of their right to speak to the appropriate law enforcement agency and file a report for possible criminal prosecution.

2. GENERAL DEFINITIONS

2.1. Complainant – A party or entity (in the case of the University) who makes a complaint of Sexual Misconduct under Section 15 of this Policy.

2.2. Intimate Partner Violence – A term used to describe a range of prohibited actions that occur between people who have or have had a romantic or sexual relationship. Intimate partner violence can be a single event or a pattern of behavior that includes sexual and/or physical abuse. The term encompasses domestic violence and dating violence as further described in Section 6.7 of this Policy.

2.3. Respondent – A party who has been accused of committing an act of Sexual Misconduct by a Complainant under Section 15 of this Policy.

2.4. Responsible Employee – A University employee who has the duty to report incidents of sexual misconduct to the Title IX Coordinator or other appropriate designee, or an employee whom an individual could reasonably believe has this duty. Responsible employees include all administrators, athletic coaches, faculty, supervisory staff, residence life coordinators and graduate teaching assistants, and any employee who has significant responsibility for student and/or campus activities, except any employee with confidentiality obligations as defined in Section 10 of this Policy.

2.5. Sexual Activity – Penetration, however slight, of the:

A. Vulva by a penis, object, tongue, or finger;
B. Anus by a penis, object, tongue, or finger;
C. Mouth by a penis, vulva, object, tongue, or finger in a sexual manner.

Sexual Activity also includes:

A. Any intentional contact with another’s intimate body parts defined as the person’s breasts, buttock(s), groin, or genitals;
B. Touching another with any of these body parts;
C. Making or causing another to touch a person or themselves with or on any of these body parts; and/or
D. Any intentional bodily contact in a sexual manner, even if it does not involve contact with/of/by breasts, buttock(s), groin, genitals, mouth, or other orifice.

2.6. Sexual Misconduct – A broad term encompassing a range of non-consensual sexual activity or unwelcome behavior of a sexual nature. The term includes sexual harassment, nonconsensual sexual contact, sexual assault, sexual exploitation, sexual intimidation, stalking, and intimate partner violence as further described in this Policy.

2.7. Student – A person who; (a) is currently enrolled at the University; (b) is accepted for admission or readmission to the University; (c) has been enrolled at the University in a prior semester or summer term and is eligible to continue enrollment in the semester or summer term that immediately follows; (d) is attending an educational program sponsored by the University while that person is on campus; or (e) has engaged in prohibited conduct at a time when he/she met the criteria of (a), (b), (c), or (d).

2.8. Title IX Coordinator – The person who has been designated on each component university’s campus to coordinate efforts to comply with and implement this Policy. The Title IX Coordinator is responsible for conducting the administrative investigation of reports of Sexual Misconduct and is available to discuss options, provide support, explain University policies and procedures, and provide education on relevant issues. The Title IX Coordinator may designate one or more Assistant Title IX Coordinators. The Title IX Coordinators for each university are located here:
• University of Houston System/University of Houston  
  Assistant VC/VP for Equal Opportunity Services  
  (713) 743-8835

• University of Houston – Downtown  
  Vice President for Employment Services and Operations  
  (713) 222-5366  
  Student Conduct Officer/Title IX Coordinator or  
  (713) 221-8056

• University of Houston – Clear Lake  
  Title IX Coordinator (281) 283-2305

• University of Houston – Victoria Title IX  
  Coordinator (361) 570-4835

In the event that there is a conflict of interest for a university’s Title IX Coordinator, the UH System Title IX Coordinator will appoint another university’s Title IX Coordinator to serve in their place. If there is a conflict for the System Title IX Coordinator, the Vice Chancellor for Legal Affairs will appoint another university’s Title IX Coordinator to serve in their place.

2.9. University-Affiliated Activity – Any activity on or off campus that is initiated, aided, authorized or supervised by the University or by an officially-recognized organization of the University.

2.10. University Community – Members of the University Community include:

• University faculty, staff, administrators, employees, and contractors;

• University students;

• Volunteers and participants in any University program or activity; and

• Guests and visitors to campus, to any property owned or leased by the University, or to any property owned or leased by any University-Affiliated organization or group.

2.11. University Premises – Buildings or grounds owned, leased, operated, controlled or supervised by the University.

3. JURISDICTION

3.1. The University has jurisdiction over, and will respond to, allegations of Sexual Misconduct occurring on the University’s premises, at University-Affiliated Activities, and/or where both the accused person and alleged victim are either a student, faculty member, or staff member. Other than the University Police Department which may conduct a criminal investigation as appropriate, the University does not have jurisdiction over allegations between visitors or non-affiliated persons under this Policy.

3.2. The University has the discretion to investigate conduct occurring off University premises or at a non-University-Affiliated Activity if either the Complainant or Respondent is University-Affiliated.

3.3. The process outlined in this Policy is separate from any criminal proceeding related to the reported behavior and may occur while criminal proceedings are ongoing.

3.4. Proceedings under this Policy will not be dismissed or delayed because criminal prosecution is pending, criminal charges have been dismissed, or the criminal charges have been reduced.

3.5. Proceedings may also continue if a party is no longer employed with or a student of the University.

3.6. The University does not limit the time frame for filing a complaint of Sexual Misconduct. Complaints can be submitted at any time following an incident, although the University’s ability to take action may be limited by the passage of time.

4. CONSENT

4.1. For purposes of this Policy, consent is an informed and freely and affirmatively communicated willingness to participate in a particular sexual activity by a capacitated or legally competent person.

4.2. Consent can be expressed either by words or by clear and unambiguous actions, as long as those words or actions create mutually understandable permission regarding the conditions of each instance of sexual activity.

4.3. Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and gauging the receipt of consent, and individuals are thus urged to seek consent in verbal form for each instance of sexual activity before they initiate the sexual activity.

4.4. It is the responsibility of the person who wants to initiate a sexual activity to ensure that they have the consent of the other(s) to initiate each instance of sexual activity before they initiate the sexual activity.

4.5. Consent is active, not passive, and cannot be inferred from the absence of a “no.”
4.6. Without words or actions demonstrating permission, silence, lack of protest, or lack of resistance cannot be assumed to show consent.

4.7. The existence of a dating relationship or a previous sexual relationship between the persons involved does not provide the basis for an assumption of consent to future sexual activity.

4.8. Consent must be present throughout the sexual activity, and consent to some form of sexual activity cannot be automatically taken as consent to any other sexual activity.

4.9. A participant can communicate that they no longer consent to continuing the sexual activity at any time.

4.10. If there is confusion as to whether an individual has consented or continues to consent to sexual activity, it is essential that the initiating person stops the sexual activity until the confusion is clearly resolved.

4.11. Alcohol or other drugs can lower inhibitions and create an atmosphere of confusion over whether consent is freely and effectively given. Consent is difficult to discern when a person has ingested alcohol and/or other drugs. Anyone wanting to initiate sexual activity is strongly encouraged to err on the side of caution when either they or the person(s) they want to initiate the activity with appear(s) to be intoxicated or there is reasonable cause to believe either party is intoxicated.

4.12. Being under the influence of drugs and/or alcohol is never a defense for not obtaining consent.

5. INCAPACITATION

5.1. A person is incapacitated (not legally competent) and cannot consent to sexual activity if:

A. The person is unconscious or otherwise unable to resist;

B. The person is unaware that sexual activity is occurring; and/or

C. The person does not have the legal capacity to consent.

(The definition of consent in the State of Texas Penal Code can be found at http://www.statutes.legis.state.tx.us/Docs/PE/htm/PE.22.htm#22.011.)

5.2. Further, a person may be unable to consent when they are mentally or physically incapacitated because of the influence of drugs, alcohol, or medication and as a result are rendered temporarily incapable of understanding, appraising, or controlling their conduct.

5.3. A person’s incapacity to understand, appraise, or control their conduct may be analyzed based on surrounding factors including, but not limited to, hallucinations, blackouts, seizures, vomiting, slurred speech, disorientation, or lack of physical or mental coordination.

5.4. When a Respondent has been accused of engaging in sexual activity with an incapacitated person, the perspective of a reasonable person standard will be applied to determine whether the Respondent knew or should have known about the Complainant’s ability to give consent.

6. FORMS OF SEXUAL MISCONDUCT

6.1. Sexual Harassment

Sexual Harassment is a form of sex discrimination that includes verbal, written, or physical behavior of a sexual nature, directed at someone, or against a particular group, because of that person’s or group’s sex, or based on gender stereotypes, when that behavior is unwelcome, severe, or pervasive, and where it meets either of the following criteria:

A. Submission or consent to the behavior is believed to carry consequences for the individual’s education, employment, on-campus living environment, or participation in a University-Affiliated activity. Examples of this type of sexual harassment include, but are not limited to:

1. Pressuring another to engage in sexual behavior for some educational or employment benefit; or

2. Making a real or perceived threat that rejecting sexual behavior will result in a negative tangible employment or academic consequence.

B. The behavior has the purpose or effect of substantially interfering with another’s work or educational performance by creating an intimidating or hostile environment for employment, education, on-campus living, or participation in a University-Affiliated activity. Examples of this type of sexual harassment can include, but are not limited to:

1. Persistent unwelcome efforts to develop a
The definition of Sexual Assault as used in this Policy may constitute sexual assault in Texas. Relevant state law can be found at http://www.statutes.legis.state.tx.us/Docs/PE/htm/PE.22.htm#22.011.

6.4. Sexual Exploitation

Sexual Exploitation occurs when a party takes nonconsensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other Sexual Misconduct offenses. Examples can include, but are not limited to, the following behaviors:

A. Prostituting another

B. Non-consensual recording, photographing, or transmitting intimate or sexual utterances, sounds, or images electronically or by other means without the knowledge and consent of all parties involved;

C. Voyeurism or watching or recording someone when that person is in a place where they would have a reasonable expectation of privacy;

D. Going beyond the boundaries of consent (such as engaging in actions that were not consented to during an otherwise consensual encounter);

E. Distributing intimate or sexual images about another person without that person’s consent, even if the images were obtained consensually;

6.5. Sexual Intimidation

Sexual Intimidation involves threatening another with behavior of a sexual nature. Examples of this include, but are not limited to, engaging in indecent exposure (aka “flashing”), or transmitting or displaying a nude image where the action was unsolicited and a reasonable person would feel threatened or intimidated.

6.6. Stalking

A. Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

1. Fear for their safety and/or the safety of others; or

2. Suffer substantial emotional distress.
B. For the purposes of this Policy, Stalking is considered a severe or pervasive form of harassment. This Policy will apply to acts of Stalking that:

1. Occur between people who currently have or have had a romantic or sexual relationship; or
2. Occur because of the accused person’s desire to have a romantic or sexual relationship with the alleged victim.

C. For the purposes of defining Stalking under this Policy:

1. A “course of conduct” is a pattern of behavior composed of two or more acts, whether directly by a Respondent or through third parties, over a period of time, however short, that evidence a continuity of purpose.
2. “Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
3. A “reasonable person” means a reasonable person in the Complainant’s circumstances.

D. The University may consider multiple actions outlined in this definition as one act of stalking. Stalking. A report of Stalking will be considered a new and distinct report if the behavior continues after an official intervention, including, not limited to:

1. University disciplinary action
2. The issuance of a no-contact order, or any warning/action by the University or a court.

The Policy’s definition of Stalking also extends to cyberstalking.

E. The definition of Stalking as used in this Policy may constitute stalking in Texas. Relevant state law can be found at http://www.statutes.legis.state.tx.us/SOTWDocs/PE/htm/PE.42.htm.

6.7. Intimate Partner Violence

A. For purposes of this Policy, Intimate Partner Violence includes Domestic (Family) Violence and Dating Violence.

B. Actions that may violate this policy include, but are not limited to:

1. Acts of physical violence
2. Threats of physical violence
3. Abduction, restraint, or false imprisonment
4. Actions that may constitute a felony or misdemeanor crime of violence according to the laws of jurisdiction where the incident occurred.

C. Domestic Violence

Domestic Violence includes felony or misdemeanor crimes of violence committed by:

1. A current or former spouse or intimate partner of an alleged victim
2. A person with whom an alleged victim shares a child in common
3. A person who is cohabitating with or has cohabitated with an alleged victim as a spouse or intimate partner
4. A person similarly situated to a spouse of an alleged victim under the domestic or family violence laws of the State of Texas http://www.statutes.legis.state.tx.us/SOTWDocs/CR/htm/CR.5.htm

D. Dating Violence

Dating violence includes acts between people who are currently or were formerly in a social relationship of a romantic or intimate nature.

For the purposes of this Policy, the existence of such a relationship shall be determined by the alleged victim; however, EOS will also consider of the following:

1. The length of the relationship; and
2. The type of relationship; and
3. The frequency and nature of interaction between the persons involved in the relationship.

6.8. Additional Actions that Constitute a Violation of this Policy

A. An attempt and/or threat to engage in conduct that would otherwise constitute a violation of this Policy;

B. Knowingly aiding another in violating this Policy;
C. Knowingly covering up actions by oneself or others that would constitute a violation of this Policy, including removing, hiding, altering, or destroying evidence;

D. Knowingly engaging in actions that impede or obstruct a University investigation related to this Policy; and

E. Attempting to coerce, compel, or prevent an individual from providing testimony or relevant information.

7. REPORTING RIGHTS

7.1. The University encourages reporting violations of this policy to any of the following University entities:

- EOS/Title IX Office
- University of Houston Police Department
- Dean of Student’s Office
- Student Housing and Residence Life
- Human Resources

Additionally, anonymous reporting may be conducted through the Fraud and Non-Compliance Hotline, as described in Section 9 of this policy.

7.2. Alleged victims of a violation of this Policy have the right to decide if and when they report the incident(s) to the University, law enforcement, or to any other member of the University community. The University strongly encourages individuals to access services, such as counseling and medical help, that can respond to the immediate mental and physical impact of an act of Sexual Misconduct. Individuals can access these services regardless of whether they report what happened.

7.3. The University strongly encourages reporting as soon as possible. Prompt reporting may preserve options that delayed reporting does not, including immediate police response and the preservation of physical evidence that may be necessary to prove an alleged criminal offense or to obtain a protective order.

7.4. Once an individual alerts the University of an alleged violation of this Policy they will be provided with written information including this Policy, their rights, reporting options, and support resources.

7.5. Alleged victims of a violation of this policy have multiple options regarding involvement of law enforcement and campus authorities, including:

- The option to notify proper law enforcement authorities including on-campus and local police; and
- The option to be assisted by campus authorities in notifying law enforcement authorities; and
- The option to decline to notify such authorities.

7.6. Whether an alleged violation of this Policy occurs on or off-campus, an alleged victim will be provided written notification of their rights and options.

7.7. Anyone can receive information about this Policy, their rights under the Policy, reporting options, and support resources without disclosing facts related to the alleged incident.

The following members of the University community can provide this information but may be required reporters (see Section 8):

- Title IX Coordinator and any Assistant Coordinators
- Campus law police and/or security
- Campus-based counseling staff
- Campus-based student health center staff
- Human Resources staff
- Dean of Students Office staff
- Student Housing and Residence Life professional staff

Each component may have their own programs and services related to the issues covered by this Policy so there may be additional resources for information on your campus.

8. REQUIRED REPORTING

8.1. All employees, students, and third parties are strongly encouraged to immediately report any incidents alleged Sexual Misconduct to the Title IX Coordinator and/or an Assistant Coordinator.

8.2. All Responsible Employees who receive a report of Sexual Misconduct must share that information with the Title IX Coordinator and/or an Assistant Coordinator and cannot maintain confidentiality, with the exception of:

A. The staff of a counseling or health center acting in their capacity as a counseling or health provider, and

B. Individuals who are associated with the University in the role of a pastoral counselor or confidential advisor acting in that capacity.

8.3. In addition, some individuals who are not
Responsible Employees who must share reports of Sexual Misconduct with the Title IX Coordinator and/or an Assistant Coordinator, include, but are not limited to:

A. Academic Advisors

B. Residence Advisors

C. Elected Members of Student Government Associations, and

D. Individuals, including students, serving as responsible persons, even if they are volunteers, at a University-Affiliated activity. These individuals could be teaching, graduate assistants, research assistants, chaperones, peer mentors, or retreat counselors.

These individuals are required to report because they are either in a position to do something about the alleged actions, may be perceived to be able to do something about the alleged action, or would otherwise have to report known or suspected incidents of Sexual Misconduct.

8.4. Anyone who is required to report known or suspected violations of this Policy must promptly contact the Title IX Coordinator and/or an Assistant Coordinator and disclose what they know about the alleged incident. Even if a required reporter is a Campus Security Authority, and must provide a report to law enforcement or other campus departments, the reporter must also directly notify the Title IX Coordinator and/or Assistant Coordinator as soon as possible.

8.5. Reports should include all relevant details including the following:

A. The name of the accused person (if known

B. The name of the alleged victim

C. The names of other people who may be involved, and

D. Relevant facts, including date, time, and location of the incident(s)

8.6. The University will comply with all applicable state laws regarding mandatory reporting for known or suspected abuse, neglect, or exploitation of a child or a vulnerable adult.

8.7. Individuals who are required to report under this Policy but fail to do so may face disciplinary action by the appropriate administrator.

8.8. Individuals who are not required to report and who are not bound by state confidentiality laws are still encouraged to report known or suspected violations of this Policy and may do so through the confidential and non-confidential methods listed in Sections 9 and 10 of this Policy.

8.9. Public awareness events such as “Take Back the Night,” candlelight vigils, protests, “survivor speak outs” or other forums in which members of the community disclose incidents of violations of this Policy are not considered notice to the University for the purpose of triggering its obligation to investigate. However, information regarding rights under this Policy will be available to anyone who discloses Sexual Misconduct at one of these types of events.

8.10. Reporting to Outside Entities: An individual wishing to make a complaint may also contact the U.S. Department of Education, Office for Civil Rights (OCR) to complain of sex discrimination or sexual misconduct:

Office for Civil Rights
U.S. Department of Education
1999 Bryan Street, Suite 1620
Dallas, Texas 75201
Phone: (214) 661-9600
Fax: (214) 661-9587

Employees may also contact the U.S. Equal Employment Opportunity Commission to complain of sex discrimination or sexual harassment:

U.S. Equal Employment Opportunity Commission
Houston District Office
1919 Smith Street, 6th Floor
Houston, Texas 77002
Phone: (800) 669-6820
Fax: (713) 651-4987

9. ANONYMOUS REPORTING

9.1. Alleged victims and others not required to report may submit a report through a web-based reporting system called the Fraud and Non-Compliance Hotline, which allows the option of anonymity.

9.2. The web address for the Fraud and Non-Compliance Hotline is https://app.convercent.com/en-us/LandingPage/b3d1c670-e06c-e711-80cf-000d3ab0d899.

9.3. Reports received through this site will be reviewed and may be investigated.

9.4. The University will work with anyone who is identified via a Fraud and Non-Compliance Hotline
9.5. Upon receipt of an anonymous report that implicates the Sexual Misconduct policy, the Title IX Coordinator will invite the reporter to formalize the report into a formal complaint. While interim measures and actions are available to anonymous reporters without filing a formal complaint, Equal Opportunity Services (“EOS”) Finding(s) as described in Section 15.5 requires a formal complaint.

9.6. If the anonymous reporter decides to pursue a formal complaint, the complaint process will follow Section 15, “Formal Complaint Procedures.”

9.7. If the anonymous reporter declines to pursue a formal complaint, the Title IX Coordinator may pursue a complaint on behalf of the University after considering the factors described in Section 15.1.B.2 of this Policy.

10. CONFIDENTIALITY

10.1. The University will protect the anonymity of all individuals involved in a report or a complaint by refusing to disclose their identifying information to anyone outside the University to the maximum extent permitted by law.

10.2. University staff working in campus counseling or health centers, individuals operating in the role of a pastoral counselor or a confidential advisor, and other University employees whose job is to provide medical and mental health care are exempt from required reporting.

10.3. Community-based programs not affiliated with the University may also be confidential resources and would follow their own policies and procedures regarding reporting duties.

10.4. Individuals may request that their report be investigated by the University without providing their name to the Respondent or witnesses. However, this may reduce the University’s ability to thoroughly investigate a report. When the University cannot fully investigate a report or take appropriate disciplinary action because of a request for an investigation with an anonymous Complainant, the University will pursue other steps to limit the effects of the alleged violation, attempt to prevent its recurrence, and respond to the impact on the involved parties and the community.

10.5. If an individual discloses an incident to a responsible employee but wishes to maintain confidentiality and/or requests that no investigation into a particular incident be conducted or disciplinary action taken, the University will request for confidentiality with its responsibility to provide a safe and non-discriminatory environment for the University community.

10.6. Requests for confidentiality will be evaluated on a case-by-case basis by the Title IX Coordinator in cooperation with appropriate administrators and will consider a range of factors, including but not limited to the following:

A. Whether there is an increased risk that the accused person may commit additional violations of this Policy;
B. Whether a weapon was used;
C. Whether the alleged victim is a minor;
D. Whether there are other means to obtain relevant evidence (e.g., security cameras or personnel, physical evidence); and
E. Whether the report reveals a pattern of alleged actions.

The presence of one or more of these factors could lead the University to investigate, and, if appropriate, pursue disciplinary action against Respondents under its control.

10.7. Information will be shared within the University only to those individuals with a legitimate need to know.

10.8. The University will protect the confidentiality of alleged victims and other necessary parties while ensuring Clery Act statistical reporting requirements, specifically, such statistical reporting will be done without inclusion of personally identifying information about an alleged victim.

10.9. The University will maintain as confidential any accommodations or protective measures provided to the alleged victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

11. RETALIATION

11.1. The University takes reports of Sexual Misconduct very seriously and will not tolerate retaliation against
those who make such reports or participate in the investigation or adjudication process.

11.2. Retaliation includes, but is not limited to, any adverse employment or educational action taken for making a report of Sexual Misconduct or otherwise participating under this Policy.

11.3. Any actual or threatened retaliation, or any act of intimidation to prevent or otherwise obstruct the reporting of a violation of this Policy or the participation in proceedings relating to a report of Sexual Misconduct, may be considered a separate violation of this Policy and may result in disciplinary sanctions.

11.4. Any person who believes that they have been subjected to retaliation should immediately report this concern to their Title IX Coordinator or an Assistant Coordinator.

12. IMMEDIATE ASSISTANCE

12.1. Medical Assistance: An individual who experiences any form of sexual, domestic, or dating violence is encouraged to seek immediate medical care. Also, preserving DNA evidence can be key to identifying the perpetrator in a sexual violence case. Victims can undergo a medical exam to preserve physical evidence with or without police involvement. If possible, this should be done immediately. If an immediate medical exam is not possible, individuals who have experienced a sexual assault may have a Sexual Assault Forensic Exam (SAFE) performed by a Sexual Assault Nurse Examiner (SANE) within four (4) days of the incident. With the examinee’s consent, the physical evidence collected during this medical exam can be used in a criminal investigation; however, a person may undergo a SAFE even without contacting, or intending to contact, the police. To undergo a SAFE, please go to the nearest hospital that provides SAFE services.

For more information about the SAFE, see http://www.uhssalutations.com/reporting/. The cost of the forensic portion of the exam is covered by the law enforcement agency that is investigating the assault or, in cases in which a report will not be made to the police, the Texas Department of Public Safety. This does not include fees related to medical treatment that are not a part of the SAFE.

An individual who experiences any form of sexual, domestic, or dating violence is encouraged to seek immediate medical care because he or she may be prescribed medications to prevent sexually transmitted infections and/or pregnancy even if the police are not contacted or if a SAFE is not performed.

12.2. Police Assistance: Because the prohibited actions outlined in this policy may also constitute a criminal acts, individuals seeking emergency assistance or who want to file a criminal report may contact their University police department or the appropriate municipal law enforcement agency. In addition to any possible criminal action, the University Police will forward the report to the Title IX Coordinator.

Reporting to the police helps maintain future options regarding criminal prosecution. Generally, when the victim reports the incident, a police officer will take a statement from the victim regarding what happened.

An adult victim can request that their identity be kept confidential.

When a police report is filed, the victim is not obligated to participate in criminal proceedings or University disciplinary action.

Anyone wishing to file a report with University police can make a report to their component institution’s Police Department as noted below:

- University of Houston Campus Police Department http://www.uh.edu/police 713-743-3333
- University of Houston - Clear Lake Police Department http://www.uhcl.edu/police 281-283-2273
- University of Houston - Downtown Police Department http://www.uhd.edu/police-department/Pages/default.aspx 713-221-8911
- University of Houston – Victoria http://www.uhv.edu/police/ 361-570-4245
- University of Houston – Katy Campus

Security station is located on the third floor of the UHV – Katy, 2002 W. Grand Parkway N., Building 2, Katy, Texas. Security can be reached at the duty desk at 281-396-3777.

- UH at Sugar Land http://www.uh.edu/sugarland/

Security officers are assigned to UH at Sugar Land. Should anyone need assistance concerning an escort, safety or security matter, contact the police officer or security officer on duty by calling 832-842-2929.

If the security officer is not available during an emergency situation, dial 911.
12.3. Counseling Assistance: A person who has experienced sexual violence is strongly encouraged to seek medical and psychological care even if he or she does not plan to request a Sexual Assault Forensic Exam (SAFE) or report the assault to the police.

12.4. Alleged victims of violations of this Policy will be provided written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available both within the University and in the community.

12.5. Interim Measures and Ongoing Assistance: When an incident of Sexual Misconduct is reported, the University will consider interim measures to protect involved persons and/or the community while the incident is investigated and adjudicated through this Policy.

A. An alleged victim does not need to file a formal complaint to receive interim measures. Some interim measures may be implemented without an alleged victim disclosing identifying information related to the incident(s). Interim measures include, but are not limited to, changes to academic, living, transportation, working situations, or protective measures. The University will make such accommodations or provide such protective measures if requested and if they are reasonably available, regardless of whether the victim chooses to report the alleged violations of this Policy to University Police or local law enforcement. The University will assess whether an interim measure will involve making these changes to the alleged victim or accused person’s circumstances on a case-by-case basis.

B. When the University offers counseling through University-Affiliated student counseling and employee assistance programs as an interim action, an alleged victim will not have to pay related fees for that counseling while the processes outlined in this Policy are on-going.

C. If an interim measure is refused by a party it may still be available at a later date.

D. No-contact orders can be issued under this Policy between the parties involved in a report or others related to a report as an interim measure. No-contact orders issued under this Policy can remain in effect indefinitely and are not contingent upon a formal complaint.

E. Violations of interim measures may be considered a separate violation under this Policy or may be investigated and adjudicated through other relevant University policies.

F. The University will honor any order of protection, no-contact order, restraining order, or similar lawful order issued by any criminal, civil or tribal court.

12.6. Resolution Agreement

If a report or complaint alleges a violation of this policy other than Sexual Assault, the Title IX Coordinator will determine if the issue is eligible for informal resolution using a Resolution Agreement. If so, the Complainant and Respondent may agree to resolve the report or complaint by agreement rather than after a finding by EOS under this policy. Under a Resolution Agreement, the parties agree that without a finding by EOS, the Respondent will participate in training or other conditions as set forth in the Resolution Agreement. The Resolution Agreement is not an admission of guilt or responsibility by the Respondent, and neither party has the right to appeal.

13. REPORT PRELIMINARY RESPONSE PROCEDURES

13.1. A report of a violation of this Policy does not automatically begin the formal complaint procedures, listed in Section 15 of this Policy.

13.2. The University will determine the appropriate preliminary response to each report based on the information available at the time of the report and, whenever possible, with the input of the alleged victim.

13.3. When the University receives a report regarding an alleged violation of this Policy, it will take reasonable measures to do the following:

A. Contact the alleged victim to notify them of their rights and options under this Policy;

B. Implement any appropriate interim measures; and

C. Complete a preliminary investigation, as appropriate.

14. PERSONAL ADVISORS

Any named party will have the same opportunity to have a personal advisor of their choice present during any meeting or proceeding related to the investigation of Sexual Misconduct. This advisor may be an attorney, provided at their own expense, with no cost to the University.
14.1. The student will need to sign a FERPA Release form for the advisor to be present at any meeting or proceeding. The form allows staff to speak freely about the student’s case when the advisor is present. The student may revoke the release form in writing if they choose to no longer have the individual serve as their advisor or have access to the matter.

14.2. Advisors may attend any meeting or proceeding related to the investigation, but may not speak on the part of the individual he or she is advising or be a witness. An advisor may ask to briefly suspend any meetings, interviews, or hearings to provide private consultation related to the meeting or proceeding in process.

14.3. An advisor will not be permitted to speak on behalf of the advisee, make an oral presentation, including an opening or closing argument, be a witness, or question witnesses, the EOS representative, or the Panel during the hearing. An advisor may respond to a direct question from the investigator during a meeting or the Panel/Non-affiliated Hearing Officer during a hearing.

14.4. An advisor is subject to the same confidentiality expectations applicable to others in attendance. Accommodations, including scheduling of interviews or hearings, will not be made for any advisors if they unduly delay the process.

15. FORMAL COMPLAINT PROCEDURES

EOS, located at the University of Houston System/University of Houston, works in conjunction with each university’s Title IX Coordinator to administer all aspects of this Policy. Investigations can be completed by the university’s Title IX Coordinator, their appointee, or by EOS.

A formal complaint may be filed by the alleged victim or by the University.

The timeframes set forth in this Policy may be extended when there is good cause to do so. The Complainant (or the non-participating alleged victim in cases where the University files the complaint) and the Respondent(s) will be notified in writing of the delay and the reason for the delay. Any proceedings under this Policy will be conducted in a prompt, fair and impartial manner from initial investigation to final result.

15.1. Step One: Filing a Complaint

A. If the alleged victim wishes to pursue a formal complaint, they will be asked to complete a Formal Complaint Questionnaire with their Title IX Coordinator, who will forward the complaint to EOS.

B. If the alleged victim does not wish to pursue a formal complaint:

1. The University may determine that it will serve as the Complainant if the alleged victim declines to file a formal complaint.

2. The decision to file a complaint with the University as Complainant is not taken lightly and will be determined based on various factors including, but not limited to, the type of actions alleged in the report, prior reports received, potential for repeated behavior, and/or potential on-going risk to the alleged victim and/or the University Community.

C. The University does not limit the timeframe for filing a complaint of Sexual Misconduct. Complaints can be submitted at any time following an incident, although the University’s ability to take any action may be limited because of the passage of time.

D. Within five (5) business days after receiving a formal complaint, EOS will provide a copy of the complaint to the Respondent(s), as well as a copy of this policy and other available resources.

E. Once a complaint is filed, if the Complainant decides that they want to withdraw the complaint, the University’s investigation may still proceed.

F. EOS may decline to pursue a complaint for failure to state a valid claim under this Policy. Before making this decision, EOS will discuss the complaint with the Complainant, and will suggest other options for assistance where applicable.

15.2. Step Two: Consideration of Interim Measures

A. Although interim measures may have already been considered and implemented, EOS will again consider interim measures when a Formal Complaint has been filed to protect involved parties while the incident is investigated and adjudicated under this Policy.

B. EOS and other appropriate University administrators will work together to identify
alternative arrangements that will preserve
the rights of both the Complainant and the
Respondent(s), as well as provide a safe overall
educational or working environment until (and
perhaps after) the complaint is investigated and
adjudicated.

C. Failure to adhere to the parameters of any interim
measure may be considered a separate violation
of this Policy and may result in disciplinary
action.

15.3. Step Three: Response to a Complaint

A. A Respondent’s response to the complaint is due
to EOS within five (5) business days from the
Respondent’s receipt of the Complaint. EOS may
grant an extension for good cause.

B. The response should address and respond to the
specific allegations made in the Complaint and
can include any other rebuttal information.

C. A response may be provided in writing or
through an in-person interview with the
investigator(s).

D. While a Respondent is not required to provide
a response to the complaint or answer questions
related to the investigation, this will not stop
the Formal Complaint Process. Failure to
acknowledge the receipt of the Complaint may
be considered a violation of relevant University
policies and could result in additional action.

15.4. Step Four: EOS Investigation

A. Absent extenuating circumstances, an
investigation will begin upon receipt of a
complaint of alleged Sexual Misconduct.

B. An investigation may begin prior to receiving a
response from a Respondent.

C. The investigator(s) will attempt to interview
the Complainant, the Respondent(s), and any
witnesses, as appropriate.

D. The investigator(s) will also gather and review
any information they deem pertinent, as well as
any information submitted by the Complainant,
the Respondent(s), and/or any witnesses.

E. If during the course of an investigation additional
actions that may constitute a violation of Policy
are identified, the University will determine
on a case-by-case basis whether and how to
investigate those allegations. Facts used to make
this determination include, but are not limited
to, the type of action identified and whether the
actions occurred during the same incident or
during a separate incident.

15.5. Step Five: EOS Finding

A. A finding by EOS will be issued as soon as
practicable. The Complainant and Respondent(s)
will have the opportunity, but are not required,
to respond, to the EOS investigation report in
writing in advance of the EOS finding. The
Complainant and Respondent(s) should be
provided updates on the progress of the
investigation and issuance of the report.

B. The finding(s) will be determined using a
preponderance of the evidence standard; that
is, whether it is more likely than not that a
Respondent violated this Policy.

C. If it is determined that this Policy was
violated, appropriate university action will be
recommended in an effort to eliminate Sexual
Misconduct, prevent its recurrence, and address
its effects.

D. Even if it is determined that this Policy was not
violated, a recommendation may be made that
a Respondent undertake educational initiatives
and/or trainings.

E. The Complainant and the Respondent(s) will be
simultaneously notified in writing of the outcome
of its finding(s) and any appeal rights under this
Policy.

F. At any time after a finding has been made
that a Respondent has violated the Policy, the
University may implement an interim sanction
against the Respondent while the complaint is
being further adjudicated.

G. Once findings have been made, either any party
to the complaint may request to meet with the
investigator(s) to discuss the investigation and,
finding(s), and/or to inspect the investigative
file.

15.6. Step Six: New Information

A. If a party has new information they believe
would have significantly impacted the finding(s)
(e.g., witness testimony, documents or other
tangible evidence), they may submit that
information to the Title IX Coordinator.
B. If the Title IX Coordinator determines that the submitted information should be reviewed, and the information was not available for the party to present during the investigation, the case may be re-opened.

C. The Title IX Coordinator will inform the party(ies) of any new information. These parties will have the opportunity to respond to this information, and the Title IX Coordinator will consider the response(s) in deciding whether to reopen the investigation.

D. If the Title IX Coordinator decides to reopen the investigation, the process will resume at Step Four (Section 15.4) above.

15.7. Step Seven: Grounds for Appeal Following an EOS Finding

A. Filing an Appeal

1. An appeal of EOS’ finding(s) must be submitted in writing to the Title IX Coordinator within five (5) business days of receiving the finding(s).

2. The Complainant and the Respondent(s) both have the right to appeal a finding for any error or procedural defect occurring during the investigation that could have significantly impacted the finding.

3. An appeal is not a new investigation of the complaint.

4. A non-appealing party does not have to participate.

5. If an appeal is filed in accordance with this Section, the appeal will automatically be presented to the University’s Equal Opportunity Services Hearing Board (“Board”) by the Title IX Coordinator.

6. The appellant may withdraw an appeal by submitting a request in writing to the Title IX Coordinator prior to the scheduled start of the hearing. A withdrawn appeal will conclude the matter.

B. Composition of the Board

1. Members of the Board are selected from recommendations from the university’s Faculty Senate, Staff Council, and Student Affairs departments/offices, who shall each recommend at least five (5) individuals to the university’s President. The President shall then select a Board of eight (8) with representation from each group recommended. Except for the first Board, members shall serve staggered terms of three (3) years.

2. If a conflict of interest arises for any of the Board members, the Title IX Coordinator will make a recommendation to the Board Chair to reduce or eliminate the conflict of interest.

3. Upon the Board’s receipt of the appeal, a poll will be taken of the Board members by the Title IX Coordinator to identify four (4) members to hear the appeal and compose the Hearing Panel (three (3) members of the Hearing Panel will serve as voting members and one (1) will serve as an alternate, non-voting member).

C. Responsibilities of the Hearing Panel/Non-Affiliated Hearing Officer

1. If the appeal concerns Sexual Assault, the appealing party may waive their right to a hearing before the Hearing Panel and have their appeal heard by an individual hearing officer not affiliated with the University (“Non-affiliated Hearing Officer”). To waive their right to a Hearing Panel, the appealing party must submit written notice to the Title IX Coordinator within five (5) business days of receiving EOS’ finding(s).

2. The Hearing Panel/Non-affiliated Hearing Officer will make decisions using a preponderance of the evidence standard.

3. The role of the Hearing Panel/Non-affiliated Hearing Officer is to recommend that the Appropriate Administrator accept, remand, or reject EOS’ finding(s).

4. The Hearing Panel/Non-affiliated Hearing Officer can only recommend remanding EOS’ finding(s) if:
   a. an error or procedural defect occurred during the investigation that could have significantly impacted its finding(s), or
   b. further EOS investigation is warranted for any other material reason.
5. The Hearing Panel/Non-affiliated Hearing Officer can only recommend rejecting EOS’s finding(s) if
   a. the weight of the evidence does not support or is contrary to EOS’ finding(s), or
   b. an error or procedural defect that significantly impacted the finding(s) is discovered and the error cannot be remedied.

6. While the Hearing Panel/Non-affiliated Hearing Officer will have the opportunity to review any evidence presented on appeal, their role is not to reinvestigate the original complaint or to review allegations that would otherwise constitute a new complaint under this Policy or any other University policy.

D. Preparing for a Hearing

1. Absent extenuating circumstances, the Title IX Coordinator will schedule a hearing to be held within fifteen (15) business days from the filing of the appeal.

2. Once the hearing is scheduled, requests to reschedule the hearing must be submitted in writing to the Title IX Coordinator and will be considered by the Hearing Panel/Non-affiliated Hearing Officer and the Title IX Coordinator.

3. The Complainant and Respondent(s) will be notified of the composition of the Hearing Panel or the identity of Non-affiliated Hearing Officer for their hearing. Within five (5) business days of this notification, the Complainant and Respondent(s) have the opportunity to object to a panel member or the Non-affiliated Hearing Officer for cause. The objection should be made in writing. The Title IX Coordinator, in consultation with the members of the panel, will consider any objection and replace the panel member or the Non-affiliated Hearing Officer if appropriate.

4. Both parties may bring an advisor of their choosing, consistent with the provisions of Section 14 of this policy. This advisor may be an attorney, provided by the party and at no cost to the University.

5. No later than five (5) business days prior to the hearing, all materials that will be used at the hearing must be submitted to the Title IX Coordinator or their designee, who will forward the materials to the Hearing Panel/Non-affiliated Hearing Officer and will simultaneously make available for inspection or provide the materials to both parties. The materials must include:
   a. All documents and other tangible evidence that will be used as evidence during the hearing.
   b. The names of any witnesses and a brief summary concerning the subject matter of the witness’ expected testimony.
   c. The name of any advisor to be in attendance at the hearing and whether that person is an attorney.

6. No advisor, witness, or document, or tangible evidence will be permitted at the hearing unless such information was timely submitted.

7. No new information as defined by Section 15.6 will be presented to the Hearing Panel/Non-affiliated Hearing Officer before or during the hearing.

8. It is the responsibility of the party wanting to present a witness to secure that witness.

15.8. Step Eight: Hearing

A. Prior to the beginning of a hearing, the members of a Hearing Panel will select a Chairperson for the hearing.

B. The general course of the hearing procedure will be as follows, subject to the discretion of the Panel Chairperson/Non-affiliated Hearing Officer:

1. The Panel Chairperson/Non-affiliated Hearing Officer will convene the hearing, introduce the individuals present, give a brief description of the process and, invite questions about the process, and allow the parties the opportunity to present a brief opening statement;

2. The appellant shall present their evidence (including calling and questioning their own witnesses) to the Panel/Non-affiliated Hearing Officer. If the other party
participates, they shall have the same opportunity to present their evidence;

3. EOS shall present their its’ documentation related to the finding(s) to the Panel/Non-affiliated Hearing Officer;

4. The Panel Chairperson/Non-affiliated Hearing Officer will allow the parties the opportunity to present a brief closing statement before concluding the hearing.

C. During the hearing, the Panel Chairperson/Non-affiliated Hearing Officer may impose the following guidelines:

1. The Panel Chairperson/Non-affiliated Hearing Officer may impose reasonable time limits on any stage of the hearing.

2. The Panel Chairperson/Non-affiliated Hearing Officer may also determine the relevance of, and place restrictions on, any witness or information presented.

D. The Panel Chairperson and/or Panel/Non-affiliated Hearing Officer may question any individual at any time during the hearing.

E. The parties may question their own witnesses, but they cannot directly question each other or the any other party’s witnesses.

F. The parties may request that the Panel chairperson/Non-affiliated Hearing Officer ask questions of another party or their witnesses by submitting proposed questions to the Panel chairperson in writing either prior to, or during, the hearing.

G. The Panel Chairperson/Non-affiliated Hearing Officer may determine which questions are relevant, and the Panel Chairperson/Non-affiliated Hearing Officer has the discretion to revise a question or to decline to ask the question.

H. An audio recording of the hearing will be kept for the use of the Panel/Non-Affiliated Hearing Officer and for any appeal.

I. In cases where an appellant refuses to participate in the hearing, the Panel/Non-affiliated Hearing Officer will convene and make a decision based on the evidence and testimony available to the Panel/Non-affiliated Hearing Officer.

J. This hearing process is an internal University process and not a formal courtroom process in which rules of evidence and courtroom procedures apply.

K. Advisors may attend the hearing and sit with their advisee during the hearing, communicate quietly orally and/or in writing with their advisee during the hearing, and may respond to a direct question from the Panel/Non-affiliated Hearing Officer.

L. An advisor will not be permitted to speak on behalf of the advisee, make an oral presentation, including an opening or closing argument, or to question witnesses, the EOS representative, or the Panel/Non-affiliated Hearing Officer during the hearing.

M. If the Panel/Non-affiliated Hearing Officer determines it is necessary or advisable, alternative testimony options will be available such as allowing a witness to appear via other virtual means (e.g., via telephone).

15.9. Step Nine: Panel/Non-Affiliated Hearing Officer Decision

A. If a Hearing Panel is utilized,

1. After the hearing has concluded, the three voting members of the Panel will deliberate in private.

2. The Panel’s decision as described in Section 15.7.C.2 will be by majority vote.

B. If a Non-Affiliated Hearing Officer is utilized, they will make their decision alone.

C. The Panel/Non-affiliated Hearing Officer will communicate its decision by completing the Hearing Decision Form and forwarding it to the Title IX Coordinator within three (3) business days of the hearing. If the decision is to remand the case to EOS to correct an investigative error(s), the Panel/Non-affiliated Hearing Officer will indicate the error(s) to be corrected.

D. The Title IX Coordinator will then provide a copy of the decision simultaneously to all parties involved in the complaint.

E. If the case is remanded to EOS to correct an investigative error, EOS will investigate and submit an Amended Report of Finding(s) which includes the actions taken to correct the investigative error to the same Panel/Non-
affiliated Hearing Officer for review. Once the hearing is scheduled, the process will then restart at Step 15.7.D.

F. At the second hearing, testimony will begin with EOS’ presentation, and all parties will be given the opportunity to respond to the new information provided by EOS, ask questions of EOS, and present any relevant witnesses and/or information.

G. If the Panel accepts or rejects EOS’ finding(s), any party or EOS may appeal the decision of the Panel/Non-affiliated Hearing Officer to the Appropriate Administrator.

H. Any appeal must be filed in writing within five (5) business days of the Panel/Non-affiliated Hearing Officer’s decision. If no appeal is filed by the deadline, the Panel/Non-affiliated Hearing Officer’s recommendation(s) become final.

15.10. Step Ten: Final Appeal to Appropriate Administrator

A. The role of the Appropriate Administrator is to accept, reject, or remand the Panel/Non-affiliated Hearing Officer’s recommendation(s).

B. The Appropriate Administrator can remand the case back to EOS’ if they find:
   1. an error or procedural defect occurred during the investigation that could have significantly impacted EOS’ finding(s), or
   2. further EOS investigation is warranted for any other material reason.

C. The Appropriate Administrator can reject EOS’ finding(s) if they find:
   1. the weight of the evidence does not support or is contrary to EOS’ finding(s), or
   2. an error or procedural defect that significantly impacted the finding(s) is discovered and the error cannot be remedied.

D. The Appropriate Administrator can remand the case back to the Panel/Non-affiliated Hearing Officer if they find an error or procedural defect occurred during the hearing that could have significantly impacted the Panel/Non-affiliated Hearing Officer’s recommendation(s), or which caused harm to the appellant or appellee.

E. If the Appropriate Administrator accepts or rejects the Panel/Non-affiliated Hearing Officer’s recommendation(s), the decision becomes final.

F. The Appropriate Administrator will review the record on appeal which may include the case file, appeal documentation, and hearing recording only, and will render a decision within fifteen (15) business days from the date that the appeal is filed.

G. If the Appropriate Administrator extends the fifteen (15) day deadline, they must provide an explanation to the parties, EOS, and the Title IX Coordinator in writing by that deadline and every ten (10) business days thereafter.

15.11. Step Eleven: Sanctions and Remedies

A. If there is a finding of a violation of this Policy, and any appeal of the finding has been exhausted, EOS will recommend that appropriate university action be taken, and any sanction imposed on the Respondent(s) will be determined by and implemented by the appropriate administrator after consultation with the Title IX Coordinator.

1. If there is a finding of a violation of this Policy against a faculty member, any sanctions imposed on the faculty member will be determined by and implemented by the appropriate administrator after consultation with the Title IX Coordinator and consistent with the university’s faculty handbook/manual.

2. If there is a finding of a violation of this Policy against a non-faculty University employee, any sanction imposed on the employee will be determined by and implemented by the appropriate administrator after consultation with the Title IX Coordinator and consistent with the university’s policies and procedures related to employee discipline.

3. If there is a finding of a violation of this Policy against a student, any sanction imposed on the student will be determined by and imposed by the Dean of Students’ Office or its equivalent after consultation with the Title IX Coordinator and consistent with the university’s policies and procedures related to student conduct/discipline.

B. The sanctions for committing an act of Sexual Misconduct will be commensurate with the offense and may include, but are not limited to,
the following:

- Probation (including disciplinary probation)
- Temporary or permanent ban from campus locations (such as residence hall communities)
- Educational programs such as state-certified batterer’s intervention
- Ban from participating in campus organizations or activities
- Disqualification from employment or student leadership positions
- Withholding of transcripts, grades, diploma, or degree
- Partial or full criminal trespass
- Suspension from employment and/or enrollment
- Revocation of admission and/or degree
- Termination of employment
- Expulsion

C. If a party is dissatisfied with a sanction determined by the appropriate administrator under Section 15.11, they may appeal the sanction as follows:

1. Any appeal to the sanction against a faculty member must be addressed through the university’s faculty handbook/manual;

2. Any appeal to the sanction against a non-faculty University employee must be addressed through the university’s policies and procedures related to employee grievances;

3. Any appeal to the sanction against a student must be addressed through the appeal process in the university’s Student Code of Conduct or its equivalent.

D. Remedies - Regardless of the finding(s), and in addition to sanctions that may be imposed pursuant to the appropriate disciplinary policy, the University will take appropriate action(s) to resolve complaints of Sexual Misconduct, prevent any recurrence and, as appropriate, remedy any effects. These actions may include, but are not limited to the following:

1. Ensuring the Complainant and Respondent do not share classes, working environments, or extracurricular activities;

2. Making modifications to the on-campus living arrangements of a Respondent or Complainant (if the Complainant requests to be moved);

3. Providing comprehensive, holistic victim services including medical, counseling, and academic support services such as tutoring;

4. Determining whether Sexual Misconduct adversely affected the Complainant’s University standing;

5. In conjunction with University leaders, conducting a University climate check to assess the effectiveness of efforts to ensure that the University is free from Sexual Misconduct, and using that information to inform future proactive steps that the University will take;

6. Providing targeted group training;

7. Issuing policy statements or taking other steps to clearly communicate that the University does not tolerate Sexual Misconduct and will respond to any incidents and to any individual who reports such incidents.

These remedies are separate from, and in addition to, any interim measures that may have been provided before the end of the University’s investigation. If the Complainant did not take advantage of a specific service (e.g., counseling) when offered as an interim measure, the Complainant should still be offered, and is still entitled to, appropriate final remedies that may include services the Complainant declined as an interim measure.

15.12. Step Twelve: Notification of Outcomes

A. The Title IX Coordinator and/or EOS will simultaneously notify the Complainant and the Respondent(s) in writing of the outcome of the following stages of the process:

1. The initial finding(s), including a rationale
2. The procedures to appeal a finding
3. The outcome of any appeal, including any changes to the finding(s)
4. Any interim sanctions imposed
5. Any changes to interim sanctions
6. The final outcome of the complaint
7. Any imposed sanctions, including a rationale
8. When the outcome is final
9. Changes to sanctions related to the party once the outcome is finalized

B. These notifications may be combined if they occur at the same time.

C. In the case of a complaint alleging Dating or Domestic Violence, Non-consensual Sexual Contact, Sexual Assault, or Stalking, both parties will be notified of all imposed sanctions.

D. In the case of a complaint alleging Sexual Harassment, Sexual Exploitation, or Sexual Intimidation, the Complainant will be notified of any sanctions that directly relate to the Complainant.

E. The university will provide information regarding remedies available such as those discussed in Section 12. If a hostile environment was found to exist, the university will notify the Complainant of any additional steps the University has taken to eliminate the hostile environment and to prevent recurrence.

16. SPECIAL PROVISIONS

16.1. Immunity

To encourage reporting, the University may offer alleged victims and witnesses of Sexual Misconduct immunity for collateral misconduct provided such misconduct is of a non-violent nature, such as unauthorized use of alcoholic beverages. The University may impose educational responses rather than sanctions, in such cases. Decisions regarding immunity are made by the Title IX Coordinator in conjunction with the appropriate sanctioning body.

16.2. Allegations Involving University-Affiliated Organizations

A. If a report is made alleging that a University-Affiliated organization has violated this Policy, EOS will make a referral to the appropriate administrative department and/or adjudicative body over that organization to ensure a timely, equitable process to determine if an Organization violated relevant University policies.

B. EOS will work in partnership with the appropriate adjudicative body should there be concurrent investigations involving individuals and organizations, including, but not limited to, sharing information with appropriate University administrators who have a legitimate need to know.

C. If a report is made involving an organization, EOS will seek to identify any individuals who may be involved. EOS will, in collaboration with the alleged victim whenever possible, determine whether a formal complaint under this Policy will be filed against any identified individuals.

16.3. Non-Participating Alleged Victims

A. Alleged victims who decline to serve as a Complainant as per Section 15.1.B will maintain certain rights as per this Policy.

B. When the University serves as a Complainant, it will work with the alleged victim to the extent they would like to participate.

C. Non-complainant alleged victims do not have appeal rights as per this Policy.

D. Non-complainant alleged victims receive the same notifications as the Complainant and Respondent as outlined in Section 15.12 of this Policy, unless they request otherwise.

E. Non-complainant alleged victims always maintain the right to reasonable interim measures as outlined in Sections 12 and 15.2 of this Policy.

16.4. Additional Interventions

A. When a report is received alleging a violation of this Policy, the University will take appropriate steps to assess whether additional actions, beyond a formal investigation and possible disciplinary sanctions, are appropriate.

B. These actions may be implemented regardless of whether a formal complaint is filed and regardless of whether a finding of a violation is made.
C. Actions may respond to the specific needs of impacted persons and/or may address the needs of the University community.

D. Actions may include extending interim measures provided to impacted persons such as those listed in Sections 12 and 15.2 or new actions taken the respond to immediate and long-term concerns regarding personal safety, academic success, and emotional well-being.

E. Actions to address the needs of the University community may include, but are not limited to, training (both targeted training and campus-wide programs), campus safety assessments, campus climate surveys, and evaluation of policies and procedures.

16.5. Reports Outside of University Jurisdiction

If the University is notified that a member of the University community has reported an incident of Sexual Misconduct, but the University does not have jurisdiction to handle the case as defined in Section 3, the University will still take reasonable steps to ensure the individual’s safety while on campus and to offer the individual information about resources both on campus and in the community.

16.6. Training

A. Investigator(s) will receive training at least annually on the issues related to Sexual Misconduct and how to conduct the processes outlined in this Policy while being both trauma-informed and impartial while protecting the safety of alleged victims and promoting accountability.

B. Members of the Equal Opportunity Services Hearing Board will receive training at least annually on the issues related to Sexual Misconduct. These individuals will also receive training regarding the role of EOS to enforce this Policy, best practices for hearings and hearing panelists, and their role in ensuring and promoting safety, due process, and accountability.

C. The University will provide training for all incoming students and new employees that increase their knowledge about this Policy, their rights, and resources, as well as strategies to prevent violence, promote safety, and reduce perpetration. Employees will receive initial mandatory training within thirty (30) days after their hire date and supplemental training every two (2) years.

D. The University will provide on-going prevention and awareness campaigns for students and employees that will increase their knowledge about this Policy, their rights and resources, as well as strategies to prevent violence, promote safety, and reduce perpetration.

17. REVIEW AND RESPONSIBILITY

Responsible Party: Vice Chancellor for Legal Affairs and General Counsel
Review: Every three years on or before August 31

18. APPROVAL

Approved: Dona Cornell
Vice Chancellor for Legal Affairs and General Counsel
Renu Khator, Chancellor

Date: March 8, 2018
## REVISION LOG

<table>
<thead>
<tr>
<th>Revision Number</th>
<th>Approval Date</th>
<th>Description of Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interim</td>
<td>11/29/2012</td>
<td>Initial version (submitted as Interim)</td>
</tr>
<tr>
<td>Interim 2</td>
<td>08/07/2013</td>
<td>Added information to Section 1.2 on educational programs. Added Campus SaVE Act statement to Section 1.5. Revised Section 2.4 definition for “Student.” Added additional parameters of Sexual Misconduct to Section 3. Revised Section 4 to be consistent with the Dear Colleague Letter. The website definition for consent was added to Section 5.1, and the website definition for sexual assault was added to Section 6.1. Sections 6.5 through 6.7 were added with information from the Campus SaVE Act. Added Section 8, Risk Reduction Strategies, including documentation on bystander intervention from the Campus SaVe Act. Information on confidentiality and services available to victims was added to Section 9 from the Campus SaVE Act. Added “Order of Protection” phrase to Section 10 from the Campus SaVE Act. Documentation on EOS investigator training was added to Section 12.3. Added Section 12.6.4. Added information on Board training to Section 13.7. A brief opening statement for hearings was added to Section 13.9.1.a. Added documentation on reporting offenses off campus to Section 14.3. Added information to Section 14.5 on notification of outcomes from the Violence Against Women Reauthorization Act of 2013 and the Campus SaVE Act.</td>
</tr>
<tr>
<td>1</td>
<td>06/29/2016</td>
<td>Updated Section 2.8 with hyperlink to the component campus Title IX Coordinators. Updated links as applicable</td>
</tr>
<tr>
<td>2</td>
<td>12/04/2015</td>
<td>Revised reference in Sections 9.1, 9.2, and 9.4 from “My Safe Campus” to “Fraud &amp; Non-Compliance Hotline” to reflect current operating requirements. No additional changes were made by the Subject Matter Expert(s)</td>
</tr>
<tr>
<td>3</td>
<td>03/08/2018</td>
<td>Revised and rearranged entire document for easier readability and updated standards to reflect current operating requirements. Current revisions approved at March 8, 2018 meeting</td>
</tr>
</tbody>
</table>

1 Current revisions after Interim 2 approved by the Board of Regents (BOR) during meeting on August 20, 2015, based on input from team composed of various system component members. Requirement for document approval prior to September 1, 2015 based on state law changes.

2 Revisions from BOR approval on August 20, 2015 include all current information regarding sexual misconduct policy guidelines from Texas Penal Code Title 5, Offenses Against the Person. Changed numbering in Section 14 through Section 19.
Smoke Free and Tobacco Free Environment Policy

UH-Downtown/PS 01.A.09
Issue No. 5 Effective Date: 05/03/19

1. PURPOSE
This Policy Statement addresses the use of tobacco products as well as smokeless tobacco, electronic cigarettes or similar devices on university property.

2. DEFINITIONS
2.1 Tobacco Products: All forms of tobacco, including but not limited to cigarettes, cigars, pipes, water pipes (hookahs), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and any non-Food and Drug Administration (FDA) approved nicotine delivery device.

2.2 Tobacco Uses: Including but not limited to smoking, chewing, dipping, or any other ingesting, consumption, or bodily intake of tobacco products.

2.3 University Property: Property located within the State of Texas that is owned, operated, leased, occupied, or controlled by the University. For purposes of this policy statement, this includes but is not limited to all buildings, structures, vehicles, sidewalks, parking lots, walkways, and attached parking structures owned or controlled by the University.

3. POLICY
3.1 Tobacco use is prohibited in the following areas:

3.1.1 University buildings owned, operated, leased, occupied, or controlled by the university

3.1.2 University grounds, including parking lots and garages, sidewalks, walkways, fields, sports and recreational areas, and other outdoor areas;

3.1.3 State-owned vehicles or in vehicles leased or rented in the name of the university

3.1.4 Shuttle buses, escort vans, or in any type of campus utility vehicle

3.2 Tobacco use is permitted outside of university buildings in designated smoking areas, which are at a minimum of 25 feet from any doorway, building entrance, or air intake. The department of Environmental Health and Safety, in cooperation with the Police Department and university administration, is responsible for designating and posting signs in smoking/tobacco use areas.

3.3 The sale or free distribution of tobacco products or merchandise on university property is prohibited.

3.4 This policy applies to all employees, students, independent contractors, and visitors at all times.

3.5 This policy does not apply to smokeless nicotine replacement therapy products (e.g. skin patches, lozenges, and gum).

3.6 Compliance with this policy will be obtained through education and respect for the rights of others. Violations will be referred to the appropriate administrative unit.

4. PROCEDURES
There are no procedures associated with this policy.

5. REVIEW PROCESS
Responsible Party: (Reviewer): Vice President for Administration and Finance
Review: Every two years on or before February 1st. Signed original on file in Employment Services and Operations.
6. POLICY HISTORY
Issue #1: 08/15/1992
Issue #2: 07/28/1998
Issue #3: 02/05/2007
Issue #5: 05/21/2015

7. REFERENCES
There are no references associated with this policy

Designated Smoking Areas

Smoking is prohibited inside any building and within 25 feet of any entrance door.

Designated Smoking Areas have ashtrays that provide a safe way to put out and dispose of cigarette butts. Do not put cigarette butts in a trash can or on the ground.

Designated Smoking Areas are as follows:

One Main Building
- North Deck – 3rd Floor, outside awning-covered benches near Main Street
- South Deck – 3rd Floor, outside awning-covered tables near Academic Building
- Girard Street Entrance and the Police Station – red benches outside on 1st Floor below North Deck, adjacent to the Student Drop-Off Area

Shea Street Building
- 1st Floor, outside tables on Covered Patio along Main Street

Commerce Street Building
- 1st Floor, outside tables on Covered Patio along

[Diagram of the campus showing designated smoking areas]
Main Street

Designated Smoking Area

Designated Smoking Area

COMMERCE BLDG.

SHEA STREET BLDG
1. PURPOSE

1.1 The University of Houston-Downtown, as an educational institution, has a special set of interests and purposes essential to its effective functioning. These include; (a) the opportunity for students to attain their educational objectives, (b) the creation and maintenance of an intellectual and educational atmosphere throughout the University, and (c) the protection of the health, safety, welfare, property, and human rights of all members of the University, and the property of the university itself. In the area of student conduct, the University has a clear responsibility to protect and promote the pursuit of its goals. The Student Rights and Responsibilities policy (PS 04.A.01) emphasizes the University’s commitment to promote the freedom, intellectual development, and personal responsibility of its students.

1.2 This policy statement (PS) sets forth for all students of the University of Houston-Downtown (UHD), both part-time and full-time, the students’ rights and responsibilities, the University’s guidelines for conduct, and its disciplinary procedures. All students are expected to be aware of the substance of this PS except in the case of academic dishonesty, which is described in PS 03.A.19, Academic Honesty Policy.

1.3 The University of Houston-Downtown supports the concept of educational discipline - educating the student through appropriate sanctioning when circumstances permit; but should the student demonstrate an unwillingness to obey the rules governing conduct, the student will be treated in the same manner as one who has failed academically. Students are expected to adhere to, and will be held accountable for adhering to, all federal, state, and local laws in addition to all University policies and regulations not mentioned herein.

1.4 A student admitted to the University of Houston-Downtown accepts the responsibility to conform to all University of Houston-Downtown rules and regulations. Proven failure to meet this obligation will justify appropriate disciplinary action including, but not limited to, expulsion, suspension, disciplinary probation, reprimand or warning. Although the University will make every reasonable effort to make the rules and regulations available, students are responsible for becoming familiar with them.

1.5 The University of Houston-Downtown student conduct process is the responsibility of the Dean of Students Office. The Student Conduct Officer, under the direction of the Dean of Students, will supervise the implementation of the student conduct process and procedures.

2. DEFINITIONS

2.1 “Appellate Officer” includes the Provost and the Dean of Students and/or their respective designees.

2.2 “Business Day” means Monday through Friday during regular University business hours.

2.3 “Committee” means the Student Discipline Committee.

2.4 “Disciplinary action” means proceedings under section 3.3 of this PS.

2.5 “Handbook” means the official UHD Student Handbook.
2.6 “Hazing” means those activities defined in the Texas Education Code Sec. 37.151 et seq., the Prohibited Conduct Section of the Student Rights and Responsibilities policy regarding Hazing, and the UHD Hazing Policy.

2.7 “Hearing Officer” includes the Dean of Students, or the Student Conduct Officer and the Student Discipline Committee.

2.8 “Notice” means correspondence sent to the addressee by the means identified in Section 4.3.2. of the Student Rights and Responsibilities regarding Notice.

2.9 “Policy” refers to the UHD Student Rights and Responsibilities.

2.10 “Preponderance of the evidence” is the standard of review in the student discipline process which evaluates whether it is more likely than not that the student did violate a policy provision and/or University policy.

2.11 “Procedures” means the Student Disciplinary Procedures.

2.12 “Published University policy” means any provision of a Board of Regents order or rule, a published directive, rule, regulation, or policy statement.

2.13 “Record” means correspondence referenced herein relating to the Student Disciplinary Procedures and all hard copy or electronic documents, forms, copies, reports, statements, recordings, or tangible evidence presented in a disciplinary hearing or conference.

2.14 “Referral Notice” refers to the notice initiating disciplinary action.

2.15 “Respondent” means accused student.

2.16 “Sanction” means penalty for violation of the Prohibited Conduct Section of the Student Rights and Responsibilities.

2.17 “Student” means a person who; (a) is currently enrolled at the University; (b) is accepted for admission or readmission to the University; (c) has been enrolled at the University in a prior semester or summer term and is eligible to continue enrollment in the semester or summer term that immediately follows; (d) is attending an additional program sponsored by the University while that person is on campus; or (e) has engaged in prohibited conduct at a time when he/she met the criteria of (a), (b), (c), or (d).

2.18 “Student Conduct Officer” means the person designated to manage the Student Conduct process.

2.19 “University” means the University of Houston-Downtown.

2.20 “University community” means any full or part-time students, faculty members, members of the staff or any others doing business with the University under contract or on a regular basis.

2.21 “University officials” means those persons in an official university capacity or those who have been given the authority and the responsibility by the appropriate agency or person, including regents, officers, faculty, and administrative staff.

2.22 “University grounds” means property owned, leased, controlled, used, or occupied by the University including property physically removed from campus.

2.23 “University property” means property owned, controlled, used, or occupied by the University, including property physically removed from the campus.

2.24 “Bullying” means humiliating, abusing, or threatening conduct or behavior that denigrates or shows hostility or aversion toward and individual or a group, or creating an intimidating, hostile, or abusive learning, living or working environment that alters the conditions of learning, living or, or an unreasonable interference with an individual’s academic or work performance. Bullying includes but is not limited to using the internet, interactive, digital technologies or mobile phones to facilitate bullying activities.

3. POLICY

3.1 Application and Jurisdiction

3.1.1 Students are subject to applicable federal, State, and local laws; University of Houston-Downtown rules, regulations, and policies, including those set forth in UH System Administrative Memoranda.

3.1.2 Students may be disciplined by the University for violating any of the conduct standards on University grounds or off University grounds when the incident occurs in connection with a University sponsored or affiliated activity or program, when the incident has a substantial connection to the interests of the University, when the incident poses a threat of serious harm to any member of the University community, or when the behavior is prohibited
by University policy regardless of where it occurs, even if the student is or may be penalized by civil or criminal authorities for the same act.

3.1.3 University disciplinary action may be instituted against a student charged with conduct that potentially violates both criminal law and University policy without regard to pending civil litigation or criminal arrest and prosecution. At the discretion of the Dean of Students Office, University disciplinary proceedings may be carried out prior to, simultaneously with, or following criminal proceedings. Determinations made and/or sanctions imposed as a result of University disciplinary proceedings will not be subject to change because criminal charges arising out of the same facts that resulted in the violation of University rules were dismissed, reduced, or resolved in favor of or against a criminal law defendant.

3.1.4 Students are subject to University disciplinary action for prohibited conduct that occurs while the student is participating in off-campus activities sponsored by or affiliated with the University including, but not limited to, field trips, retreats, and study abroad programs.

3.1.5 Students are subject to University disciplinary action if the student withdraws from classes while a conduct matter is pending.

3.1.6 Any conduct that is a potential violation of the University System Sexual Misconduct Policy or Discrimination and Harassment Policy will be exclusively processed, investigated and addressed pursuant to those policies and not the Student Rights and Responsibilities Policy, except as provided herein if the Title IX Coordinator has reasonable cause to believe that a student’s presence on University premises or at a University-related or registered student organization admissions standards and resource limitations. The University must make activity poses a significant risk of substantial harm to the safety or security of any member of the University community or to property, The Title IX Coordinator may request the issuance of an interim suspension pursuant to the Interim Suspension section of the Student Rights and Responsibilities Policy. If a student is found to be in violation of the University’s Sexual Misconduct Policy or Discrimination and Harassment Policy, and s/he wishes to appeal any sanction(s) imposed by the Dean of Students Office, his/her appeal shall be brought pursuant to the appeal section of the Student Rights and Responsibilities Policy.

3.2 Rights of Students

3.2.1 Access to Higher Education
Admission to the University is open to anyone qualified according to established available to all students the academic and behavioral standards required of all who register at this institution.

3.2.2 Freedom from Discrimination
No student or applicant for admission to the University may be discriminated against on the basis of race, color, religion, sex, age, disability or national origin by the University or any member of the University community. The University fully supports equal opportunity and affirmative action.

3.2.3 Freedom of Speech, Expression, and Association
The rights of free speech, expression, and association, as defined by the Constitution of the United States and developed by statutory laws and judicial decisions, are guaranteed to every member of the University community.

3.2.4 Rights of Privacy
Students have the right to be secure in their persons, papers, and personal effects against unreasonable searches and seizures. The University reserves the right to conduct inspections for reasons of health and safety.

3.2.5 Rights of Due Process
In administering this policy, the University guarantees each student accused of violating a published University policy those principles of due process and fundamental fairness established by the Constitution of the United States and developed by statutory law and judicial interpretation. This shall include adequate notice, a meaningful opportunity to be heard, and the right to an appeal.

3.2.6 Confidentiality of Records
Each student must have access to all educational records pertaining to their application to or enrollment in the University and the University must protect student educational records from unauthorized dissemination. It is University policy to comply fully with the provisions and regulations of the Federal Family Education Rights and Privacy Act of 1974 (FERPA) and other privacy regulations where applicable, such as the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

3.2.7 Participation in University Shared Governance
The policy statement (PS) system guarantees that right of any member of the University to express opinions or to initiate or participate in the development of administrative policy as described in PS 01.A.01, UHD Policy and Procedure System, and PS 01.A.03, Academic Shared Governance Policy.
3.2.8 Student Government
The University has authorized and encouraged the establishment of a representative student government with the stipulation that it has no existence separate and apart from the University, and that ultimate authority rests with the President of the University.

3.2.9 Student Organizations
The University recognizes the right of students to form organizations not forbidden by federal laws, state laws, or University policy. Student organizations must be registered and approved through the procedures established in PS 04.A.03, Student Organizations and Activities on Campus.

3.2.10 Student Complaints
All students have a right to register complaints or concerns regarding their experience at the University of Houston-Downtown and to receive a timely response from the appropriate university official. UHD has established policies to address the following complaints: grade appeals, sexual harassment reports, or concerns about disabilities. The following steps establish the process to be followed by all parties for complaints in areas in which no other specific policies exist.

1. The student should attempt to resolve the issue at the office that is the source of the complaint by speaking with a supervisor or department head. At that time, the supervisor should indicate to the student whether the issue is academic or non-academic, and the appropriate policy and personnel to address the issue. If the process for a particular complaint is not addressed in an existing policy, all parties should proceed according to the following steps.

2. If in the opinion of the student step #1 does not result in a satisfactory resolution, the student may opt to submit a written complaint by filling out the appropriate grievance form, available online and in hard copy format from the Office of the Dean of Students. An administrator or staff member can submit a grievance form on behalf of a student; however, the student must consent to the administrator doing so on his or her behalf.

3. A staff member will then direct the information to the Dean of Students who shall determine an appropriate course of action, including referring the manner to the appropriate office.

4. As noted on the form, students can expect to be contacted within 24 hours regarding their concern by the Office of the Dean of Students or designated office.

5. The university will maintain a record of complaints for a minimum of five years in the Office of Student Affairs and in accordance with city, state and/or national records maintenance standards.

3.3 Responsibilities of Students

3.3.1 Conduct Required
The conduct of every student should reflect well on the institution and in no case should include conduct prohibited in section 3.2.2 Conduct Prohibited.

3.3.2 Conduct Prohibited
No student may engage in any of the following actions:

3.3.2.1 Advocate Prohibited Behavior - Advocate either orally or in writing the conscious and deliberate violation of any federal, state, or local law. “To advocate” means to address an individual or group for imminent action and steer it to such action, as opposed to the abstract espousal of the moral propriety of a course of action.

3.3.2.2 Aiding and Abetting - Assisting, hiring, or encouraging another person to engage in a conduct violation.

3.3.2.3 Complicity – A student shall not, through act or omission, assist another student, individual, or group in committing or attempting to commit a violation of this policy. A student who has knowledge of another committing or attempting to commit a violation of the Student Rights and Responsibilities policy is required to remove him or herself from the situation and failure to do so when reasonable under the circumstances may be the basis for a violation of this policy.

3.3.2.4 Criminal Offense - Commit an offense under any federal, state, or municipal criminal statute.

3.3.2.5 Destruction of Property - Intentionally or recklessly damaging, destroying, defacing, or tampering with University property or the property of any person or business on campus.

3.3.2.6 Discrimination - Intentional discrimination against a person or group of people on the basis of race, color, religion, national origin, sex, age, disability, veteran status, or sexual orientation except where such distinction is allowed by law.

3.3.2.7 Disruption/Obstruction - Obstructing or interfering with University functions or any University activity. Disturbing the peace and good order of the University by, among other things;
fighting, quarreling, excessive noise, or any behavior that causes or threatens to cause a material disruption to the residential, business or academic functions of the University, including but not limited to, a material disruption by the use of all types of cameras, electronic tablets, cell phones, and/or communication devices.

3.3.2.8 Disruptive Classroom Conduct – Disruptive classroom conduct means engaging in behavior that substantially or repeatedly interrupts either the instructor’s ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities.

3.3.2.9 Failure to Appear - Failing to appear at the request of any Hearing Officer or failure to schedule an appearance with a Hearing Officer as directed by University police or any other University official.

3.3.2.10 Failure to Comply or Identify - Failure to comply with directions of University officials, police, or any other law enforcement officers acting in the performance of their duties, or failing to identify oneself to these persons when requested to do so.

3.3.2.11 Failure to Maintain Current Address - Failure to maintain a current official mailing address in the Office of the Registrar or give a false address.

3.3.2.12 Failure to Report or Respond - Failure to report or respond as directed by the Dean of Students or designee on any matter including, but not limited to, a request to meet concerning an issue or a notice alleging a violation of the Student Rights and Responsibilities policy.

3.3.2.13 False Conduct Allegation - Making a prohibited conduct allegation against a member of the University community that is knowingly false.

3.3.2.14 False Report of Emergency - Knowingly (1) initiate, communicate, or circulate a report of a present, past, or future bombing, fire, offense, or other emergency that is false or baseless and that would ordinarily cause action by an official or volunteer agency organized to deal with emergencies; (2) place any member(s) of the university community in fear of imminent serious bodily injury; or (3) forcibly prevent or interrupt the occupation of building, room, or aircraft, automobile, or other mode of conveyance.

3.3.2.15 False Statements - Being party to falsification; giving or providing false statements, written or oral; and/or providing false information during any University proceeding or to any University official.

3.3.2.16 Falsification of Records - Altering, tampering, forging, or knowingly using falsified documents or records of the University, including, but not limited to, UHD parking permits and student IDs. Falsifying, attempting to falsify, conspiring to falsify or knowingly using falsified academic records including, but not limited to, altering or assisting in the alteration of any official record of the University and/or submitting false information or omitting information that is required for or related to any academic record. Academic records include, but are not limited to, applications for admission, application for the awarding of a degree, registration materials, grade change forms, and other documents or forms used by the Office of the Registrar. A former student who engages in this prohibited conduct may be subject to a bar against readmission, the revocation of a degree, and/or the withdrawal of a diploma under the Student Disciplinary Procedures.

3.3.2.17 Forcible Entry or Trespass - Forcible or unauthorized entry to any University building, structure, or facility and/or unauthorized entry to or use of University grounds.

3.3.2.18 Gambling, Wagering, and/or Bookmaking - Gambling, wagering, and/or bookmaking as defined by federal, state, and/or local laws on University grounds or by using University equipment or services.

3.3.2.19 Hazing - Any intentional, knowing, or reckless act, occurring on or off the University of Houston-Downtown campus, by one or more person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include students of the University. Texas Education Code 37.151

3.3.2.20 Bullying: Humiliating, abusing, or threatening conduct or behavior that denigrates or shows hostility or aversion toward and individual or a group, or creating an intimidating, hostile, or abusive learning, living or working environment that alters the conditions of learning, living or, or an unreasonable interference with an individual’s academic or work performance. Bullying includes but is not limited to using the internet, interactive, digital technologies or mobile phones to facilitate bullying activities.
3.3.2.21 Mental or Bodily Harm - (a) Intentionally inflicting mental or bodily harm upon any person; (b) taking any action for the purpose of inflicting mental or bodily harm upon any person; (c) taking any reckless, but not accidental, action from which mental or bodily harm could result to any person; (d) engaging in conduct, including, but not limited to stalking, that causes a person to believe that the offender may cause mental or bodily harm; (e) communicating a threat to cause mental or bodily harm to any person; (f) any act which deems, degrades, or disgraces any person and that causes, or would be reasonably likely to cause, mental or bodily harm. “Any person” as used in this section may include oneself.

3.3.2.22 Misuse of Identification - Transferring, lending, or borrowing University identification.

3.3.2.23 Misuse of Safety Equipment - Unauthorized use or alteration of firefighting equipment, safety devices, or other emergency equipment.

3.3.2.24 Misuse or Abuse of Computers - Unauthorized use or misuse of any University computer, computer system, service, program, data, network, cable television network, or communication network. The inappropriate or disproportionate use of an information technology resource owned or controlled by the University or use of an information technology resource for an illegal, threatening, harassing, abusive, or intentionally destructive purpose. Failure to comply with laws, license agreements, and contracts governing network, software and hardware use. Abuse of communal resources. Use of computing resources for unauthorized commercial purposes or personal gain. Breach of computer security, harmful access or invasion of privacy.

3.3.2.25 Photographing or Videotaping - Photographing, videotaping, filming, digitally recording, or by any other means, secretly viewing with or without a device, another person without that person’s consent in any location where the person has a reasonable expectation of privacy, or in a manner that violates a reasonable expectation of privacy. This section does not apply to lawful security surveillance filming, or recording that is authorized by law enforcement or authorized University officials.

3.3.2.26 Possession of Dangerous Weapons - Unauthorized possession of any weapon prohibited by the Texas Penal Code including, but not limited to, firearms, illegal knives, tire deflation devises, dangerous chemicals, or any explosive device of any description such as compressed air guns, pellet guns, BB guns, shotguns, or the ammunition of any firearm or other dangerous weapon or explosive device on University grounds. Possessing a dangerous weapon in your vehicle constitutes a violation of this section; however, it shall not be a violation of this section if an individual, who possesses a concealed handgun license, stores or transports his or her licensed and lawfully possessed handgun and/or ammunition in his or her own locked privately owned or leased vehicle.

3.3.2.27 Possession of Stolen Property - Possessing property known to the possessor to be stolen and that may be identified as property of the University or any other person or business.

3.3.2.28 Public Intoxication - Presenting a threat to oneself or others due to being under the influence of alcoholic beverages or other drugs.

3.3.2.29 Sexual Misconduct - Violation of the UHD Student Sexual Misconduct Policy including, but not limited to, engaging in or attempting to engage in sexual assault, sexual exploitation, sexual intimidation, and/or sexual harassment.

3.3.2.30 Theft - Theft, or attempted theft, of property or services from any person or any business on University grounds.

3.3.2.31 Threatening Behavior - Knowingly (1) initiate, communicate, or circulate a report of a present, past, or future bombing, fire, offense, or other emergency that is false or baseless and that would ordinarily cause action by an official or volunteer agency organized to deal with emergencies; (2) place any member(s) of the university community in fear of imminent serious bodily injury; or (3) forcibly prevent or interrupt the occupation of building, room, or aircraft, automobile, or other mode of conveyance.

3.3.2.32 Unauthorized Use of Alcoholic Beverages - Possession, distribution, or consumption of alcoholic beverages except during events or in circumstances authorized by University officials and/or failure to comply with state or University regulations regarding the use or sale of alcoholic beverages.

3.3.2.33 Unauthorized Use of Property or Service - Unauthorized use of property or services or unauthorized possession of University property or the property of any other person or business.

3.3.2.34 Unauthorized Use of University Keys - Unauthorized use, distribution, duplication, or possession of any key(s), access card(s), or access
code(s) issued for any building, laboratory, facility, room, or other University property.

3.3.2.35 Use, Manufacture, Distribution, Sale, Offer for Sale, or Possession of Controlled Substances or Drug Paraphernalia - The use, manufacture, distribution, sale, offer for sale, or possession of any controlled substances, including but not limited to, barbiturates, hallucinogens, amphetamines, cocaine, opium, heroin, or marijuana. Controlled Substances and Drug Paraphernalia are defined by Texas law.

3.3.2.36 Violation of University Policies and Procedures - Violation of University policies and procedures including, but not limited to, those published in the UHD Student Handbook.

3.3.2.37 Violation of Probation - Violation of the policy while on disciplinary probation, or violation of the terms of disciplinary probation.

3.4 Definitions of Disciplinary Actions

3.4.1 The following penalties may be imposed when a student engages in prohibited conduct and may be imposed separately or in addition to other penalties:

3.4.1.1 “Warning” is a verbal or written notice to a student who has violated a published University policy and whose continuation of such conduct may result in further disciplinary action.

3.4.1.2 “Restricted privileges” is denial or restriction of one or more privileges granted to students on University property. These may be, but are not limited to, the use of an automobile on campus, dining on campus, visiting the campus, or participating in athletics or other extracurricular activities. The restriction may be imposed only for a definite period of time.

3.4.1.3 “Restitution” is paying, either with money or the performance of specific duties, for damage to or loss/misappropriation of property.

3.4.1.4 “Disciplinary probation” is a warning that a student’s continued enrollment is conditioned upon adherence to published University policies. Probation may be imposed only for a definite period of time but automatically restricts the following privileges:

3.4.1.4.1 A student on disciplinary probation is ineligible to hold or be elected to an office of any student organization recognized by the University. A student on disciplinary probation may not represent the University in any special honorary role.

3.4.1.4.2 A student on disciplinary probation is ineligible to hold or be elected to an office of any student organization recognized by the University. A student on disciplinary probation may not represent the University in any special honorary role.

3.4.1.5 “Withholding transcripts” is a penalty, which prohibits a student from receiving or the Registrar from issuing official transcripts.

3.4.1.6 “Non-readmission” is a prohibition against a student’s readmission to the University.

3.4.1.7 “Suspension” is separation from the University for a definite time during which the student will not be permitted to attend classes or participate in any University activity.

3.4.1.8 “Expulsion” is permanent separation from the University.

3.4.1.9 “Revocation of Admission and/or Degree” may be imposed for fraud, misrepresentation, or other violations of University rules in obtaining admission or a degree, or for other serious violations committed by an applicant or by a student prior to the awarding of the degree.

3.4.1.10 Interim Suspension - In the event the Dean of Students has reasonable cause to believe that a student’s continued presence on University premises or at a University-related or registered student organization activity poses a significant risk of substantial harm to the safety or security of any member of the University community or to property, the student may be immediately suspended from all or any portion of University premises, University-related activities or registered student organization activities. This temporary suspension will be confirmed in writing and shall remain in effect until the conclusion of an Administrative Review or Student Discipline Committee hearing, without undue delay, in accordance with the Student Disciplinary Rules.

3.4.1.10.1 The Hearing Officer will notify the student(s) of the interim suspension by the most expeditious means available. This notice will include a statement of the regulation(s) that the student allegedly violated, a specific statement of the facts constituting the alleged violation, and will direct the student(s) to contact the Dean of Students Office to schedule a Procedural Interview with the Hearing Officer within five business days of the notice. The notice will also include a copy of the Student Rights and Responsibilities policy and/or the web address of the policy. The notice of interim suspension may
3.4.1.10.2 After sending notice of an interim suspension to a student, the Hearing Officer must immediately proceed to organize a hearing or Administrative Review to be held as soon as possible and in accordance with sections 4.5 and 4.7 of the Student Rights and Responsibilities policy.

3.4.1.10.3 If the sanction for a confirmed violation of the Student Rights and Responsibilities policy is to suspend or expel the student, the sanction takes effect from the date of the interim suspension.

3.4.1.11 Interim No-Contact Orders - The Dean of Students or designee may immediately issue a no contact order on an interim basis prior to a hearing if it is believed necessary to protect a person’s safety and/or preserve a safe environment. A no contact order prohibits a student’s or a student organization’s contact with a specific individual or individuals.

3.4.1.12 Other Sanctions may include, but are not limited to, disenrollment, imposition of mandatory counseling requirements, referral for mandatory assessment by a qualified licensed professional, no contact orders, restrictions from specific areas in University buildings and/or on University grounds, restrictions from participating in, extracurricular activities, and; monetary fines; community service;. Students may also be required to meet periodically with a person designated by the Hearing Officer.

3.4.1.13 Deferred Suspension allows a sanction of suspension to be deferred to a specific date in the future. If a student is found in violation of any University rule while under the sanction of deferred suspension, the suspension sanction may be implemented immediately and additional conduct sanctions appropriate to the new violation(s) may be imposed. Students under the sanction of deferred suspension may be subject to additional restrictions identified by the Dean of Students Office. Failure to comply with the additional restrictions established by the Dean of Students Office will be considered additional conduct violations.

4. PROCEDURES

4.1 Reporting, Processing and Administrative
Disposition of Disciplinary Infractions: Any member of the University community may submit a written allegation of violation of the Conduct Prohibited Section of the Student Rights and Responsibilities policy. The individual alleging a violation must include sufficient facts which would enable the Student Conduct Officer or designee to decide if further fact finding is necessary. An allegation of violation must include the name of the complainant and should include pertinent facts including, but not limited to, a description of the alleged violation, the date of the alleged violation, the name(s) of the students involved, the time that the alleged violation took place, and the location of the alleged violation. A person may make a report online via the Student Incident Report, by e-mail, by phone, or in person. When the Student Conduct Officer receives a report alleging a violation of a published University policy, the Officer shall investigate the report and meet with the initiator of the complaint. If the Officer determines that disciplinary action may be warranted, the student shall be notified in writing of the alleged violation of policy and a procedural interview is scheduled within five working days from the date of notification. Failure to appear at the procedural interview shall constitute a separate violation and may result in further disciplinary action.

4.2 Discipline in the Academic Environment

4.2.1 Faculty members, with the support of their respective department chairs and academic deans, are responsible for maintaining decorum in the classroom, laboratories, faculty offices and the immediate vicinity adjacent to the classrooms, laboratories or offices.

4.2.2 Prohibited conduct (as delineated in 3.2.2) in classrooms, laboratories, faculty offices and the immediate vicinity adjacent to the classrooms, laboratories or offices is best handled using verbal guidance to the involved student. If the conduct cannot be controlled by verbal instructions, the faculty member may prohibit the student from attending class for the remainder of the class hour when the incident occurred plus not more than an additional three class hours. The faculty member will complete a Student Incident Report form detailing the alleged incident and submit the form to the department chair. The department chair or designee will arrange a meeting with the faculty member and the student to address the student’s conduct. The meeting must be arranged at a time that the student can attend and within the time established above (3 class hours).

4.2.3 At the meeting, the department chair or designee will provide the student with the Student Incident
4.3.1 The Student Conduct Officer is the principal administrator for student discipline at UHD.

4.3.2 Notice

4.3.2.1 Students who are the subject of prohibited conduct allegations will be notified by the appropriate Hearing Officer. Such notice will contain information regarding the student conduct involved and a statement of the policy provision(s) and/or University policy alleged to have been violated.

4.3.2.2 All written notices to students will be considered received upon the occurrence of one or more of the following: placing the written notice addressed to the student’s current local or permanent address as listed in the Registrar’s records in the United States Postal Service mail or campus mail, sending written correspondence to the student’s official University email address, or hand delivering written notice to the student. Receipt will constitute full and adequate notice.

4.3.2.3 The student’s failure to provide and maintain current addresses with the Registrar, refusal to accept delivery of a letter, or failure to receive an email message because the mailbox is full or the message is inappropriately forwarded will not constitute good cause for failure to comply with written notices.

4.3.2.4 Failure to respond to notices delivered via Item 4.3.2.2 shall constitute a separate violation of this policy. Failure of the accused student to respond to the initiation of charges or schedule a procedural interview shall in no way prevent the University from scheduling and conducting a Student Discipline Committee hearing or a Disciplinary Conference with the Hearing Officer in the absence of the accused student.

4.3.2.5 The Dean of Students may bar or cancel the enrollment of a student who fails to comply with notices sent in accordance with section 4.3.2.

4.4 The Procedural Interview

4.4.1 A copy of the Student Rights and Responsibilities policy and a copy of the Student Incident Report will be made available at the time of the interview.

4.4.2 Within five business days of the procedural interview the student is required to choose either a hearing before the Student Discipline Committee or an Administrative Review with the Hearing Officer. The student shall indicate his/her choice in writing. Students who fail to contact the Hearing Officer to schedule the Procedural Interview within the five business day period will be considered to have elected to proceed with an Administrative Review under the Student Disciplinary Procedures. Students who fail to appear for a scheduled Procedural Interview will be considered to have elected to proceed with an Administrative Review.

4.3.2 If the student does not admit responsibility for the incident at that meeting, the department chair or designee will reach a decision concerning the students’ culpability, will communicate that determination to the student and the faculty member before the student is due to return to class, if possible. If that is not possible, the determination will be communicated before the next class hour. The student, the academic dean, and the Dean of Students will receive a copy of the completed Student Incident Report.

4.3.3 If the student admits responsibility for the incident, the student may request in writing a review by the university administrator for student discipline at UHD.

4.3.4 If the faculty member, department chair, or academic dean believes that the student’s continued presence in the classroom poses a threat to the student, others, or university property, the Dean of Students may be asked to impose “interim suspension” as defined in section 3.3.1.9 of this policy.

4.3.5 If the Department chair determines that the incident warrants disciplinary action beyond a warning, the chair shall consult with the academic dean and shall forward the chair/dean’s recommendation to the Dean of Students for further action. Any disciplinary action shall be communicated to the student as soon as possible. If the faculty member, department chair, or academic dean believes that the student’s continued presence in the classroom poses a threat to the student, others, or university property, the Dean of Students may be asked to impose “interim suspension” as defined in section 3.3.1.9 of this policy.

4.3.6 If the student does not admit responsibility for the incident at that meeting, the department chair or designee will reach a decision concerning the students’ culpability, will communicate that determination to the student and the faculty member before the student is due to return to class, if possible. If that is not possible, the determination will be communicated before the next class hour. The student, the academic dean, and the Dean of Students will receive a copy of the completed Student Incident Report.

4.3.7 If the recommended disciplinary action is other than a warning (as defined in 3.3.1.1), or if the student continues to deny responsibility for the incident and rejects the recommended disciplinary action, he/she may request in writing a review by the university Dean of Students.

4.4.3 The student shall be notified of the time and place of the interview and of his/her right to be accompanied by an attorney or an accredited University administrator for student discipline at UHD.

4.4.4 In the event that the interview is conducted by a Hearing Officer, the student shall be given the opportunity to request the presence of an attorney or an accredited University administrator for student discipline at UHD.

4.4.5 The Hearing Officer or the student’s designee is entitled to present evidence, including testimony and any other evidence the Hearing Officer or the student’s designee deems relevant and material to the determination of the charges.

4.4.6 If the accused student fails to attend the interview, the Hearing Officer shall consider the rights of the student to attend the interview and the nature of the charges to determine the hearing. The Hearing Officer may then proceed with the hearing.
4.4.3 The Hearing Officer shall notify the student of the time, date, and place of the hearing or the Administrative Review.

4.5 Administrative Review

4.5.1 The student’s appearance before the Hearing Officer is formal, and the Hearing Officer must give the student an opportunity to relate or explain any facts bearing on the alleged violation. After a fair and impartial assessment, the Hearing Officer must determine whether a published University policy was violated, and if so, the appropriate disciplinary sanction. The Hearing Officer will advise the student in writing of his/her decision within five (5) working days of the review.

4.5.2 The respondent is entitled to be accompanied and assisted by an advisor. An advisor may be an attorney, but who sits in an advisory capacity and who addresses the Hearing Officer only upon permission of the Hearing Officer. Respondents who wish to have an attorney attend the Administrative Review as their advisor shall notify the Hearing Officer of the attorney’s name and contact information at least three business days prior to the Administrative Review. If the respondent’s advisor is an attorney, the University may have a University attorney present at the Administrative Review. An advisor may not appear in lieu of a respondent.

4.5.3 The respondent has the right to have access to the case file at least three business days prior to and during the conference.

4.5.4 If a respondent fails to appear for a scheduled Administrative Review, the Hearing Officer will proceed with investigating the complaint.

4.5.5 The Hearing Officer will investigate the complaint, including but not limited to; reviewing incident reports, reviewing witness statements, and interviewing witnesses. Before a decision is rendered, the respondent will be given an opportunity to respond to any new information obtained by the Hearing Officer during the investigation. If a respondent fails to appear for this meeting, the Hearing Officer will decide the case based upon the information obtained in the investigation.

4.5.6 The Hearing Officer will notify the respondent of the decision in writing within ten business days of the close of the investigation. The Hearing Officer will also make a copy of the decision available to the respondent in the Dean of Students Office.

4.6 Acceptance of Administrative Disposition

The Hearing Officer shall discuss his/her decision with the student and gives the student an opportunity to accept the decision. If the student chooses to accept the decision, he/she so indicates in writing and waives his right to appeal.

4.7 Hearings

4.7.1 The following procedural guidelines shall be applicable in disciplinary hearings or review:

4.7.1.1 The student will be provided written notification of the published University policy alleged to have been violated;

4.7.1.2 The student will be provided written notification of the date, time, and location of the hearing;

4.7.1.3 The student will be provided with the names of all known witnesses, their expected testimony, and a description of all other evidence known at the time of the notification;

4.7.1.4 The student may bring an advisor, who may be an attorney, but who sits in an advisory capacity only and who may address the committee only if the chair grants permission;

4.7.1.5 The student may have present parents or legal guardians;

4.7.1.6 The student may cross-examine witnesses for the University;

4.7.1.7 The student may present witnesses and other evidence at his/her expense;

4.7.1.8 The chair of the Student Discipline Committee initiates the hearing upon notification by the Officer of a request for a hearing or of a temporary suspension. A minimum of three committee members is required to conduct a hearing. The Student Discipline Committee, appointed by the President, is composed of five faculty members, three staff members from Student Affairs appointed by the President and three students recommended by the Student Government Association. These students must have declared a major at UHD, have completed 60 semester credit hours, 30 of which must be at UHD, and be in good academic standing. The chair will be elected by the group but will not be a student. The Chair must be elected when the committee convenes at the beginning of the term. The Committee Chair shall serve for the duration of the term. The Student Conduct Officer may remove a Committee member for justifiable cause. A Committee member may appeal their removal to the
Dean of Students.

4.7.1.9 As soon as the time of hearing is set, the Hearing Officer must provide the student with a written notice containing the following information:

4.7.1.9.1 A statement of the charges and a factual description of the alleged conduct upon which the charges are based;

4.7.1.9.2 The date, time, and location of the hearing;

4.7.1.9.3 A reference to this document;

4.7.1.9.4 A list of witnesses expected by the Dean at the time of the notice to testify, together with their expected testimony, and a description of any other evidence expected and known at the time of the notice; and

4.7.1.9.5 A statement of the student’s rights in the hearing.

4.7.1.10 At least three business days prior to the hearing, the Hearing Officer will make available to the respondent(s) redacted copies of documents relevant to the case and a list of witnesses.

4.7.1.11 The respondent is entitled to be accompanied and assisted by an advisor.

An advisor may be an attorney, but who sits in an advisory capacity and who addresses the Committee only upon permission from the Chair. Respondents who wish to have an attorney attend the hearing as their advisor shall notify the Hearing Officer of the attorney’s name and contact information at least three business days prior to the hearing. If the respondent’s advisor is an attorney, the University may have a University attorney present at the disciplinary hearing. An advisor may not appear in lieu of a respondent.

4.8 General Rules for a Hearing

4.8.1 The chair of the Student Discipline Committee may postpone a hearing upon receiving a written request for postponement no later than 24 hours before the hearing, and showing good cause, from the student, the complainant, or the Hearing Officer.

4.8.2 The committee chair describes the procedures to be followed, rules on the admissibility of evidence, and controls decorum in the hearing. Members of the committee may freely question any witness.

4.8.3 Upon the request of the student or any committee member, or upon his own initiative, the Hearing Officer may request that additional witnesses testify before the committee. A letter requesting that someone give testimony to the committee must be personally delivered or sent by certified mail or University email.

4.8.4 A person will be designated as facilitator of an official recording. The student may have a copy of the tape at his/her own expense.

4.8.5 During the hearing, only the committee members, the Officer, the student, the student’s advisor, the student’s parents or legal guardians, and the witness currently testifying will be allowed in the hearing room. No witness after testifying may remain in the hearing room. Everyone present must treat the matters discussed as completely confidential. All copies of documents provided to the committee must be returned to the Student Affairs Office at the conclusion of the hearing where they will be maintained for five years and then destroyed.

4.8.6 Legal rules of evidence do not apply to hearings. Any relevant evidence must be admitted if it is credible and conduct of their affairs. An indictment, information, or complaint filed in a court of law will not be considered conclusive evidence.

4.8.7 The Hearing will be held in two parts

4.8.7.1 Determination of violation

4.8.7.2 Determination of sanction if student is found to be “in violation”

4.9 Procedural Rules for a Hearing

4.9.1 The chair of the Student Discipline Committee shall ask all parties entitled to be present to enter the hearing room.

4.9.2 The chair shall read a statement that reminds all participants that the proceedings of the hearing must remain confidential.

4.9.3 The chair reads the complaint.

4.9.4 The Hearing Officer shall present evidence and witnesses in support of the allegations against the student.

4.9.5 The student may present evidence and witnesses in his/her defense. The student may cross-examine witnesses.

4.9.6 The Hearing Officer and student may present rebuttal evidence.
4.9.7 The Hearing Officer and student may present brief summation arguments.

4.9.8 The committee must deliberate in private and determine, by majority vote, if there is a preponderance of evidence that the student violated a published University policy. It must state in writing each finding of the violation of a published University policy. The committee must then state in writing the sanction to be recommended. Only the chair signs the decision. Concurring or dissenting opinions may be filed with the record in the case by any member of the committee including the chair.

4.9.9 Within five working days following their decision, the committee must inform the student and the complainant in writing of its decision and if a disciplinary sanction has been recommended to the Dean of Students.

4.9.10 If the student fails to appear, the hearing may continue without him/her.

4.10 Appeals and Review

4.10.1 Appeals - All disciplinary decisions of the Hearing Officer, or the Student Discipline Committee, except those in which the penalty is a warning, may be appealed to the Appellate Officer within ten days of notification of the decision. The Appellate Officer shall make a decision and will notify the student of this decision in writing within 10 working days of the receipt of the appeal. The decision is final; and binding and the student is notified of it in writing within 10 working days following the referral.

4.10.2 An appeal is not an opportunity to re-hear the original conduct case and will not be granted based on a respondent’s disagreement with the outcome of the original conduct case. An appeal may only be based upon the following grounds:

4.10.2.1 New information, not available at the time of the original hearing, was discovered and such new information could affect the decision rendered in the original conduct case.

4.10.2.2 Procedural error that resulted in material harm or prejudice to the student (i.e., by preventing a fair, impartial, or proper hearing). Deviations from the designated procedures will not be a basis for sustaining an appeal unless material harm or prejudice results.

4.10.2.3 The sanction imposed as the result of the original hearing was excessively severe in relation to the violation that the student was found to have committed. Appeals submitted on a claim that the sanction was excessively severe do not have bearing on the finding of “in violation” and relate only to the sanctions imposed.

4.11 Finality of Disciplinary Decisions

4.11.1 No penalty may take effect until a decision for disciplinary action becomes final. Disciplinary actions become final in the following ways:

4.11.1.1 The student’s acceptance of the faculty member’s verbal warning.

4.11.1.2 After the department hearing, the student accepts the academic department chair’s verbal warning.

4.11.1.3 After administrative disposition by the Hearing Officer, the student may accept the Dean’s decision.

4.11.1.4 After the student discipline committee hearing and notification of the decision of the student discipline committee, the student lets the time expire in which to file a notice of appeal

4.11.1.5 Any penalties assigned under this PS must be noted in the student’s disciplinary action file in the Office of Student Affairs. This includes all actions taken in accordance with Section 3.3.

4.12 Disciplinary Records

4.12.1 The University shall maintain a permanent written disciplinary record for every student assessed a sanction of suspension, expulsion, denial or revocation of a degree, and/or withdrawal of diploma.

4.12.2 A disciplinary record shall reflect the nature of the charge, the disposition of the charge, the sanction assessed, and any other pertinent information. Disciplinary records shall be maintained by the Student Conduct Officer. Disciplinary records will be treated as confidential and shall not be accessible to or used by anyone other than the Dean of Students or University officials with legitimate educational interests; except upon written authorization of the student or in accordance with applicable state or federal laws or court order or subpoena.

4.12.3 Disciplinary records of students who were not assessed a sanction of suspension, expulsion, denial or revocation of a degree, and/or withdrawal of a diploma will be maintained by the Student Conduct Officer for six years after the final disposition of the case in accordance with the University’s Records.
4.12.4 Disciplinary warning records are maintained as active conduct records by the Student Conduct Officer for the specified period of warning. Students issued a warning sanction may request that the record be expunged once the period of warning has expired or when they have graduated from the University.

4.13 Student Groups and Registered Student Organizations

4.13.1 Student groups and registered student organizations are subject to the same behavioral expectations as individual students and as such, may be charged with violations of the Conduct Prohibited Section of the Student Rights and Responsibilities policy. The same policy procedures afforded individual students are applicable to student groups and registered student organizations.

4.13.2 Student groups and registered student organizations, their members, as well as other students may be held collectively and/or individually responsible for violations that occur on University grounds, on premises used or controlled by the group or organization, and/or at University sponsored activities on or off campus. The disciplinary jurisdiction set forth in the Student Rights and Responsibilities policy applies to individual students, student groups and registered student organizations.

4.13.3 Student groups and registered student organizations and their officers may be held collectively and/or individually responsible for violations of the policy when the organization’s leaders, officers, or spokespersons have given tacit or overt consent or encouragement for the prohibited conduct.

4.13.4 Student group and registered student organization leaders, officers, and/or spokespersons may be directed by the Dean of Students or designee to take action to prevent or end violations of the policy by members of the organization or by any persons associated with the organization. Failure to make reasonable efforts to comply with the directives of the Dean of Students or designee shall be considered a violation of the policy by the leaders, officers, and spokespersons of the organization as well as by the organization.

4.13.5 Sanctions for student group and/or registered student organization misconduct may include revocation or denial of registration as well as other appropriate sanctions cited in the policy.

5. Exhibits
There are no exhibits associated with this policy.

6. REVIEW AND RESPONSIBILITIES
Responsible Party (Reviewer): Dean of Students
Review: Every three years on or before January 1st
Signed original on file in Employment Services and Operations.

7. POLICY HISTORY
Issue #1: 07/17/94
Issue #2: 12/15/86
Issue #3: 08/22/88
Issue #4: 10/16/95
Issue #5: 11/03/99
Issue #6: 02/29/12

8. REFERENCES
PS 03.A.19
PS 01.A.01
PS 01.A.03
PS 04.A.03
Family Education Rights and Privacy Act of 1974
Health Insurance Portability and Accountability Act of 1996 (HIPAA)
Texas Education code, Chapter 37
Student Incident Report

The primary function of the Department of Academic Computing is to provide computing resources and user support for instructional activities at the UHD. All users of academic computing facilities and resources are subject to the following regulations: UHD students, faculty and staff are eligible to use academic computing facilities and resources.

- Lab users are expected to conduct themselves in a responsible and courteous manner while in the Academic Computing Lab.

- Computing accounts are for use only by the person to whom the account has been issued by authorized
Regulations for Using Academic Computing Facilities and Resources

computing personnel. A user may not disclose his/her password or allow other users to access his/her account.

• Computers and resources in academic computing facilities are to be used for University-related purposes. They are not to be used for business or other profit-producing endeavors or for recreational purposes. Games are prohibited on all Academic Computing resources. This restriction does not apply to games and simulations used in conjunction with academic courses or research.

• Compromising the security of any computer or network or using University computing resources to engage in any illegal activity is strictly prohibited.

• Each user is fully responsible for the activity of any account that has been assigned to him/her. If a user suspects that another user has accessed his/her account, Manager of IT Lab Services should be notified immediately.

• Any changes to student accounts or access to any system must be requested by the respective faculty member.

• Users may not write, use or have possession of programs that may be used to intimidate, harass, create an offensive environment for or invade the privacy of other users.

• Users shall not represent themselves electronically as others.

• Users shall not obstruct or disrupt the use of any computing system or network by another person or entity either on the UHD campus or elsewhere.

• Users shall not, by any means, attempt to infiltrate a computing system or network either on the UHD campus or elsewhere.

• All users of UHD’s external network connections shall comply with the evolving "Acceptable Use" policies established by the external networks' governing bodies. Copies of policies relating to commonly accessed external networks will be made available in the Academic Computing Lab.

• Copying of copyrighted software is illegal and is prohibited in the Academic Computing facilities or elsewhere on campus.

• The UHD forbids, under any circumstances, the unauthorized reproduction of software or use of illegally obtained software. Using University equipment to make illegal copies of software is prohibited.

• Lab users may bring licensed personal copies of software into the Academic Computing facilities but may not install software on any computer or network or alter any existing software. Proof of ownership may be requested of users who bring software into the facilities.

• Users should not attempt to repair any malfunctioning equipment or software, but should report any such occurrences to academic computing personnel.

• Smoking, eating or drinking is not permitted in academic computing facilities.

• Reservations for general lab use are not normally
required; however, a temporary reservation system will be adopted as needed.

• Although Academic Computing will make efforts to provide a safe and problem-free computing environment, in no event will the University or the Department of Academic Computing be liable for loss of data, inconvenience, or other tangible or perceived damage resulting from or relating to system failures, viruses, user negligence, or other occurrences.

• Academic Computing reserves the right to amend these regulations at any time giving seven days notice before the amendments are to take effect. Notice will consist of an announcement displayed as part of the system login procedure on the systems for which user accounts are assigned, posting of an announcement at the front desk of the Academic Computing Lab, and notification of the Academic Computing Committee and the Student Government Association. Use of Academic Computing resources after the effective date of the modified regulations constitutes acknowledgement of the new regulations.

• Use of academic computing accounts and resources in violation of these regulations, UHD policy, or any federal, state, or local laws may result in revocation of the individual's account privileges or suspension of access to computing resources, and may subject the account holder to University disciplinary action and/or criminal prosecution.

Examples of Misuse of Computing Resources or User Accounts

• Using a computer account that you are not authorized to use. Obtaining a password for or gaining access to a computer account or directory which has not been assigned to you by authorized computing personnel;

• Using the campus network to gain unauthorized access to any computer system.

• Knowingly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks.

• Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or place excessive load on a computer system or network. This includes, but is not limited to, programs known as computer viruses, Trojan horses, and worms.

• Attempting to circumvent data protection schemes or uncover security loopholes.

• Violating terms of applicable software licensing agreements or copyright laws.

• Deliberately wasting computing resources; Using electronic mail or other means to harass others

• Masking the identity of an account or machine.

• Posting on electronic bulletin boards materials that violate existing laws or the University's policies.

• Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.

• Damaging or stealing University-owned equipment or software.

• Causing the display of false system messages.

• Maliciously causing system slow-downs or rendering systems inoperable.

• Changing, removing or destroying (or attempting the same) any data stored electronically without proper authorization.

• Gaining or attempting to gain access to accounts without proper authorization.

• Making copies of copyrighted or licensed software.

• Using University computers for unauthorized private or commercial purposes.

NOTE: Activities will not be considered misuse when authorized by appropriate University computing officials for security or performance testing.
UHD GatorMail Account

Office 365 is a web-based service by Microsoft that provides students with Email/Calendar access, Office Web Apps, and much more. Following is a list of the main features. Outlook Web App (OWA) Email/Calendar with 50 GB storage and premium spam and malware protection.

Office Web Apps: Create and edit files in Word, Excel, PowerPoint, and more via a web browser. File Storage: One Drive with unlimited storage. Office 365 Pro Plus Allows students to run Office on up to 5 computers/devices including PC, Mac, Android, or iOS. Mobile Apps: Access, edit, and view Word, Excel, PowerPoint documents on Windows Phones

Anti-Spam Policy

What is this all about?
Information Technology at the University of Houston-Downtown has implemented a spam filtering tool to reduce the escalating number of spam e-mail messages we are all getting. Spam e-mail is a worldwide problem; and according to Microsoft, spam e-mail accounts for more than half of all e-mail traffic in the world.

How will it impact me?
You will receive alerts regarding possible e-mail spam messages in a “daily” digest.

DIGEST – The digest is one single e-mail message delivered to your Inbox from “UHD_Spam_Report” which contains a summary of possible spam messages sent to you since the last digest.

It is delivered to your inbox 4 times daily – 6am, 11am, 3pm and 8pm, only if you have spam messages.

Each digest will include a summary of possible spam messages (you will only see the subject and sender’s e-mail in the digest. The actual message will be quarantined/saved on the server.

If you want to release any of the quarantined messages in the digest, simply click on the message ID and a reply e-mail will come up. Click send and the message will be released from the server and arrive in your Inbox within 2 minutes.

If you receive a digest that contains several messages and you want to release all of them, you can just reply to the digest message and all messages in that digest will be delivered to your Inbox within 2 minutes. This way you will not have to click on each individual message ID.

To obtain your UHD GatorMail O365 Account

All UHD students, faculty and staff will have access to UHD GatorMail O365. The same username and password for UHD network account will also be used for UHD GatorMail O365 account.

Students
By default, all UHD students already have a UHD network account issued to them. To obtain your UHD network account information, logon to e-services site at http://myuhd.uhd.edu/?q=1 and then click on “My Personal Data”).

Login to GatorMail
To login to UHD GatorMail O365 go to www.uhd.edu/gatormail.
Click on O365 – New GatorMail Login

Username: username@gator.uhd.edu
Password: Type in your UHD network account password.
Quarantined messages saved on the server will only be available for retrieval for 30 days, and can not be retrieved after 30 days.

NOTE: Releasing an e-mail from the server will not prevent further e-mail sent by that sender from being quarantined in the future.

GatorMail Guidelines

Use of e-mail services is governed by existing policies as described in UHD Policy Statements: Academic Honesty, Regulations for Using Academic Computing Facilities and Resources, Student Rights and Responsibilities.

- Students should check their e-mail on a frequent and consistent basis in order to stay current with University-related communications. Students must recognize that certain communications may be time-critical.

- To ensure the availability of e-mail service for educational purposes, the university limits the amount of storage space allocated for each student’s e-mail account. Once this limit is reached, the student must delete existing messages. The university is not responsible for e-mail messages that are not delivered to the student’s account if the student’s e-mail account has exceeded its size limit.

- Students should exercise caution in using e-mail to communicate confidential or sensitive matters, and should not assume that e-mail is private and confidential.

- All messages and files that exist at the time an account is terminated will be deleted and cannot be recovered.

- Use of student email is restricted to sending and receiving messages consistent with academic and scholarly activities. Students must properly identify themselves as originators of email messages, and refrain from using email for any purpose that is not consistent with the policies regarding the conduct of students at UHD.

- Students are responsible for the activity of any account that has been assigned to him or her. If a student suspects that another person has accessed his or her account, the Manager of IT Lab Services should be notified immediately.

- Students should use restraint and observe the rules of “netiquette” in e-mail communications. What is Netiquette? Simply stated, it’s network etiquette -- that is, the etiquette of cyberspace. And “etiquette” means “the forms required by good breeding or prescribed by authority to be required in social or official life.” In other words, Netiquette is a set of rules for behaving properly online.

- Students shall not send messages or postings that may be used to intimidate, harass, create an offensive atmosphere, or that could be construed as abusive or offensive.

- Students shall not send messages or postings for commercial or personal gain.

- Students should not propagate chain letters (e.g., any communication which requests or demands the recipient forward the message to one or more individuals) or send the same message to multiple groups.

- Students shall not attempt to perform mass mailings to the entire campus (or a large subset of the campus). Students shall not deliberately alter or attempt to conceal their true identity, return mail address, or the origination location of the message.

- Students shall not deliberately set forth to interfere with the reception of e-mail by an individual.

- Student e-mail should not be used for any unlawful activity.

- Students shall not deliberately set forth to intercept or receive, and/or view another individual’s e-mail without that user’s consent.

- Students shall respect the laws governing the use of copyrighted, intellectual property, which includes computer software.

- Students shall not commit acts associated with denying, interfering with or disrupting service of UHD’s e-mail service or that of any other agency.

- E-mail services are not to be used for any type of harassment of an individual or organization.

- UHD assigns student e-mail accounts as a means of communication between faculty, staff, and students. The use of e-mail services should be for legitimate educational purposes. The Office of Student Affairs governs access to student e-mail services.
Student Right-to-Know and Campus Security Act

In accordance with the amendments to the Higher Education Act of 1965, known as the Student Right-to-Know and Campus Security Act, information regarding graduation rates may be found in the Enrollment Services. Information on crime statistics may be found in the Campus Police Office, on the Campus Police website at www.uhd.edu/police-department/Pages/pd-Crimestatistics.aspx, the Parking Office, posted on bulletin boards, and printed in the student newspaper.

Immunization

A healthy student is a more productive and happier student. Certain serious illnesses can be prevented with adequate immunizations. It is important that your immunizations are current. The American College Health Association, the State of Texas, and the UHD recommend that you be fully immunized prior to entering the University.

- Measles: (Rubeola, “Red” Measles, “10-Day” Measles). Measles is a highly contagious viral disease. There has been a marked increase in measles outbreaks in the past few years. In Texas in 1989, measles outbreaks occurred on the campuses of 26 institutions of higher learning. From September 1988 through October 1990, there were 11 deaths from measles infection. You could miss up to two weeks of school and would have to be placed in isolation. You should have two doses of live measles vaccine after 15 months of age. This vaccine can be administered in a combined vaccine with Mumps and Rubella.
- Rubella: (“Three-Day Measles”, “German Measles”). Rubella is a viral infection, which usually causes flu-like symptoms, swollen lymph nodes, and a rash. Rubella in a pregnancy can cause serious birth defects in the baby. One dose should be received after 12 months of age.
- Mumps: Mumps is a viral infection that causes painful swelling of the salivary glands. Mumps may produce serious complications including deafness, encephalitis, and rarely, sterility. One dose should be received after 12 months of age.
- Tetanus-Diphtheria: These vaccines, in order to prevent two serious bacterial infections, are usually given together. After the initial series of three or more vaccinations, boosters should be received every 10 years. Either of these preventable infections can cause serious illness and even death. Poliomyelitis: In the United States, polio immunization is not routinely for persons 18 years of age or older. If travel outside the United States is planned, a physician should be consulted for specific recommendations.
- For more information on immunizations, contact your physician, public health clinic, or UHD Student Health Services.
# Finding Answers to Questions

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