

# ACADEMICS

## UHD Common Course Syllabus Policies

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Maintained by the Office of the Provost

Effective Date December 15, 2021- END DATE August 15, 2022

This information is considered part of the syllabus for all classes at UHD in accordance with UHD's [policy on course syllabi](#). It exists in addition to all other requirements in the syllabus that your instructor provides and all other university, system, state, and federal policies and requirements. Substantive changes to this set of policies will be communicated to faculty and students via official UHD email systems.

Most importantly—we are here to help you succeed at UHD! Please do not hesitate to ask questions of your instructor or any staff member.

### Responses to University-Wide Disruptions

In the event of university-wide disruptions for any reason, including weather, health, and safety concerns, UHD may require instructors and students to engage in their classes via different modalities and/or timelines to minimize disruption to the continuity of the semester. Such changes may entail adjustments in syllabus content. Instructors will communicate any changes in writing to all enrolled students as soon as circumstances allow. Disruptions aside, instructors reserve the right to adjust their syllabi as needed in order to accommodate the education needs of the class, but any such changes will be communicated to students in writing during the course of the semester.

Please continue to check the UHD website [uhd.edu](http://uhd.edu) to understand how UHD is responding to the most current COVID-19 circumstances and regularly check your class Blackboard site and Gatormail sources for information specific to your classes.

### COVID-19 Exposure or Diagnosis

Any student who is exposed to or diagnosed with COVID-19 should self-report to the university using forms found on our [UHD COVID-19 Webpage](#), even if you are taking only online courses. Self-reporting allows the university to offer support and guide you to university and community resources, as well as maximize safety for the larger UHD community. You as a student may be eligible for short-term academic accommodations if you are affected by COVID or are asked to quarantine. You should make this request through the [Office of Disability Services](#). Please note that reporting through faculty or staff does not constitute official self-reporting.

For classes with in-person meetings (FTF or Hybrid): If any member of the class reports exposure or diagnosis while on campus, instructors will follow the instructions for immediate action posted in all classrooms. Our UHD contact tracing team may contact class members and instructor with appropriate steps, which may include self-isolation for a period of time. All students and instructors should be responsive to contact tracing outreach and watch for emails through official UHD email accounts for any information about class meetings or follow-up steps

### Safety Precautions

All individuals coming to the UHD campus must observe all safety precautions articulated by the university. Please review the most current requirements [on our website](#). We encourage all UHD community members to get vaccinated and UHD encourages mask-wearing as per state health guidance, though they are not required. Failure to comply with any institutional policies, including those regarding COVID precautions, may constitute a violation of the student code of conduct and lead to disciplinary action through the Office of the Dean of Students.

### Student Support Services

UHD has developed many resources to support your learning, engagement with UHD activities, and other UHD processes. We have developed a website that will offer a “one stop shop” for access to many of the resources you might need this semester to support your educational goals. Please access [this website](#) to get started. If you do not find the resource you need on this website, please contact the Dean of Students Office at 713-221-8100 or [uhdstudentaffairs@uhd.edu](mailto:uhdstudentaffairs@uhd.edu); they will make every effort to connect you with the help you need.

### **Student Counseling Services**

As a student you may experience a range of issues that can cause barriers to learning. These might include strained relationships, anxiety, high levels of stress, alcohol/drug problems, feeling down, or loss of motivation. UHD Student Counseling Services is here to help with these or other issues you may experience. You can learn about the free, confidential mental health services available on campus by calling 713-221-8121 or at <https://www.uhd.edu/student-life/counseling/>.

### **Accessibility and Statement of Reasonable Accommodations**

The University of Houston-Downtown (UHD), is committed to creating a learning environment that meets the needs of its diverse student population. Accordingly, UHD strives to provide reasonable academic accommodations to students who request and are eligible, as specified by Section 504 and ADA guidelines. Students with disabilities may work with the Office of Disability Services to discuss a range of options to removing barriers in this course, including official accommodations. If you have a disability, or think you may have a disability, please contact the Office of Disability Services, to begin this conversation or request an official accommodation. Office of Disability Services, One Main St., Suite GSB 314, Houston, TX 77002. (Office Phone) 713-221-5078 (Website) [www.uhd.edu/disability/](http://www.uhd.edu/disability/) (Email) [disabilityservices@uhd.edu](mailto:disabilityservices@uhd.edu)

### **Technology Requirements**

All classes at UHD require students to access materials in our Blackboard learning system or other learning applications. Online, hybrid or even face-to-face classes will assign work that requires access to a computer for creating and submitting assignments, taking tests, conducting research, working with classmates, or engaging with the class. As importantly, if University locations are not available to students for any reason, the online environment becomes a critical pathway for continuing our classes and supporting your goals of completion. Unfortunately, most phones and even some tablets may not provide the level of technology or access that can maximize your success. Therefore, it is essential for every student at UHD to have reliable access to internet and a computer that meets some basic requirements.

You should communicate in a timely manner with your instructors in the case of any challenges in using technology.

Here are some resources to help you determine equipment needs and usage:

- For recommended technology requirements: [Technology recommendation](#)
- For challenges in using technology: [UHD IT support center](#)
- For resources on purchasing technology: [Computer access and support](#)

### **Testing and Final Exams**

Any class may use an online testing option through Blackboard but for in-person or hybrid classes, the exam may be in-person during the scheduled exam period. For more information on taking Blackboard tests, see [this guide](#). If proctoring is required, your instructor will inform you of the process for setting up this option either through Blackboard or an alternative venue, and they will inform you of whether there are any additional costs as part of the course syllabus.

UHD has a final exam period at the end of the semester. For any courses with an in-person component, there are specific times scheduled for the exams which can be found on our [academic calendars webpage](#). Students are expected to be available during the scheduled period unless they have consulted their instructor and identified an alternative option.

## **Religious Holy Days**

The University of Houston-Downtown respects the religious observances of students even though they may conflict with university class meetings, assignments, or examinations as per the Texas Higher Education Coordinating Board Texas Administrative Code §4.4 Student Absences on Religious Holy Days.

A student whose absence is excused under this policy shall be treated consistently with the instructor's policies and procedures relating to other excused absences, except that no instructor's policy may deny the opportunity for make-up work, as described here. Instructors should announce reasonable time periods for make-up work and exams in writing to the class and make clear the consequences of a student's failure to meet such time requirements. Students needing to reschedule missed work or exams for a holy day should submit a written request to each instructor at least one week prior to the class period or assignment/exam date that will be missed. An instructor should acknowledge receipt of that request via email to the student's official UHD email address. A new date for taking an examination or completing classwork missed for a holy day shall be set by the instructor in accordance with announced policies.

If a student and an instructor disagree about whether the absence is for the observance of a religious holy day, or if they disagree about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may appeal to the Office of the Provost. For further information about the state law, please see the Texas Higher Education Coordinating Board Texas Administrative Code §4.4 or contact the offices of the UHD Title IX/Equal Opportunity Services to review the policy.

## **Use of Blackboard, Gatormail, and Zoom**

You are expected to regularly participate in your classes as scheduled as well as engage course material through Blackboard as required by instructors. Gatormail is the official UHD email communication system and UHD staff and faculty must use it to share student-specific information that is protected by FERPA guidelines. You should check your account regularly for both class and university messages.

If you are taking a class that has virtual online meetings that use Zoom, you are expected to attend at scheduled times and participate fully following any protocols established by your instructor. Specific course elements and/or exams may require live video. Your instructor will provide this information to you as part of the course syllabus. Students with concerns regarding any requirement to participate in live video for specific course learning outcomes and/or assignments should consult their instructor.

## **Recording of Class Sessions**

Some of the sessions in courses with online engagement may be pre-recorded, recorded or live-streamed by the instructor. Such recordings/streaming will be available only to students registered for this class. Students should not share these instructor-recorded sessions with those not in the class, or upload them to any other online environment. Students should not record or stream course sessions. Doing so may be a violation of the Federal Education Rights and Privacy Act (FERPA). Please check with your instructor before sharing recordings of class content with any individual.

## **Academic Honesty**

As a UHD student, you are responsible for following the UHD [Academic Honesty Policy](#) Statement 3.A.19, which defines the scope of academic honesty and identifies processes for addressing violations, including an appeal process. As per the policy, "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." Academic dishonesty includes, but is not limited to, cheating and plagiarism. Your faculty member will identify the penalty for academic honesty violations and the penalty of an F in a course is recommended "in instances of multiple and/or flagrant violations." The policy also requires that all violations are reported to the Office of the Dean of Students.

## **Book Purchasing**

A student of this institution is not under any obligation to purchase a textbook from a university affiliated bookstore. The same textbook may also be purchased from an independent retailer, including an online retailer.

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**TEXT ONLY**

Academic Affairs  
Accessibility Policy  
Administration  
Bookstore Online  
Campus Carry Policy  
Community Engagement  
Compact with Texans  
Employment Services & Operations  
Fraud & Non-Compliance Hotline  
Fraud Reporting

**BLACKBOARD**

Library  
Linking Notice  
Mental Health Resources  
Open Records  
Parking & Transportation Services  
UHD Police Department  
Privacy Notice  
Quality Enhancement Plan  
SACSCOC  
Sexual Misconduct & Discrimination Reporting

**EMERGENCY INFO**

Site Policies  
State of Texas  
State Required Reports  
Student Achievement  
Student Conduct Incident Report  
Texas Homeland Security  
Texas Public Information Act (TPIA)  
Texas Veterans Portal  
TRAIL (Statewide Search)  
University of Houston System

**INFORMATION TECHNOLOGY**

**CONTACT**

**University of Houston-Downtown**  
One Main Street  
Houston, TX 77002  
713-221-8000

**Visitor Parking and Uber/Lyft Stop**  
201 Girard Street  
Houston, TX 77002

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