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FROM: Mary J. Schulz, Cullen College of Engineering
Academic Advising Specialist

DATE: Wednesday, July 12, 2006

SUBJ: UH Student Responsibility

The ACT (Advising Coordinators' Team) Committee recommends that the Undergraduate Council and the Graduate and Professional Studies Council approve the attached *UH Student Responsibility* section for inclusion in the on-line catalogs.

A sub-committee of the ACT Committee used UT's *Student Responsibility* as a model for writing the University of Houston's Student Responsibility definition. This document was written with the student in mind and to ensure student success at the University of Houston through their educational career.

Members of the Student Responsibility Committee are:

Mary Schulz from the Cullen College of Engineering, Chair
Janie Graham from the College of Liberal Arts and Social Science, Co-chair
Valerie Gudell from the College of Natural Sciences and Mathematics, Editor
Kristalina Karabunarlieva from the Office of International Admissions
Jodie Koszegi from the Honors College
Barbara Lewis from the College of Pharmacy
Trang Phan from the Gerald D. Hines College of Architecture
Dawn Reeser from the C.T. Bauer College of Business
Kevin Simon from the Conrad N. Hilton College of Hotel & Restaurant Management

Current Catalog Wording:

Student Responsibilities

http://www.uh.edu/academics/catalog/general/studentserv.html#student_responsibilities

Students are expected to conduct themselves in a mature and responsible manner, respect the opinions, rights, and personal property of others, and meet their financial obligations.

Specific policies regarding student life and academic honesty are available in the Dean of Students Office located in the University Center. These policies are published in the Student Handbook available through the Dean of Students Office or at www.uh.edu/dos/hdbk/.

Professors are responsible for the initial enforcement of academic honesty policies, but the responsibility for enforcing student life policies rests with the Dean of Students, the campus police, and the University Hearing Board.

Disciplinary records are confidential and are not released to anyone off campus without the students' written permission unless subpoenaed.

Identification Cards

Persons on the premises of the University of Houston or utilizing its services may be required to furnish proof of identity when requested. Students are required to obtain and show proof of a valid university ID card and present it upon request of a university official.

Proposed Catalog Wording:

Student Responsibility

A responsible student is a successful student. At the University of Houston, students are expected to conduct themselves in a mature and responsible manner, respect the opinions, rights, and personal property of others, and meet their financial obligations. Students are responsible for seeking help and guidance from all of the resources that the university makes available to them. They are expected to be proactive and remain informed about university dates and deadlines, and understand academic and disciplinary policies. They are responsible for communication with their professors, advisors, and university staff, and the commitment to being organized and prepared to learn. Above all, our students are expected to strive for honesty and academic integrity throughout their period of study at the University of Houston.

Each student is responsible for being familiar with all of the university and college academic regulations listed in the undergraduate and graduate catalogs, including the requirements for their degree program, appropriate course work, and course prerequisites. Students are expected to verify their class schedules each semester with an advisor and have any necessary corrections made within the appropriate published time periods.

Student Identification Number

All students at the University of Houston have been assigned a seven-digit ID number that begins with "HA," for example, HA1234567. For security purposes, students are required to use this university student ID number for all electronic and hard-copy forms/communication. The ID number can be found on the back of the new Cougar One Card, or by going to UH Enrollment Services Online. The student can log into the secure server using their social security number, then select *Billing*, and then *Statement of Account*. The University of Houston ID number will be present with their account information.

Enrollment Services Online

Identification Cards

Persons on the premises of the University of Houston or utilizing its services may be required to furnish proof of identity when requested. Students are required to obtain and show proof of a valid university ID card and present it when requested to do so by a university official.

Cougar One Card

Student Email Accounts

It is mandatory that students obtain and activate a University of Houston email address. Beginning in 2001, all students admitted to the university have been assigned an e-mail alias that points to the e-mail address first provided when the student applied for admission (it is blank if one was not provided). E-mail messages addressed to the alias are automatically forwarded to the student's preferred e-mail account. This alias will be used to send official university information regarding billing, emergency closings, and/or information from the student's college and department. Students who do not have an e-mail account or alias should request one from the university either online, or by going to the Information Technology Support Center service counter located in Room 56 in the basement of the M.D. Anderson Library. For additional questions about the university e-mail account or alias, please contact the IT Support Center at 713-743-1411, or send e-mail to: support@uh.edu.

UH Information Technology

(UH Student Responsibility, p. 2)

University Dates and Deadlines

Students are responsible for knowing and adhering to all university and college dates and deadlines. Such dates and deadlines include those for registration, adding and dropping of courses, payment and refunds, and applying for graduation.

Academic Calendar

Final Exam Schedule

Financial Aid

Housing

Tuition and Fee Payment Schedule

Academic Advising

Students are expected to meet with an academic advisor on a regular basis, preferably prior to each registration period. This will help to ensure that the appropriate courses have been taken in the proper sequence and that all prerequisites have been met.

UH Colleges and Departments

Course Descriptions/Prerequisites

Registration and Academic Records

University Communication

University of Houston students must provide the correct local and permanent addresses, telephone numbers, and email address to The Registrar's Office and to the department of their major. These offices must be notified immediately of any changes in student contact information. Official correspondence from the university is sent to the email address, or in some cases, the mailing address last given to The Registrar's Office. If the student has moved and failed to correct his or her contact information, they will not be relieved of the responsibility on the grounds that the correspondence was not received.

Registration and Academic Records Forms

International Students

International students are responsible for maintaining continuous contact with the International Students and Scholars Services Office (ISSSO). This office provides students with current information concerning SEVIS regulations in order to maintain their legal status. F-1 and J-1 students must maintain their full-time student status at the university and are expected to comply with the U.S. Department of Homeland Security and the U.S. Department of State requirements regarding their lawful presence in the USA, as well as all university policies. In addition, University of Houston students studying abroad must adhere to the same rules and responsibilities as those students at the university's main campus.

International Students and Scholars Services Office

US Department of Homeland Security

US Department of State

UH Study Abroad

Academic Policies

Students are expected to know and abide by the university's academic policies and regulations. The University of Houston, however, reserves the right to change the provisions of both the Undergraduate and Graduate catalogs, as well as the listings in the Academic Calendar, as may be necessitated by university or legislative action. These changes may include, but are not limited to: degree requirements, course offerings, fees,

(UH Student Responsibility, p. 3)

academic rules and regulations. Earlier versions of the Undergraduate and Graduate catalogs are available in hard copy and archived online.

Undergraduate Catalog

Undergraduate Academic Regulations and Degree Requirements

UH Provost

Graduate Catalog

Graduate Academic Regulations and Degree Requirements

Graduate and Professional Studies

Academic Honesty and Disciplinary Policies

Specific policies regarding student life and academic honesty are available in the Dean of Students Office located in the University Center. These policies are also published in the Student Handbook, available online and through the Dean of Students Office as well. Professors are responsible for the initial enforcement of academic honesty policies at the University of Houston, but the responsibility for enforcing student life policies rests with the Dean of Students, the campus police, and the University Hearing Board.

Disciplinary records are confidential and are not released to anyone off campus without the students' written permission unless subpoenaed.

Academic Honesty Policy

Dean of Students.

UH Student Handbook

Maintenance of Individual Records

Students are responsible for the submission and verification of their own official university paperwork. They are expected to retain copies of all documents of registration and course adjustments, as well as any other university transactions. This will ensure a smooth resolution if any problems should arise regarding tuition and financial aid, housing, academic records, enrollment and/or graduation. In order to protect student rights and records, it is the student's responsibility to provide original consent if they wish to have their records released as per the Family Educational Rights and Privacy Act (FERPA) regulations.

University Copy Center

University Libraries

UHSR, Draft #5

Edited by Valerie Gudell: 7/06/06

UT's - Student Responsibility

<http://www.utexas.edu/student/registrar/catalogs/gradcat/ch1/ch1d.html#response>

While University faculty and staff members give students academic advice and assistance, each student is expected to take responsibility for his or her education and personal development. The student must know and abide by the academic and disciplinary policies given in this catalog and in *General Information*, including rules governing quantity of work, the standard of work required to continue in the University, warning status and scholastic dismissal, and enforced withdrawal. The student must also know and meet the requirements of his or her degree program; must enroll in courses appropriate to the program; must meet prerequisites and take courses in the proper sequence to ensure orderly and timely progress; and must seek advice about degree requirements and other University policies when necessary.

The student must give correct local and permanent addresses and telephone numbers to the Office of the Registrar and must notify this office immediately of any changes in address or telephone number. Official correspondence is sent to the address last given to the registrar; if the student has moved and failed to correct this address, he or she will not be relieved of responsibility on the grounds that the correspondence was not delivered.

The student must verify his or her schedule of classes each semester, must see that necessary corrections are made, and must keep documentation of all schedule changes and other transactions.

Students should be familiar with the following sources of information:

University catalogs. *General Information* gives important information about academic policies and procedures that apply to all students. It includes the official academic calendar, admission and residence requirements and procedures, information about tuition and fees, and policies on quantity of work, grades and the grade point average, adding and dropping courses and withdrawal from the University, and warning status and scholastic dismissal. This catalog also gives historical and current information about the University's organization and physical facilities. It describes the services of the Division of Student Affairs and the libraries and research facilities that support the University's academic programs.

The Graduate Catalog gives information about degrees offered by the Graduate School. It describes academic policies and procedures that apply to graduate students and lists courses and members of Graduate Studies Committees. *The Undergraduate Catalog* and *The Law School Catalog* give similar information about undergraduate programs and the programs of the School of Law.

Printed catalogs are available at campus-area bookstores and by mail from the Office of the Registrar. The on-line catalog is available at <http://www.utexas.edu/student/registrar/catalogs/>.

The Course Schedule. The *Course Schedule* is published by the Office of the Registrar. It is available before registration for each semester and summer session at campus-area bookstores and at <http://www.utexas.edu/student/registrar/schedules/>. The *Course Schedule* includes information about registration procedures; times, locations, instructors, prerequisites, and special fees of courses offered; and advising locations.

The Official Directory. The official University directory is published and distributed by Texas Student Publications each fall. It gives addresses and telephone numbers of University offices and of students and faculty and staff members; many entries include e-mail addresses as well.

World Wide Web. The address for the University's home page on the World Wide Web is <http://www.utexas.edu/>. The home page includes links to the online editions of catalogs and course schedules, to directory information, and to sites maintained by departments, colleges, graduate programs, and student-service offices.

The ***Student Services Division*** of the Office of Graduate Studies is the central source of information for graduate students. Doctoral and master's degree evaluators and their assistants provide information about procedures for submission of reports, theses, dissertations, and treatises, and the student records coordinator assists with registration.

Graduate advisers, assistant graduate advisers, and graduate coordinators. The graduate adviser for each program is a faculty member designated to advise students and represent the Graduate School in matters pertaining to graduate study. He or she provides information about the program, including admission and degree requirements, and about fellowships, teaching assistantships, and research assistantships. The assistant graduate adviser, also a faculty member, serves in the absence of the graduate adviser. The graduate coordinator, a staff member who assists the graduate adviser and other faculty members in the administration of the program, also provides services to students.