

UC 8949 06F

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Replaces

UC 8883 06F

APPROVED OCT 18 2006

TO: Joel Bloom, Chair
Undergraduate Council

FROM: Rebecca Achée Thornton
Academic Policies and Procedures Committee

SUBJECT Student Responsibility section of UH catalog (**UC 8883 06F**)

DATE: October 9, 2006

The Academic Policies and Procedures Committee met Wednesday September 27, 2006. Committee members present: Lane Gauthier, Charles Peters, William Chernish, Maria Solino, William Munson and Rebecca Achee Thornton. Mary Schulz and Valerie Gudell attended the meeting as guests.

The Advising Coordinators' Team Committee has proposed an updated UH Student Responsibility section for inclusion in the on-line catalog.

This proposed section explains that all students are responsible for being familiar with university regulations, requirements and procedures. Issues discussed include student identification numbers, identification cards, email accounts, dates and deadlines, advising, and academic policies. Within each section there are active web links to other areas of the catalog where students may obtain more detailed information.

The committee's reaction to the document was very favorable. Members requested a small amendment to the student email accounts section that would instruct students to check their UH email accounts regularly and outline their responsibility in keeping their UH email alias pointed to an actively used email account at all times.

The committee unanimously recommends approval of UC 8883 06F as amended.

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. All students must check their University of Houston email account on a regular basis. Students are also responsible for keeping their UH e-mail alias updated and pointed to the email address they are currently using. 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

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, 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.

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