

** Approved as amended
by UC 4/24/13.*

To: Larry Williams, Chair, Undergraduate Committee

From: Christine LeVeaux, Chair, Student Success Subcommittee

Subject: Undergraduate Catalog Language

Date: 4/16/13

Members present: Djuana Young, Dan Maxwell, Roger Blakeney, David Mazella, Bela Patel, Christine LeVeaux

Catalog Language Change

Academic Regulations > Examinations

Current Language:

FINAL EXAMINATIONS

Final examinations, if given, shall be given during the time and date designated in the official university class schedule. ~~Any exception to this policy must be approved in writing by the dean of the college in which the course is taught and announced by the instructor to the class no later than~~

New Language:

FINAL EXAMINATIONS

Final examinations, if given, shall be given during the time and date designated in the official university class schedule. ~~Any exception to this policy must be approved in writing by the dean of the college in which the course is taught and in recognition of students' needs and responsibilities within and outside the university, announced by the instructor to the class and written notification (e.g. e-mail) shall be provided to the students during the drop/add period for the semester.~~

Advising, Orientation, and Enrollment (Registration)>Class Membership

Current Language:

CLASS MEMBERSHIP

Students may not attend a class after the first week of classes unless properly enrolled (registered) for that course and section. Failure to follow proper enrollment (registration) procedures may jeopardize a student's good standing at the university and result in a loss of credit. Class rosters are comprised solely from the official enrollment records of the Registrar's Office. Students whose names do not appear on the official class roster in each of their classes should immediately verify enrollment (registration) by logging it to (**myUH**). Access to University services accessed without logging in to Student Self Service (**myUH**) does not verify enrollment (i.e. WebCT or other instructional media).

New Language:

CLASS MEMBERSHIP

Students may not attend a class after the first week of classes unless properly enrolled (registered) for that course and section. Failure to follow proper enrollment (registration) procedures may jeopardize a student's good standing at the university and result in a loss of credit. Class rosters are comprised solely from the official enrollment records of the Registrar's Office. Students whose names do not appear on the official class roster in each of their classes should immediately verify enrollment (registration) by logging into (**myUH**). Students must then log into Student Self Service in order to verify enrollment.