

# UHCL Student *Handbook* 2025-2026



Dean of Students Office  
Student Affairs

## *Dear UHCL Students,*

It is my pleasure to serve as a campus administrator at UHCL. As the Assistant Vice President/Dean of Students, it is my hope that you grow and develop holistically during your time here. While academic excellence is important, I encourage you to also immerse yourself in extra-curricular activities that will enhance your overall student experience and personal growth.

Additionally, I encourage you to make the most of the wide range of campus resources designed to support your physical, mental, and emotional well-being. Whether it's parenting student support, counseling services, fitness programs, health services, career and workforce development, accessibility resources, or academic assistance, we are here to help you thrive in all areas of your college experience.

We are committed to your success and excited to see you SOAR as you work toward reaching your full potential. The sky's the limit, and as a mighty Hawk, we know you'll fly high.

Together, we can make this an unforgettable journey!

Sincerely,

*Laquala C. Dixon*

Laquala C. Dixon, Ph.D.

Assistant Vice President / Dean of Students

# *UHCL Vision, Mission & Core Values*

## *Vision*

University of Houston–Clear Lake will lead as a learner-centered university dedicated to achieving national prominence in transformative education grounded in creative activities, innovative research, and community partnerships that serve regional, state, and global locations. UHCL launches your future!

## *Mission*

University of Houston–Clear Lake places its highest priority on serving a diverse body of students in every aspect of their university experience. UHCL’s teacher scholars provide high quality, student-centered undergraduate and graduate programs that prepare students to thrive in a competitive workplace and to make meaningful contributions to their communities. UHCL fosters critical thinking and lifelong learning through a strong legacy of vibrant community partnerships complementing its historical focus on teaching, research, creative activity, and service.

## *Core Values*

**Learner-focused:** UHCL is committed to maintaining and building strong degree plans that foster creativity and critical thinking. We are invested in our students and are committed to their growth, development, and transformation.

- **Impact:** Inspire individuals to grow to their fullest potential.

**Transformation:** UHCL empowers individuals to learn, grow, and develop as leaders and contributors. We support and foster leadership and collaboration among students, faculty, and staff.

- **Impact:** Forge visionary leaders who are agents of change in their fields.

**Innovation:** UHCL cultivates fearless imagination when creating new programs, teaching methods, and research opportunities that prepare students to meet the

challenges of changing global economy. We are attuned to social, economic and environmental changes and take timely action to respond to them.

- **Impact:** Deliver the solutions to challenges of today and tomorrow.

**Welcoming Community:** UHCL embraces openness to students, staff, faculty, and partners from all the communities we serve. We celebrate our status as a Hispanic-serving and as a Minority-serving institution. We distinguish ourselves by providing a welcoming learning environment with respect and care for all.

- **Impact:** Create a community that develops well-rounded individuals who contribute to the global society.

**Resilience:** UHCL embodies perseverance, passion, commitment, resolve and grit to bring positive change to the university and community.

- **Impact:** Evolve as a community to persevere through challenges and adversity.

**Service:** UHCL is committed to community values, partnerships and collaboration. We create a service culture among faculty, staff, and students. UHCL maintains strong sustainable relationships by engaging various stakeholders to achieve mutual goals and objectives.

- **Impact:** Develop leaders who foster the growth and well-being of the communities they serve.

**Integrity:** UHCL fosters honesty and trust among all internal and external constituents. We are committed to our values and being accountable to our constituency in an atmosphere of generosity and kindness.

- **Impact:** Build a community of trusted individuals.

**Sustainability:** UHCL maintains stewardship over resources including but not limited to university finances and operations, the socio-physical environment.

- **Impact:** Make a difference in our world for generations to come.

# *Strategic Themes and Objectives*

## **Transform**

We **transform** student lives through experiential learning and workforce readiness, using highly credentialed faculty with real-world experience and growth-oriented professional staff, focusing upon all the communities we serve, first-generation students, and lifelong learners.

- Improve Learning Workload Management
- Improve Student Experience Process
- Improve Business/Academic Operations
- Improve Value of Welcoming Culture
- Improve Cultural and Global Awareness

## **Translate**

We **translate** knowledge into actionable solutions and interventions by generating, applying and communicating best practices, research, and discovery learning through multidisciplinary approaches to solve crucial institutional, social, and scientific problems.

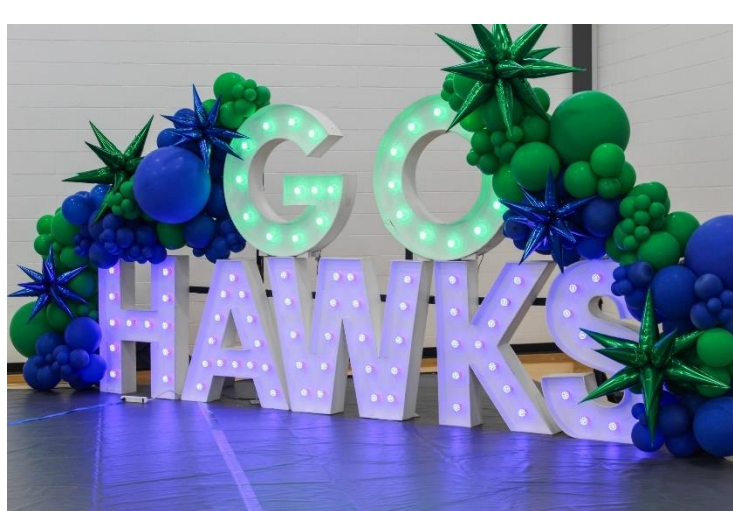
- Improve Technology
- Improve Communication
- Increase Revenue
- Improve Alignment
- Reduce Costs

## **Transcend**

We **transcend** individual and institutional boundaries to collaborate across industry and community partnerships to develop our economy, our educational systems, our physical and social ecology, and our quality of life.

- Improve Learning Resources
- Improve Collaborative Community Presence
- Improve UHCL Experience
- Improve Innovation
- Increase University Recognition





# *Dean of Students Office*

## *Mission*

The Dean of Students Office is committed to creating a community of Honor, Character, and Excellence. Utilizing a comprehensive approach to student development, we foster ethical decision-making, uphold student rights and responsibilities, and provide distinctive student support services.

When students join the UHCL community, they become part of a family that promotes civility, respect and ethical behavior towards everyone and in every situation.

Through the programs, services, and interactions provided by the Division of Student Affairs, we hope that our UHCL Hawks engage in a process of gaining critical and ethical decision-making skills to further develop their leadership potential and impact as global citizens.

We hope to inspire students to engage and succeed in their individual pursuit of learning, growth, and transformation.

# *Student Rights and Responsibilities*

The University is committed to complying with all applicable federal and state laws and regulations. Admission to the University is open to qualified students according to the published admissions standards outlined in the Undergraduate and Graduate Catalogs. Degree programs may have additional admissions standards.

A student has the responsibility to be fully acquainted with and comply with all published University of Houston – Clear Lake and UH System policies, procedures, expectations, and guidelines. This includes respecting the rights and property of others, including other students, the faculty, the staff, and the administration.

A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire university community. If a student violates any university policy, procedure, expectation or guideline, the student will be subject to due process of university policy regardless of any civil or criminal actions that may be pending because of the same action.

The University reserves the right, through due process, to issue a warning, probation, and/or one or more sanctions, as well as to suspend and/or dismiss (expel) any student for conduct or behavior that is harmful to members of the university or damaging to the educational interests of the university.

**Access to Higher Education.** The University must make publications, which denote academic and behavioral standards required by all who enroll at this institution, available to all students.

**Freedom from Discrimination.** The University of Houston–Clear Lake prohibits discrimination on the basis of age, race, color, disability, religion, national origin, ethnicity, military status, genetic information, sex (including gender and pregnancy), or any other legally protected status (such as discrimination and/or retaliation based on antisemitism<sup>1</sup>), except where such a distinction is required by law. Additionally, the UH System prohibits discrimination in all aspects of employment and educational programs on the basis of sexual orientation, gender identity, or gender expression. The Office of Title IX and Equal Opportunity Services is responsible for monitoring UHCL's compliance with the University of Houston System Anti-Discrimination Policy.

<sup>1</sup>Antisemitism “means a certain perception of Jews that may be expressed as hatred toward Jews. The term includes rhetorical and physical acts of antisemitism directed toward Jewish or non-Jewish individuals or their property or toward Jewish community institutions and religious facilities.” [TEX GOV'T CODE § 448.001 \(2\)](#).

**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. The University is committed to fostering a learning environment where free inquiry and expression are encouraged. The University expects that people engaging in expressive activities will demonstrate civility, concern for the safety of people and property, respect for university activities, respect for those who may disagree with their message, and comply with university policies and applicable local, state, and federal laws.

**Rights of Due Process.** Each student subject to disciplinary action arising from alleged violations of our University policies (including the Student Code of Conduct), expectations, or regulations, shall be assured of procedural due process. Students have the right to elect to participate in a disciplinary conference or a hearing facilitated by the University Hearing Board. The accused student (the “Respondent”) shall be assumed innocent until found responsible. The “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 Student Code of Conduct provision and/or University policy. In all proceedings, the student shall be guaranteed substantive and procedural due process.

**Rights of Privacy.** A student has the right to personal privacy except as otherwise provided by law. This privacy will be observed by students and university officials alike. For additional information surrounding student privacy, review the Family Educational Rights and Privacy Act (FERPA).

**Participation in Decision-Making.** Students have the right to have their views considered at appropriate levels of decision-making processes within the university community.

**Participation in Policy Development.** University policy guarantees the right of students to participate in the initiation and development of university policy through established shared governance processes.

**Student Organizations.** The University recognizes the right of students to form organizations not forbidden by federal or state laws, or university policy. Student organizations must be registered and approved through the established procedures outlined by the Office of Student Involvement & Leadership.

**Student Publications.** Student publications (print and digital) may deal with issues of interest and importance to the university community. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo





## *Student Code of Conduct*

The University of Houston–Clear Lake, 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 Code of Conduct emphasizes the University's commitment to promote the freedom, intellectual development, and personal responsibility of its students.

The Student Code of Conduct includes policies and prohibited conduct that are defined by the University as unacceptable. This non-exhaustive list of prohibited conduct includes discrimination, disruption/obstruction, failure to comply or identify, hazing, mental or bodily harm, possession of firearms/weapons, sexual misconduct, theft, unauthorized use of alcoholic beverages and drugs, Campus Recreation and Wellness Center policies, and Student Housing and Residential Life policies. Being under the influence of drugs and/or alcohol does not diminish or excuse a violation of the Student Code of Conduct. Committing an act that would constitute a criminal offense under local, state, or federal law is also prohibited.

Students are encouraged to review the complete Student Code of Conduct at:

- [student-code-of-conduct-uhcl-2024.pdf](#)

## *Alcohol, Drug, and Hazing Policies*

As outlined in **Section 3.20 Unauthorized Use of Alcoholic Beverages** of the Student Code of Conduct, prohibited conduct includes the possession, distribution, or consumption of alcoholic beverages except during approved University Sponsored events or in circumstances authorized by University officials, presenting a threat to oneself or others due to being under the influence of alcoholic beverages or other drugs, and/or failure to complete with state or University regulations regarding the use or sale of alcoholic beverages including but not limited to use of alcohol by anyone under 21 years of age or providing alcohol to someone under 21 years of age.

As outlined in **Section 3.23 Use, Manufacture, Distribution, Sale, Offer for Sale, or Possession of Controlled Substances or Drug Paraphernalia** of the Student Code of Conduct, prohibited conduct includes 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, marijuana, or misuse of prescription drugs. Controlled Substances and Drug Paraphernalia are defined by Texas Law.

In addition, [MAP 05.C.11 Alcohol Distribution policy](#) governs the possession, sale and consumption of alcoholic beverages on the University's campuses, at both student and non-student events. This policy applies to on and off-campus University sponsored activities and functions, including, but not limited to, those led by and/or involving alumni, colleges, departments, offices, professional associations and organizations, students, registered student organizations, and prospective students.

As outlined in **Section 3.10 Hazing** of the Student Code of Conduct, hazing is defined as any intentional, knowing, or reckless act occurring on or off the campus of an educational institution committed by a person (whether individually or in concert with other persons), another person or persons regardless of the willingness of such other person or persons to participate, that:

- A. Is committed during an initiation into, an affiliation with, or the maintenance of membership in, a student organization; and
- B. Causes or creates a risk, above the reasonable risk encountered during participation in the University of Houston–Clear Lake or the organization

(such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including the following:

- a. Whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on someone's body, or similar activity; and
- b. Causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity; and
- c. Causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, liquor, drugs, or other substances; and
- d. Causing coercing, or otherwise inducing another person to perform sexual acts; and
- e. Any activity that places another person in reasonable fear of bodily or mental harm using threatening words or conduct; and
- f. Any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
- g. Any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

In addition, [MAP 05.C.08 Interim Hazing Policy](#) governs the hazing investigation process and includes hazing awareness and prevention strategies, how to report incidents involving hazing, and a summary of the provisions of the law as it relates to hazing.

## *Student Disciplinary Procedures (Non-Academic)*

The purpose of these procedures is to provide for the orderly administration of the Student Code of Conduct consistent with the principles of due process of law. Reasonable deviations from these procedures will not invalidate a decision or proceeding.

### **Disciplinary Action Initiated**

Any member of the University community may submit a written allegation of violation of the Prohibited Conduct Section of the Student Code of Conduct. The

individual alleging a violation must include sufficient facts which would enable the Assistant Vice President/Dean of Students 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.

## **Notice**

Students who are the subject of prohibited conduct allegations will be notified by the appropriate Hearing Officer. The Disciplinary Referral Notice will contain information regarding the student conduct involved, a statement of the Code provision(s) and/or University policy alleged to have been violated, information regarding student's rights and responsibilities, a Respondent Disciplinary Choice Form, and a redacted copy of the incident report or other charging document.

All written notices to students will be considered received and constitute full and adequate notice 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.

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.

Failure to respond to notices pursuant to this Code shall constitute a separate violation of this Code. Failure of the accused student to respond to the Disciplinary Referral Notice and/or return a completed Respondent Disciplinary Choice Form shall in no way prevent the University from scheduling and conducting a Disciplinary Conference with the Hearing Officer in the absence of the accused student.

The Assistant Vice President/Dean of Students may place a hold on or cancel the enrollment of a student who fails to comply with written notices from the Dean of Students Office.

Students alleged to have violated the Prohibited Conduct Section of the Code must contact the Hearing Officer within five business days of receiving the Disciplinary Referral Notice. This response must be sent electronically by email and/or by hand delivery to the Dean of Students Office with the signed Rights and Responsibilities Document and completed Respondent Disciplinary Choice Form.

Students who fail to contact the Hearing Officer within the five-business day period outlined in the Disciplinary Referral Notice will be considered to have elected to proceed with a Disciplinary Conference under the Student Disciplinary Procedures.

## **Hearing Selection**

Within five business days of receiving a Disciplinary Referral Notice, the student shall choose either a hearing before the University Hearing Board or a Disciplinary Conference with the Hearing Officer. The student shall indicate their choice of hearing on the Respondent Disciplinary Choice Form and submit the Form to the Hearing Officer via email and/or by hand delivery.

Students who fail to select either a hearing before the University Hearing Board or a Disciplinary Conference with the Hearing Officer within the five-business day period will be considered to have elected to proceed with a Disciplinary Conference.

## **Disciplinary Conference**

The following procedural guidelines shall be applicable in Disciplinary Conferences with the Hearing Officer:

Written notice of the alleged violation(s), incident reports and supporting documentation will be provided to the student at least three business days prior to the scheduled conference. Incident reports will not be sent electronically to students.

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 Disciplinary Conference as their advisor shall notify the Hearing Officer of the attorney's name and contact information at least three business days prior to the Disciplinary Conference. If the respondent's advisor is an attorney, the University may have a University attorney



present at the Disciplinary Conference. An advisor may not appear in lieu of a respondent.

The respondent has the right to have access to the case file at least three business days prior to and during the conference.

If a respondent fails to appear for a scheduled Disciplinary Conference, the Hearing Officer will proceed with investigating the allegations.

The Hearing Officer will investigate the complaint, including but not limited to, reviewing incident reports, reviewing any witness statements, and interviewing witnesses, as appropriate. 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 follow-up meeting to respond to new information, the Hearing Officer will decide the case based upon the information obtained in the investigation.

The Hearing Officer will notify the respondent of the decision in writing within ten business days of closing the investigation. The Hearing Officer will send a copy of the decision to the respondent.

### **University Hearing Board**

The University Hearing Board shall be composed of seven students appointed by Student Government, five faculty members appointed by the Faculty Senate, and five staff members appointed by the University Staff Association.

A quorum shall consist of five people, at least three of which shall be students, and one shall be faculty or staff. If a quorum is not met and at least three people are present with one being a student, the respondent may request that the hearing proceed with those members present.

### **Hearing Procedures**

Please consult the Student Code of Conduct regarding the specific hearing procedures for students and student organizations.

## Reporting Student Conduct, Concerns, and Emergencies

Any member of the University community may submit a written allegation of violation (an incident report) of the Prohibited Conduct Section of the Student Code of Conduct. Students are encouraged to report concerning incidents and behavior they encounter or hear about to the Dean of Students Office. The reporter should include the name of the students involved and any pertinent facts and information (e.g., date, time, location, and brief description) relating to the alleged incident.

The following three forms may be used when reporting student conduct, behavior, and concerns.

- [Incident Reporting Form](#) - This form is predominantly used for reporting **general student incidents**, where there are one or more alleged Student Code of Conduct and/or campus policy violations.
- [CARE Team Reporting Form](#) - This form is utilized for reporting student incidents involving a student's **mental health and wellbeing** (e.g., anxiety, depression, stress, emotional outbursts, addictive behavior, and/or a change in behavior).
- [Title IX Reporting Form](#) - This form is used for reporting student incidents involving **discrimination and/or sexual misconduct** (e.g., sex discrimination, dating violence, and stalking).

When reporting crimes, emergencies, or suspicious activity on campus, students should contact the UHCL Police Department directly by calling **281-283-2222**.



## *Academic Honesty*

Academic honesty is the cornerstone of the academic integrity of the university. It is the foundation upon which the student builds personal integrity and establishes a standard of personal behavior. UHCL can best function and accomplish its mission in an atmosphere of the highest ethical standards. The University expects all students, faculty, and staff to contribute to such an atmosphere by observing all accepted principles of academic honesty. This policy is designed to encourage honest behavior and outlines the processes and actions pertaining to any violation of the [Academic Honesty Policy](#) and Honesty Code.

“Academic dishonesty” means employing a method or technique or engaging in conduct in an academic endeavor that contravenes the standards of ethical integrity expected at the University of Houston–Clear Lake or by a course instructor to fulfill all academic requirements. Any conduct or activity by a student intended to earn or improve a grade or receive any form of credit by fraudulent or dishonest means is considered an Honesty Code violation and deemed academic dishonesty.

### **Honesty Code**

The Honesty Code is the university community's standard of honesty and is endorsed by all members of the University of Houston–Clear Lake academic community. The Honesty Code states:

**I will be honest in all my academic activities and will not tolerate dishonesty.**

### **Academic Honesty Policy**

Matters relating to academic honesty are within the general jurisdiction of the Senior Vice President for Academic Affairs and Provost. Though the Academic Honesty Policy is owned by Academic Affairs, the process is managed by the Dean of Students Office. The Academic Honesty Policy covers student and instructor responsibilities, retaliation, preventative practices, policy enforcement procedures, and the following categories of academic dishonesty: Plagiarism; Cheating; Fabrication, Falsification, and Misrepresentation; Stealing and Abuse of Academic Materials; Complicity in Academic Dishonesty, and Academic Misconduct.

For a student's *first offense*, should the student accept responsibility for the alleged academic honesty violation and the sanction (e.g., a grade of "F" or Zero on the assignment, a final grade penalty for the course, etc.), the case is closed and not included on the student's official academic record.

For a student's *second offense* and/or the instructor wishes to impose a more severe sanction for a first offense, the case is automatically sent to and heard by the Academic Honesty Council, which is composed of university students and faculty. The Academic Honesty Council meets with the student and instructor in a hearing format, hears all evidence, and if it is decided that one or more violations have occurred, they render one or more sanctions accordingly (e.g., final grade penalty, suspension, expulsion, etc.). Sanctions of suspension and expulsion are included on the student's official academic record.

Instructors must submit to the Dean of Students Office an Academic Violation Form, for each student who allegedly violates this policy.

Students are encouraged to review the complete Academic Honesty Policy at:

- <https://www.uhcl.edu/provost/faculty-success/documents/policies-procedures/academic-honesty-policy.pdf>

## *Academic Complaints*

Academic Affairs includes the faculty members, division chairs, college deans and central academic administration of UHCL, as well as Planning and Assessment, the Neumann Library, Research and Sponsored Programs and the Office of Information Technology.

Students should attempt to resolve the issue or concern with the individual instructor or faculty member, when appropriate. Should the student wish to speak with another individual regarding their issue or concern, the student should reach out to the following individuals (in the order as outlined below):

- The department chair
- The program chair
- The associate dean of the college
- The dean of the college

Students with one or more complaints regarding undergraduate and graduate programs should reach out to the following individuals:

### **College of Business**

Edward Waller, Ph.D., Dean  
 Bayou Building, Suite 2239  
 Phone: 281-283-3102  
 Email: [waller@uhcl.edu](mailto:waller@uhcl.edu)

### **College of Education**

Kim Martin-Long, Ph.D., Interim Dean  
 Bayou Building, Suite 1237  
 Phone: 281-283-3501  
 Email: [mccalla@uhcl.edu](mailto:mccalla@uhcl.edu)

### **College of Human Sciences and Humanities**

Glenn M. Sanford, Ph.D., Dean  
 Bayou Building, Suite, 1539  
 Phone: 281-283-3300  
 Email: [sanford@uhcl.edu](mailto:sanford@uhcl.edu)

### **College of Science and Engineering**

Jennifer Irvin, Ph.D., Dean  
 Bayou Building, Suite 3611  
 Phone: 281-283-3705  
 Email: [irvinj@uhcl.edu](mailto:irvinj@uhcl.edu)

Students with one or more complaints relating to Student Success Initiatives, which includes the Student Success Center, the Writing Center, the Accessibility Support Center, the Testing Center, Transfer Advising, and any College's advising department, should reach out to the following offices:

<b>Department/Area</b>	<b>Office Location</b>	<b>Phone</b>	<b>Email</b>
Student Success Initiatives	Bayou Building, Suite 2525	281-283-3000	<a href="mailto:SSI@uhcl.edu">SSI@uhcl.edu</a>
Student Success Center and Math Center	SSCB, Suite 3102	281-283-2450	<a href="mailto:studentsuccesscenter@uhcl.edu">studentsuccesscenter@uhcl.edu</a>
Writing Center	SSCB, Suite 2101	281-283-2910	<a href="mailto:writingcenter@uhcl.edu">writingcenter@uhcl.edu</a>
Accessibility Support Center	SSCB, Suite 1302	281-283-2648	<a href="mailto:disability@uhcl.edu">disability@uhcl.edu</a>
Testing Center	Bayou Building, Suite 1408	281-283-3080	<a href="mailto:uhcltesting@uhcl.edu">uhcltesting@uhcl.edu</a>
Transfer Advising	SSCB, Suite 1206	281-283-3068	<a href="mailto:transfer@uhcl.edu">transfer@uhcl.edu</a>



Academic Advising (BUS)	Bayou Building, Suite 2111	281-283-3110	<a href="mailto:busadvoff@uhcl.edu">busadvoff@uhcl.edu</a>
Academic Advising (HSH)	Bayou Building, Suite 1615	281-283-3333	<a href="mailto:hshadvising@uhcl.edu">hshadvising@uhcl.edu</a>
Academic Advising (CSE)	Bayou Building, Suite 3611	281-283-3711	<a href="mailto:cseadvising@uhcl.edu">cseadvising@uhcl.edu</a>
Academic Advising (COE)	Bayou Building, Suite 1231	281-283-3600	<a href="mailto:education@uhcl.edu">education@uhcl.edu</a>

## *Academic Grade Appeals*

If a student needs to appeal a grade, they should follow the steps outlined below to ensure the process is handled correctly. If the student has already communicated with their instructor regarding the grade and were not satisfied with their response, the student may begin the formal process by emailing the department chair.

1. **Initial Appeal to Instructor:** The student should approach their instructor directly to discuss and attempt to resolve the grade dispute within ten (10) business days from when grades are reported in the UHCL Academic Calendar. The instructor has ten (10) business days to respond to the student's informal request.
2. **Grounds for Appeal:**
  - Instructor error in computing grades;
  - Disagreements concerning grading requirements stated in the syllabus;
  - Disagreements concerning the instructor's directions for submitting work or performing tasks; or
  - Instructor departing from standards/expectations outlined in the syllabus without timely notice.

**Note:** Grades resulting from academic honesty violations cannot be appealed through this process (see [Academic Honesty Policy](#) ref. O6.A.16).

3. **Formal Appeal Process:** If the informal resolution fails or if the instructor does not respond within ten (10) business days, the student can file a formal appeal. The student may write a detailed statement explaining the grounds for their appeal with supporting documentation and evidence. The student should submit this information to the chair of the department in which the grade was earned, within ten (10) business days of the instructor's response or when the response was due.
4. **Department Chair Review:** The department chair will review all relevant information and respond to the student and the instructor within ten (10) business days of receiving the student's appeal. If the department chair is the instructor involved, the student should contact the associate dean of the college to request an alternative chair. The timelines remain the same.
5. **Appealing the Department Chair's Decision:** If the student is unsatisfied with the department chair's decision or does not receive a response within ten (10) business days, the student can appeal to the Academic Appeals Committee within the college. The student should forward their written documentation, any responses received, and a written reason for appealing to the associate dean of the college within ten (10) business days of the department chair's decision. The Academic Appeals Committee will review the materials and render a decision within ten (10) business days of receiving the documents. The student will be notified of their decision.
6. **Final Appeal to the Dean:** If the student wishes to appeal the Academic Appeals Committee's decision or does not receive a response within ten (10) business days, the student can notify the associate dean of the college within ten (10) business days. The student should forward their written documentation and reason for appeal to the associate dean of the college, who will then send the materials to the dean of the college for review. The college dean or their designee will review the appeal and make a final decision within ten (10) business days.

At any point during the appeal process, additional information may be requested from the student. The student will have ten (10) business days to respond to such requests. The person reviewing the student's appeal will then issue a written decision within ten (10) business days of receiving the student's response.

Students should ensure that all their communications are clear and include all necessary documentation. If the student has any questions or needs further assistance, the student should not hesitate to contact the Dean of Students Office.

## *Policy on the Release of Student Records (FERPA)*

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law stating (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that institutions maintain the confidentiality of student education records.

UHCL accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to, nor will the institution disclose, any information from students' education records without the written consent of students except to personnel within the institution, to officials of institutions in which students seek to enroll, to persons or organizations providing students' financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the act.

Within UHCL, only those members individually or collectively acting in students' educational interest are allowed access to student education records. These members include but are not limited to the office of the president, senior vice president and provost, vice president for administration and finance, deans, associate and assistant deans, student affairs, student business services, financial aid, career development, the counseling and mental health center, health services, as well as members of student conduct, academic, grade and honesty boards, councils, and appeal committees, and academic personnel within the limitations of their need to know.

At its discretion, the University of Houston–Clear Lake may provide "directory information" to the public without student consent.

Directory information is defined by University of Houston–Clear Lake as follows (within guidelines of the Family Educational Rights and Privacy Act of 1974):

- Student name
- Address
- Telephone number
- University e-mail address
- Date and place of birth
- Major field of study
- Dates of attendance
- Classification
- Hours enrolled
- Date of graduation
- Degrees and awards received
- Most recent previous educational agency or institution attended
- Participation in officially recognized activities and sports

Students who do not wish that public information (including their name, address and phone number) be released can go online at [www.uhcl.edu/eservices](http://www.uhcl.edu/eservices) and select all information to be restricted from release (with the noted exceptions for Release to Publications) according to Family Educational Rights and Privacy Act of 1974 guidelines and policies.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panel to be unacceptable. To review records, a student must make a request in writing to the Office of the Registrar. The request must identify the record or records they wish to inspect. In compliance with FERPA, UHCL will provide the student's records for review within 45 days from the day the university receives the request.

Link: <https://www.uhcl.edu/policies/ferpa/policy-on-release-of-student-records>



# *Getting Involved on Campus*

From joining a club or student organization to obtaining an on-campus job, there are many ways for students to get and stay involved on campus. The Office of Student Involvement and Leadership serves as the central hub for student involvement and engagement.

## *Student Organizations*

Approximately 100 clubs and organizations are available to students. From giving back to the on-campus or local community, joining [student government](#) or the [campus activities board](#), or starting a new organization, students are in control of their student leadership experience at the University of Houston–Clear Lake.

College is a critical moment of life for individuals to explore how to become the best version of themselves and become involved in a community of people who are eager to leave their mark at UHCL. Joining a student organization can undoubtedly help students enhance their journey through college. The many benefits of joining a student organization include:

- Building community and learning about people who are different from you
- Enhancing personal skills and knowledge of self
- Improving communication skills
- Increasing networking opportunities
- Strengthening your résumé
- Making a positive difference for Hawks!



The [CampusGroups app](#) (HawkLink) serves as the hub for what is happening both on and off campus. Students are encouraged to connect to organizations and events that spark their interest and will help them grow by downloading the app on their phone. Students may download the app on their phone to access [HawkLink](#).

The [Student Organization Center and Lounge](#) (SOCAL) encourages student involvement with registered student organizations (RSOs) and provides social spaces for entertainment and community building. Students are encouraged to stop by and hang out in SOCAL, which is located on the second floor of the Student Services Classroom Building (SSCB Room 2.103).

## *School Spirit and Traditions*

UHCL Hawks are strong, ambitious and prepared to make their community a better place. Students take pride in their campus community.

### **The Claw**

In addition to being a symbol of UHCL pride, The Claw gives all Hawks a sense of belonging while making them feel more connected. To make the sign, an individual should extend their thumb and first two fingers. Then, curl all three fingers.

UHCL's hand sign mimics the talon of a hawk, the university's mascot, and was created and voted on by students. After students expressed their desire to distinguish UHCL from other universities, the campus held a student hand sign contest. From the submissions received, the Hawk Spirits and Traditions Council (HSTC) narrowed it down to three. These three hand signs were then vetted through the vice president of student affairs prior to the campus community voting on their favorite. "The Claw" was the winner.

### **Hunter the Hawk**

Hunter the Hawk was unveiled as UHCL's official mascot in 2013. As a nature preserve, UHCL is home to wild hawks that live on campus as part of their natural habitat. Students will see Hunter the Hawk at campus traditions and large-scale events like I Heart UHCL Week, Lighting at the Letters, Chili Cook-Off, and Homecoming. Learn more about UHCL's [Mascot Program](#).

## Blue and Green Wednesdays

Throughout the year, Student Involvement and Leadership and offices across campus host activities centered on the university's official school colors. Students, faculty and staff are encouraged to wear blue and green each Wednesday to show their school pride. Students should watch the HawkLink platform for free spirit t-shirt giveaways, seasonal refreshments, and much more every Blue and Green Wednesday!



## *Student Leadership Development*

Within the Division of Student Affairs, the Student Involvement and Leadership team develops leadership potential and self-efficacy, preparing students to lead and serve in tomorrow's global communities. Leadership programs are open and available to all UHCL students, regardless of affiliation with existing leadership programs, organizations and activities.

### League of the Rising Hawks

The [League of the Rising Hawks](#) is an initiative dedicated to student success and creating a unique campus culture that engages students through co-curricular experiences. Students are challenged to become more engaged with UHCL departments and campus activities to achieve student learning competencies and

distinctions. At the completion of the League of the Rising Hawks experience, students will reflect upon their involvement and earn a specialized graduation stole.

Through the League of the Rising Hawks, students will gain the following distinctions and competencies:

- **Self-Awareness and Personal Development**
  - Emotional intelligence, Authenticity, Identity development, Health and wellbeing
- **Leadership and Professional Development**
  - Meaningful relationships, Communication, Teamwork, Empowerment
- **Civic and Social Responsibility**
  - Connection and belonging, Active citizenship, Global perspective, Advocacy
- **Learning and Reasoning**
  - Meaning-making, Problem solving and decision-making, Critical and reflective thinking, Evaluation and analysis

## Hawk Leadership Institute

The [Hawk Leadership Institute](#) (HLI) is a unique learner-focused learning community for incoming first-year students at UHCL. Through exciting and interactive workshops, retreats, and supportive peer teams, students can gain hands-on experience in a learner-focused environment to learn how to implement exemplary leadership. Students will learn about their strengths, effective teamwork, and how to succeed in and outside of the classroom and in their future career. HLI participants become well-rounded individuals who contribute to our global society.



# *Student Resources*

In their navigation of the robust campus life at UHCL, students are encouraged to utilize and take advantage of the many campus resources available to them. From academic advising and career development to mental health support, there is much UHCL has to offer Hawks. Review each of the following services and resources available to UHCL Hawks.

## **Academic Advising**

Academic advising comes in many shapes and forms for students here at UHCL. Each College has their own designated advising office to best meet the needs of students across programs and majors. In addition, there is a Transfer Advising Office specifically dedicated to assisting prospective and new undergraduate transfer students.

Students are encouraged to utilize and refer to the [Navigate App](#) (free to download and use) for assistance viewing your class schedule, setting academic reminders, starting a study group, and scheduling with their academic advisor. Search your app store for “Navigate Student”. Once installed, open the app, search for and select the “University of Houston–Clear Lake”. Sign in using your university username and password.

- **Academic Advising for the College of Business**
  - Location: Bayou 2111
  - Contact Information:
    - Phone: (281) 283–3110
    - Email: [busadvoff@uhcl.edu](mailto:busadvoff@uhcl.edu)
- **Academic Advising for the College of Education**
  - Location: Bayou 1231
  - Contact Information:
    - Phone: (281) 283–3600
    - Email: [education@uhcl.edu](mailto:education@uhcl.edu)
- **Academic Advising for the College of Human Sciences & Humanities**
  - Location: Bayou 1615

- Contact Information:
  - Phone: (281) 283-3333
  - Email: [hshadvising@uhcl.edu](mailto:hshadvising@uhcl.edu)
- **Academic Advising for the College of Science and Engineering**
  - Location: Bayou 3611
  - Contact Information:
    - Phone: (281) 283-3711
    - Email: [cseadvising@uhcl.edu](mailto:cseadvising@uhcl.edu)
- **Transfer Advising**
  - Location: SSCB 1.206
  - Contact Information:
    - Phone: (281) 283-3068
    - Email: [transfer@uhcl.edu](mailto:transfer@uhcl.edu)

## The Accessibility Support Center

The Accessibility Support Center coordinates a variety of services for students with disabilities (including veterans) to ensure they receive equal access to all aspects of UHCL and are permitted to participate fully in university life.

Types of accommodation include but are not limited to:

- Extended time for tests
- Testing in a reduced-distraction environment
- Note-taking assistance
- Permission to audio-record lectures
- Texts in electronic formats
- Sign language interpreters

Their team provides accommodation letters to students and their professors, confirming that the student is registered with the Accessibility Support Center.

Students may [register/submit an online application](#) or stop by the [Accessibility Support Center](#) located in SSCB 1.302 for assistance in seeking one or more accommodations. Students may also call (281) 283-2648 or email [disability@uhcl.edu](mailto:disability@uhcl.edu) for assistance.



## The Alfred R. Neumann Library

The Alfred R. Neumann Library provides students with a dynamic and welcoming experience that is innovative, immersive, and collaborative. They provide students with physical and virtual access to vital information resources and services, advanced technology, and flexible spaces conducive to studying, collaboration, and reflection.

Some core services for students include: [Ask a Librarian](#), [HawkWorks](#) (for access to scholarly and creative works), [ILLiad Interlibrary Loan](#) (for requesting books/articles from other libraries), [Study Room](#) reservations, the [TexShare Card](#) (for borrowing books/items from other libraries), [copying & printing](#) services, and access to research databases and journals.

Students can stop by the [Alfred R. Neumann Library](#) located on the second floor of Bayou for assistance with finding and exploring books, research, journals/articles, and scholarly works.



## Campus Recreation and Wellness Center

The Department of Campus Recreation and Wellness creates educationally purposeful experiences through outstanding facilities, programs and services that inspire UHCL students and community members towards lifelong healthy habits to improve their overall wellbeing.

With an 82,000 state-of-the-art facility filled with exercise equipment, the Campus Recreation and Wellness Center welcomes students to take advantage of their indoor track, indoor and outdoor basketball courts, a soccer gym, outdoor tennis and sand volleyball, Cricket pitch, group fitness classes, intramural sports leagues and tournaments, personal training, and nutritional counseling. Enrolled students have full access to the programs and services provided by the Campus Recreation and Wellness Center.

Students can stop by the [Campus Recreation and Wellness Center](#) located directly next to Hunter Hall and the STEM building for their daily fitness, healthy living, and wellbeing needs.

## **Center for Career Development**

At UHCL, students can participate in and receive hands-on career counseling, resume and cover letter assistance, mock interviews, and career networking events (e.g. job fairs, workshops, and mixers). The Center for Career Development educates and empowers students through holistic career development practices that establish meaningful connections and opportunities through global outreach. Professionals are available to provide crucial guidance with integrating the skills and experience students acquire at UHCL into their pursuit of a fulfilling career.

Students are encouraged to create a student profile and utilize [Jobs4Hawks](#) when searching for on-campus student employment and internship opportunities.

Students can stop by the [Center for Career Development](#) located in SSCB 3.109 for their career exploration and career counseling needs.

## **Counseling and Mental Health Center**

Accredited by the International Association of Counseling Services, Inc., the Counseling and Mental Health Center offers free and confidential therapy to currently enrolled UHCL students. Their [therapy services](#) include individual therapy, group therapy and support, and couples therapy. [Psychiatry services](#) (e.g. evaluations, treatment, and medication management) are available for a fee and upon request.

The [CErT Mental Health Awareness Training](#) equips new CErTified Mental Health Allies with four key aspects: connect, empower, refer, and thrive. Students learn empathetic active listening to establish connections, identify signs of mental health concerns and crises, access various resources, and promote personal and community wellbeing. In short, students gain the ability to recognize, support, and empower individuals facing mental health challenges. Training dates are available online.

The free [Mind Spa and Biofeedback](#) is a relaxation room available to students during regular office hours. The Mind Spa features massage chairs, aromatherapy, coloring, a Zen Garden, water features and sound spas, yoga mat, meditation, and more. Students may call 281-283-2580 to reserve the Mind Spa.

Students can stop by the [Counseling and Mental Health Center](#) located in SSCB 3.103 for their counseling and mental health needs. Students may make an appointment in-person or call 281-283-2580 for assistance. Students experiencing an urgent psychological concern and need to speak with a mental health counselor immediately should call 281-283-2580 and press “2” for assistance.

[24-Hour Crisis Lines](#) and community resources are also available for students.

## **Dean of Students Office**

In addition to assisting students navigate the academic honesty and student conduct processes, the Dean of Students Office serves as the official campus liaison for [pregnant and parenting students](#) and [students with experience in foster care](#). As extension of their commitment to student care, the Dean of Students Office also provides students with essential services that meet basic needs, along with on and off-campus emergency resources.

When students are unable to provide notice of absence, due to an emergency (e.g. a hospitalization or personal emergency), the Dean of Students Office can provide an [absence notification letter](#) to instructors. They will ask for documentation verifying the emergency, and the reason the student is not able to communicate directly with their instructors. Note that the Dean of Students Office is unable to formally excuse students from their classes.

The [Basic Needs Persistence Grant](#) addresses insecurities related to food, housing, transportation, mental and physical health, childcare and technology. All eligibility criteria are available online.

The [Hawk Emergency Fund](#) is available to eligible students experiencing unforeseen, unavoidable, and extenuating circumstances which potentially cause difficulties enrolling or remaining enrolled in classes. All eligibility criteria are available online.

The [Hawk Pantry](#) provides students in need with food (canned goods and non-perishables), toiletries, gender specific hygiene products, in addition to limited household/home essentials and school supplies. The Hawk Pantry is available to all enrolled UHCL students. Hawk Pantry orders may be placed online. In addition, the [Houston Food Bank Distribution](#) initiative is a partnership with the Houston Food Bank's Food for Change (FFC) Food Scholarship Program, which provides free groceries to enrolled UHCL students. Students may make a grocery reservation appointment online.

Students can stop by the [Dean of Students Office](#) located in SSCB 1.201 for assistance in navigating academic complaints, academic honesty, incident reporting, student conduct, and emergency care and resources.

## Health Services

Health Services at the University of Houston–Clear Lake has one objective: to keep students healthy and educated. They provide students with quality healthcare with a board-certified physician, nurse practitioner, medical assistants and support staff. Services include primary care, gynecology, laboratory testing, vaccines and injections, and smoking-cessation resources.

Students may make an appointment by contacting Health Services at 281-283-2626 or by sending an email to [healthservices@uhcl.edu](mailto:healthservices@uhcl.edu).

Students can stop by [Health Services](#) located in SSCB 1.301 for their ongoing healthcare needs.

## International Student Services

The International Student Services area is here to guide international students with transferring into UHCL, completing international admission forms, managing pre-arrival information (e.g., orientation, class registration, health insurance, and housing), and exploring academic and career goals.

International students are highly encouraged to [live on campus in Hunter Hall](#) (i.e., a suite-style residence hall) for a safe, secure, and engaging housing experience at UHCL. International students may request to live together in suites with their friends or with domestic students. Email [housing@uhcl.edu](mailto:housing@uhcl.edu) for assistance.

Students can stop by [International Student Services](#) located in Bayou 2123 for their international student needs. International students may also call (281) 283-2740 or email [orias@uhcl.edu](mailto:orias@uhcl.edu) for assistance.

## Military and Veteran Services

The Capt. Wendell M. Wilson Office of Military and Veteran Services provides students with essential support, guidance, educational resources, and career advice. With a goal of ensuring a safe, healthy, fruitful and enriching transition to civilian life, their commitment lies in cultivating a campus environment that is welcoming and supportive for all veterans and their families.

Students who are service members (Active Duty, National Guard, Reservist), veterans, or dependents may be eligible for [education benefits](#) through the VA or the State of Texas. These benefits may have different payment types and schedules and cover different part of a student's education – like paying for tuition, work study or tutoring.

The ongoing [Boots to Suits Program](#) offers military and veteran students an array of programs and resources, such as guest speakers and mixers, interviewing and networking opportunities, and veteran job search workshops.

In addition, this office serves as the main point of contact for qualifying disabled veteran students who wish to receive a free UHCL student parking permit. [Click here](#) for resources pertaining to disabled veteran parking needs.

Students can stop by [Military and Veteran Services](#) located in SSCB 3.201 for military and veteran services, support, and resources.

## **The Office of Student Financial Aid**

The Office of Student Financial Aid is responsible for assisting students with their inquiries surrounding FAFSA applications, financial aid packages/awards, loans, [UHCL scholarships](#) and outside scholarship sources, and work-study opportunities.

Students are encouraged to review all scholarship opportunities, such as the [Automatic Transfer Scholarship](#) (for new transfer students), the [Hawk Advantage Scholarship](#) (for recent high school graduates), the [New Hawk Scholarship](#) (for freshmen students), and the [Hawk Scholars Scholarship](#) (for new resident graduate students, new non-Texas resident undergraduate/graduate students, and new international undergraduate/graduate students).

The Department of Education will send students' FAFSA applications to UHCL. The Office of Student Financial Aid will then notify students when their application has been received.

- **UHCL School Code:** 011711

Students can stop by the [Office of Student Financial Aid](#) located in SSCB 1.105 for assistance with their FAFSA, financial aid packages, loan and scholarships, and work-study needs. Students may also call (281) 283-2480 or email [uhcl\\_fao@uhcl.edu](mailto:uhcl_fao@uhcl.edu).

## **Office of Title IX and Equal Opportunity Services**

The Office of Title IX and Equal Opportunity Services promotes academically, socially and culturally inclusive and enriching environments, leveraged for all members of the UHCL community and beyond. All members of the campus community are free to learn, expand and challenge.

Their office is responsible for the oversight and management of the [Anti-Discrimination Policy](#) (Title VII), the [Americans with Disabilities Act \(ADA\) 504 and 508](#), and the [Sexual Misconduct Policy](#) (Title IX).



Sexual misconduct includes but is not limited to sexual assault, nonconsensual sexual contact, sexual harassment, sexual intimidation, sexual exploitation, stalking, and dating and domestic violence. A “responsible employee” is a university employee who has the duty to report incidents of sexual misconduct to the Title IX coordinator or other appropriate designee.

Students are encouraged to [report incidents involving discrimination and/or sexual misconduct](#) to the Office of Title IX and Equal Opportunity Services.

- **David D. Brittain, Jr.** serves as the official Title IX Coordinator and Equal Opportunity Officer

Students can stop by the Office of Title IX and Equal Opportunity Services located in Bayou 2323 for any matters pertaining to discrimination, equal opportunity, and sexual misconduct. Students may also call (281) 283-2305 or email [brittaind@uhcl.edu](mailto:brittaind@uhcl.edu) for assistance.

## Orientation and New Student Programs

The Orientation and New Student Programs (ONSP) Office assists students with a smooth transition into our Hawk community as they prepare for their first semester on campus.

ONSP provides dynamic [New Student Programs](#) designed to enhance student connection and learning. From Lunch with a Professor, Give Thanks, and an annual Late-Night Breakfast, there is something for all students to enjoy.

In addition, ONSP offers a variety of programs and services for the parents/guardians, friends, and family members of new and incoming Hawks. Most notably, UHCL Family Weekend is a great way for students to stay connected with their supportive parents/guardians, friends, and family members.

Students can stop by [Orientation and New Student Programs](#) located in SSCB 1.202 for their orientation needs and to engage with the stellar Orientation Leaders on campus.



## Student Business Services

Student Business Services is responsible for the management of all student accounts, including responding to student inquiries about their tuition and fees, making payments (including [payment plans](#) and short term loan and installment agreements), [fee payment deadlines](#), [waivers and exemptions](#), refunds/credits, and student financial appeals.

Students can stop by [Student Business Services](#) located in SSCB 1.103 for assistance with their student accounts, payments, and other student financial needs. Students may also call (281) 283-2170 or email [sbs@uhcl.edu](mailto:sbs@uhcl.edu) for assistance.

## Student Housing and Residential Life

At UHCL, Student Housing and Residential Life helps students to thrive in living-learning environments that promote academic success, life skill development, and student engagement. They strive to provide students with a safe “home away from home” experience where they can Live, Learn, and Engage with their peers.

Hunter Hall is the premiere on-campus housing facility (suite-style residence hall) at UHCL. Student amenities include safe and secure electronic swipe access, 24-hour staff available on site, a full-service front desk, free laundry facilities on each floor, comfy floor lounges, quiet study spaces, a computer lab with printing, a community shared kitchen, on-site mailboxes, engaging programs, and more.

Students can complete their [housing application](#) online via their goUHCL portal. Students may take a private tour of Hunter Hall by emailing [housing@uhcl.edu](mailto:housing@uhcl.edu) or calling 281-283-2615 for assistance.

Students can stop by [Student Housing and Residential Life](#) (Hunter Hall) located directly next to the Campus Recreation and Wellness Center, SSCB, and STEM building for their campus housing needs.

## **Student Success Center**

The Student Success Center team is a comprehensive academic support department that offers students [tutoring](#) (i.e., one-on-one in-person academic assistance), [embedded tutoring](#) (i.e., a peer tutor/mentor embedded in class with the student), [peer mentoring](#), [success coaching](#) (i.e., personalized one-on-one coaching), and [academic skills workshops](#).

In-person and online tutoring is available for students in a variety of subjects, e.g., accounting, biology, chemistry, computer science, mathematics, and psychology.

Examples of academic skills workshops include organization, public speaking, time and task management, communicating with faculty, and navigating campus resources.

Students can stop by the [Student Success Center](#) located in Bayou 2127 for their academic needs surrounding tutoring, peer mentoring, one-on-one coaching, and skills-based workshops. Students may also call (281) 283-2450 or email [studentsuccesscenter@uhcl.edu](mailto:studentsuccesscenter@uhcl.edu) for assistance.

## **University Police**

The University Police department is here to help maintain and promote campus-wide safety and security for all students. With a 24-hour patrol of UHCL campuses, the University Police offer [safety escorts](#), manage emergency operations and preparedness (e.g., [active shooter response and training](#)), respond to and investigate campus incidents/crimes, manage campus [lost and found](#) items, and focus on community outreach (e.g., [Hawk Patrol](#), Coffee with a Cop, and National Night Out).

Students are strongly encouraged to download and use the [SafeZone App](#). Students may use this free app to receive mass safety notifications, check-in (for sharing

personal safety and location information), make first aid calls (for medical assistance), seek help (for non-emergency assistance), and share emergencies.

Students can stop by the [University Police](#) building located near Entrance 3 and the Facilities, Maintenance & Construction building. Students may also call (281) 283-2222 for emergency assistance or to report suspicious activity and/or crimes.

## **The Writing Center**

The Writing Center supports students in reading, writing, and researching a wide variety of texts. Regardless of skill level or stage of the writing process, their team provides this support to students primarily through [one-on-one writing consultations](#), a [writing workshop series](#), and print and online resources (e.g., [tip sheets and writing guides](#)).

Students can [schedule an online appointment](#) or stop by the Writing Center located in SSCB 2.101 for writing assistance (e.g., assignments, papers, thesis/dissertations, and projects). Students may also call (281) 283-2910 or email [writingcenter@uhcl.edu](mailto:writingcenter@uhcl.edu) for assistance.