

Documentation and Required Language for Faculty Syllabi

The documentation below contains language approved by the Office of General Council from UH System for inclusion in all syllabi.

Syllabus Changes (required for all courses)

Due to the changing nature of the COVID-19 pandemic, please note that the instructor may need to make modifications to the course syllabus and may do so at any time. Notice of such changes will be announced as quickly as possible through (*specify how students will be notified of changes*).

Recording of Class (required for all courses)

Students may not record all or part of class, livestream all or part of class, or make/distribute screen captures, without advanced written consent of the instructor. If you have or think you may have a disability such that you need to record class-related activities, please contact the Accessibility Support Center. If you have an accommodation to record class-related activities, those recordings may not be shared with any other student, whether in this course or not, or with any other person or on any other platform. Classes may be recorded by the instructor. Students may use instructor's recordings for their own studying and notetaking. Instructor's recordings are not authorized to be shared with *anyone* without the prior written approval of the instructor. Failure to comply with requirements regarding recordings will result in a disciplinary referral to the Dean of Students Office and may result in disciplinary action.

Face Covering Policy (required for courses with a face-to-face component)

To reduce the spread of COVID-19, UHCL [requires face coverings](#) on campus including classrooms for both faculty and students. Face coverings must cover your mouth and nose and be worn throughout the class session. A mask with a valve is not considered an adequate face covering and should not be used, as it can expel exhaled air, increasing the risk to others. Eating or drinking during class is discouraged and is not an excuse for removing the face covering for any extended length of time. Failure to comply with the requirement to wear a face covering in class will result in your being asked to leave the classroom immediately and a disciplinary referral through the Dean of Students Office. Exceptions will also be made for those individuals who, due to a specific medical condition, cannot wear a face covering and have received an accommodation. Requests for an exception due a medical condition for students will be handled by the [Accessibility Support Center](#).

Required Daily Health Self-Assessment (required for courses with a face-to-face component; recommended for all courses)

Your presence in class each session means that you have completed a daily self-assessment of your health/exposure and you:

- Are NOT exhibiting any [Coronavirus Symptoms](#)
- Have NOT tested positive for COVID-19
- Have NOT knowingly been exposed to someone with COVID-19 or suspected/presumed COVID-19

If you are experiencing any COVID-19 symptoms that are not clearly related to a pre-existing medical condition, do not come to class. Please complete [COVID-19 Report of Diagnosis/Symptoms](#). If you believe you may have been exposed please complete [COVID-19 Report of Exposure](#).

Helpful Links:

COVID-19 Updates: <https://www.uhcl.edu/health-alert/>

Online Learning Assistance and Reimbursement Program (OLARP): <https://www.uhcl.edu/dean-of-students/emergency-assistance/online-learning-assistance>