

2022-23

STUDENT HANDBOOK

Disability Support Certificate



College of Education

UNIVERSITY OF HOUSTON

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INTRODUCTION

PURPOSE OF THIS HANDBOOK

This Handbook is intended for students in the Department of Educational Leadership & Policy Studies (ELPS) in the College of Education (COE) at The University of Houston (UH) in the Graduate Certificate in Disability Support program. It provides an overview of program requirements, policy, rules, and regulations. The information included is designed to facilitate students' progress toward the attainment of their program objectives. *The purpose of this handbook is to supplement and clarify – not supersede – policies and procedures provided at the College of Education or University of Houston level.*

GOALS OF THE PROGRAM

Educators and other professionals can bolster their expertise in supporting individuals with disabilities through this online certificate program.

DESCRIPTION & OBJECTIVES OF PROGRAM

The University of Houston Graduate Certificate in Disability Support program teaches students about:

- disabilities and disability law for educational and professional settings;
- characteristics, intervention strategies and services for individuals with disabilities;
- theory and principles of behavioral analysis in a variety of school and professional settings;
- how to conduct behavioral observations;
- designing and using data collection tools, linking interventions with appropriate data tools and making evidence-based decisions;
- how to examine and apply evidence-based instructional strategies, programs and tools for addressing the learning needs of individuals with disabilities;
- engaging in discussions on state and federal laws as they pertain to the acquisition and use of assistive technology;
- navigating a variety of assistive technology, devices, services and resources, including internet resources for individuals with disabilities; and
- collaborating and consulting with parents, families, teachers, administrators and other professionals in the community.

UNIVERSITY OF HOUSTON GRADUATE AND PROFESSIONAL STUDIES GRADUATE CATALOG

It is important for all students to read the catalog and be familiar with the requirements and policies currently in effect for all graduate students at the University of Houston. The catalog is available online at <http://publications.uh.edu/index.php>.

Specifically: It is the responsibility of students to be aware of rules and regulations. As such, please view the *Graduate Catalog* to review all policies regarding, but not limited to: Academic Honesty, Dropping Courses, Leave of Absence, Low Grade Policy, Plagiarism (Definition of), and Withdrawal.

UNIVERSITY OF HOUSTON WEBSITE

The UH website available at <http://uh.edu/> contains policies regarding student business services including tuition/fees amounts, payment options with due dates, and refunds; academic calendar; enrollment schedules; and more.

COE OFFICE OF GRADUATE STUDIES WEBSITE

The COE Office of Graduate Studies (OGS) provides leadership and continuous support for all graduate programs, faculty and students in the College of Education. COE policy information is available on the OGS website at <http://www.uh.edu/education/student-services/graduate-office/>.

DEPARTMENT OF EDUCATIONAL LEADERSHIP AND POLICY STUDIES WEBSITE

Please visit <http://www.uh.edu/education/departments/elps/> for information about the department, mission, degree programs, faculty and staff, ELPS centers and institutes, testimonials, and more.

MYUH

The University of Houston is a student-focused, yet self-service, academic community. As such, students must complete many administrative actions themselves. Through the *myUH* portal, students may check admission status, register for classes, reserve parking, reset passwords, add classes, view financial aid, make payments, download 1098Ts, and much more by visiting <https://myuh.uh.edu/>.

UH EMAIL MAILBOX

Beginning Spring 2020, College of Education students were provided an official UH email mailbox to use during their enrollment at the University of Houston. The email account will be the primary way instructors, UH entities, and support staff communicate with students. The purpose of this action is to: (1) help retain the integrity and privacy of your personal email account by keeping UH related correspondence within its own email mailbox and (2) provide additional course curriculum Office 365 <<http://www.uh.edu/office365>> tools and functionality (uh.edu/office365).

There are two ways to access and use your official UH email mailbox.

1. Visit AccessUH <<http://accessuh.uh.edu>> and click on the “Office 356” icon to gain access to the Outlook web app.
2. Download the free Microsoft Outlook app and follow the appropriate tutorial to check, send, and receive UH emails on mobile devices.
 - a. Android Mobile Devices <<http://www.coe.uh.edu/cite/training/tutorials/phone/outlook365-android.pdf>> (coe.uh.edu/cite/training/tutorials/phone/outlook365-android.pdf)
 - b. Apple Mobile Devices <<http://voyager.coe.uh.edu/cite/training/tutorials/phone/outlook365-apple.pdf>> (coe.uh.edu/cite/training/tutorials/phone/outlook365-apple.pdf)

Note that students are initially assigned a forwarding email alias that does not send or store emails. The main purpose of this forwarding email alias is to redirect emails to a personal email address. Currently your alias may be forwarding emails to a personal email address. Therefore, manually update your ‘destination’ email address to redirect to your new official UH email mailbox. Visit the UIT website to learn how to

update the destination email<<https://uh.edu/infotech/services/accounts/email/update-student-address/>> within AccessUH (uh.edu/infotech/services/accounts/email/update-student-address).

Additional assistance can be found at the Get Help<<http://www.uh.edu/get-help>> page (uh.edu/get-help), by visiting the CITE lab<<http://www.coe.uh.edu/cite>> Help Desk (coe.uh.edu/cite), or by requesting an official email mailbox<<http://www.uh.edu/mailbox>> if you believe one was not created for you (uh.edu/mailbox).

ADVISOR AND DEPARTMENTAL STAFF

Your faculty advisor and administrative staff within the Department of Educational Leadership & Policy Studies also serve as resources and will provide guidance on where to go to get more information about particular University of Houston, College of Education, and ELPS policies and procedures. Information about these policies and procedures as well as program requirements not described in this handbook can be discussed with your advisor.

Visit the ELPS website at <http://www.uh.edu/education/departments/elps/> to access faculty and staff contact phone numbers and email addresses.

CORE FACULTY

Detailed ELPS core faculty information is available at <http://www.uh.edu/education/departments/elps/faculty/>.

Note: Adjunct faculty vary by semester given the subject matter of the specific course offered at the time.

ADVISING AND VALID CONTACT INFORMATION

Upon admission to the program, all students are assigned a faculty/academic advisor. The student's relationship with their advisor is one of the primary means by which the program monitors and facilitates student progress through the program and professional and personal competency development. Students are expected to maintain regular contact with their advisors throughout their matriculation, keep their advisors apprised of any problems or concerns that may affect their academic work, complete certification plans in close consultation with their advisors, and seek their advisor's consultation and assistance as appropriate. Students must keep their *myUH* accounts updated with their UH email address and/or destination email address, mailing address, and telephone number that will enable the advisor to reliably contact the student. At this time, students are encouraged to use their UH email address. Failure to maintain valid contact information is a serious issue since the advisor must be able to have confidence that time-sensitive and/or important information will be delivered to the student. Failure to maintain valid contact information is a serious deficiency that may lead to the development of a Performance Improvement Plan (PIP), at any time that the advisor determines that the contact information is not valid.

ONGOING AND ANNUAL REVIEW

The overall progress of all students is evaluated annually by advisors. Students are given feedback each year concerning the outcome of this evaluation. Students are in good standing if they:

- register continuously at the University in courses consistent with the approved certificate plan, or seek a formal leave of absence from the program if they must interrupt their enrollment;
- make adequate progress in accordance with the length of time that the student has enrolled in the

program; and,

- maintain adequate progress and performance in their coursework. Adequate progress includes formally resolving all Incompletes received in any course during the previous semesters.

DISMISSAL POLICIES AND PROCEDURES

The dismissal of a student from the program is a significant event for the student, the program, and the program faculty and represents the conclusion of the faculty that the student has not demonstrated appropriate, consistent matriculation; has engaged in academic dishonesty; has not met multiple program milestones; has been charged with or convicted of a criminal offense; has failed to demonstrate an adequate level of professional or personal competency, or for other serious reasons (e.g., has been disruptive to the education and training process). Dismissal action is typically the outcome of careful inquiry and collection of data from multiple sources as well as communication with the student regarding his or her unsatisfactory performance in basic or, where appropriate, remedial work, as outlined in a Performance Improvement Plan. However, immediate dismissal may occur under dangerous (e.g., threat of bodily harm, slander, libel), unusual, or other serious circumstances.

GRIEVANCE POLICY AND PROCEDURES

Students may grieve any faculty decision or action that affects their progress through the program. If the student chooses to grieve, he or she must follow the formal grievance procedures as specified in the College of Education Student Grievance Policy and in the UH Graduate Studies Catalog.

CREDIT TOWARD A DEGREE AT UH FOR NON-DEGREE SEEKING STUDENTS

Prospective students will be encouraged to adhere to the admission criteria for UH College of Education graduate programs so that they may apply relevant courses in this certificate program toward a Master's degree in Special Populations or Ed.D. in Professional Leadership – Special Populations, if they choose, at the end of their certificate program. However, completion of the Graduate Certificate in Disability Support program does not guarantee acceptance to either program.

CERTIFICATE REQUIREMENTS

The Graduate Certificate in Disability Support program is designed to enable students to complete certification requirements in 1 year (2-3 semesters). Specifically, students will take fifteen (15) credit hours of coursework to complete certificate requirements. All courses are offered online.

ADMISSION REQUIREMENTS

Admission to all graduate programs in the College of Education is selective and often very competitive. Simply meeting the minimal criteria does not ensure admission. Admission to one of the College's graduate programs requires the completion of the application requirements outlined by the Program, the Department, and the College.

Admission to graduate programs at the University of Houston requires a 2.6 cumulative undergraduate Grade Point Average (GPA) or over the last 60 credit hours of coursework. Applicants who do not meet this

requirement should address, in their goal statement, the reasons for their undergraduate degree performance and discuss other academic indicators that provide supportive evidence of their potential to meet the demands of rigorous study at the graduate level.

REQUIRED APPLICATION MATERIALS

- ApplyWeb Application
- Transcripts (Bachelor's degree earned from an accredited institution of higher education)
- Statement of Interest articulating career goals and how they relate to the program
- Resume or Curriculum Vitae

REQUIRED COURSES

SPEC 6360 Individuals with Disabilities (fall, spring)

SPEC 6362 Behavior: Evidence-Based Decisions (spring only)

SPEC 6365 Data-Based Individualization of Instruction (spring only)

SPEC 6353 Technology in Special Populations (summer only)

SPEC 7391 Collaborative Consultation and Coaching (summer only)

UH COURSE LISTING

The *UH Course Listing* allows students to search for, and receive, information regarding available courses for each semester. It is available at <http://www.uh.edu/academics/courses-enrollment/class-schedule/>.

COURSE AND BENCHMARKS INQUIRIES

Contact your advisor regarding questions related to course content, course sequence, and benchmarks.

COURSE REGISTRATION VIA MYUH ASSISTANCE

Contact Mrs. Britney Wombole, Admissions & Academic Advisor in OGS at baikner@central.uh.edu regarding assistance with course registration in *MyUH*. Students need to ensure to make payment in order to register if a financial hold is posted in *MyUH*. Contact the Office of Student Business Services at <http://www.uh.edu/about/offices/enrollment-services/student-business-services/> with questions related to financial holds. Students may register once the financial hold is cleared. Recently admitted students may also have a degree verification hold. The hold will be cleared once official transcripts are received and processed by the UH Graduate School.

ENROLLMENT SCHEDULE

Students can begin planning the registration timeline by viewing

<http://www.uh.edu/academics/courses-enrollment/enrollment-schedule/index.php>.

GRADUATION

During the final semester of coursework, students must apply to graduate by the appropriate deadline.

Students may apply for graduation by using an online application form by logging onto [MyUH \(PeopleSoft\)](#).

- Click on “Degree Process/Graduation” under the menu in the top left.
- Click on “Apply for Graduation” and follow the steps.

STUDENT SUPPORT SERVICES

The ELPS program is situated within a university that offers students an array of support services sponsored by a variety of campus offices and facilities. This section describes some of these services and resources.

ACADEMIC CALENDAR

<http://publications.uh.edu/content.php?catoid=30&navoid=11292>.

COSTS, FELLOWSHIPS, ASSISTANTSHIPS, FINANCIAL AID, PAYMENT DUE DATES, AND REFUNDS

Information about these programs are available through the University of Houston Office of Student Business Services at <http://www.uh.edu/about/offices/enrollment-services/student-business-services/>.

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

More information about University of Houston services is available at <http://www.uh.edu/caps/>.

PROBLEM-SOLVING RESOURCES/STUDENT ADVOCACY

Resources are available to assist students to resolve problems or refers them to the office or person who can help resolve a particular problem. More information regarding these services can be found at Dean of Students office web page <http://www.uh.edu/dos/>. The Legal Clinic at the Law Center provides advice and counsel to students for problems of a legal nature. Students will be advised of steps that can be taken without a lawyer. When an attorney is required, referrals to agencies and other legal services are provided. More information regarding this service is located at <http://www.law.uh.edu/clinic/>. Contact the Legal Clinic at 713-743-2094 for assistance.

STUDENT LIFE RESOURCES/WELLNESS

A great education extends beyond the classroom. At University of Houston, we support your success with wellness programs, counseling services, a professional police service and much more. University of Houston also offers specialized programs for international students and students with disabilities. More information is available at <http://www.uh.edu/student-life/resources/>.

TECHNOLOGY

Center for Information Technology (CITE) at the COE: this department offers multi-faceted technology services to the entire College of Education and information is available at <http://www.uh.edu/education/student-services/technology-services/>.

University Information Technology (UIT): UIT services cover issues pertaining to email accounts and other general technology. Additional information is available at <http://uh.edu/infotech/>.

UH GENERAL OVERVIEW OF RESOURCES AND QUICK LINKS:

Please visit <http://www.uh.edu/students/index.php> for details regarding multiple resources available to

students at University of Houston.

OBTAINING TEXAS RESIDENCY FOR TUITION PURPOSES

If you are not a Texas resident, University of Houston tuition is very costly relative to the resident rate. Therefore, nonresident students are urged to take steps during their first year to obtain residency. For more information, consult the *Graduate Catalog*.

OFFICE 365

Microsoft Office 365 is the University of Houston's official cloud storage, communication, collaboration, and productivity platform for faculty, staff, and students. General information can be found at this [link](#). CITE has created an Office 365 tutorial that can be found at this [link](#).

APPENDIX A HOW-TO: COURSE ENROLLMENT

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