

**FIN4335-001  
REAL ESTATE INVESTMENTS  
FALL 2020  
SYLLABUS**

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RCOBA W305  
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*Virtual Office Hours:* M 1:30 p.m. – 2:30 p.m. (or by appointment)

This syllabus is a general plan for the course. As necessary, any changes to this syllabus will be communicated to all students. If Texas Tech University campus operations are required to change because of health concerns related to the COVID-19 pandemic, it is possible that the delivery format of this course may change. Should that be necessary, students will be advised of any changes to the technology requirements of this course.

**I. Course Details**

<i>Delivery Format:</i>	Hybrid (asynchronous online component)
<i>F2F Dates, Times and Location:</i>	Aug. 31, Sept. 14, Oct. 26 and Nov. 23 5:00 PM – 6:20 PM RCOBA 101
<i>Teaching Assistant:</i>	TBD

**II. Required Texts and Technology**

*Required Texts:*

- Geltner, Miller, Clayton and Eichholtz, *Commercial Real Estate Analysis and Investments*, 3rd edition, Cengage, 2014.
- Sean Cook, *Investing in Real Estate Equity: An Insider's guide to real estate partnerships, funds, joint ventures & crowdfunding*, 2016.

*Optional Text:*

- Phil Pustejovsky, *Real Estate Investing Gone Bad*, 2016.

*Technology Requirements:*

- Personal computing device with internet access sufficient for viewing streaming videos, webcam and microphone
- Web browser with access to Blackboard, YouTube and Microsoft Teams
- Microsoft Teams, Microsoft Excel, Microsoft Word and Adobe Acrobat Reader

**III. Tentative Course Schedule**

*Tentative Schedule:* A tentative schedule of the course is attached as **Exhibit A**. As necessary, any changes from this tentative schedule will be communicated to all students.

*Face-to-Face (F2F) Meeting Dates:*

- Monday, August 31, 2020 from 5:00 PM to 6:20 PM (RCOBA 101)
- Monday, September 14, 2020 from 5:00 PM to 6:20 PM (RCOBA 101)
- Monday, October 26, 2020 from 5:00 PM to 6:20 PM (RCOBA 101)
- Monday, November 23, 2020 from 5:00 PM to 6:20 PM (RCOBA 101)

*Quiz Due Dates:*

- September 22, 2020 at 11:59 PM (Lectures 1 – 13)
- October 18, 2020 at 11:59 PM (Lectures 14 – 21)
- November 17, 2020 at 11:59 PM (Lectures 22 – 33)

*Exam Dates:*

- September 23, 2020 from 5:00 PM to 9:00 PM (Exam 1)
- October 19, 2020 from 5:00 PM to 9:00 PM (Exam 2)
- November 18, 2020 from 5:00 PM to 9:00 PM (Exam 3)

*Group Project Due Dates:*

- September 4, 2020 at 11:59 PM (CoStar Acknowledgement)
- September 22, 2020 at 11:59 PM (Market Analysis Worksheet)
- October 18, 2020 at 11:59 PM (Unlevered Proforma Worksheet)
- October 22, 2020 at 11:59 PM (Draft 1)
- November 17, 2020 at 11:59 PM (Levered Proforma Worksheet)
- November 17, 2020 at 11:59 PM (Financial Feasibility Worksheet)
- November 17, 2020 at 11:59 PM (Joint Venture Worksheet)
- November 22, 2020 at 11:59 PM (Draft 2)
- November 30 or December 2, 2020 at 5:00 PM (Presentation)
- December 7, 2020 at 11:59 PM (Final Report)

#### **IV. Course Administration**

*Blackboard:* Course announcements, handouts, supplemental readings, links to online lectures, lecture slides, syllabus changes and grades will be made available through Blackboard. Students are expected to regularly check the course Blackboard site for announcements. Students are expected to read assigned materials ahead of the corresponding lecture.

*Financial Calculator:* The Texas Instruments BA II Plus Calculator is recommended for this course, but any basic financial calculator will suffice if it is able to process uneven cash flows to calculate internal rates of return (IRR) and the net present value (NPV) of an investment. Students will use their own calculator on exams and are responsible for understanding how to operate their chosen calculator.

*Face-to-Face (F2F) Meetings:* Texas Tech University has provided the following guidance regarding the conduct of Classes in the context of COVID-19:

- Students are required to wear face coverings while in class, while otherwise in campus buildings and, when social distancing cannot be maintained outdoors, on campus.
- Students should be attentive to posted signage indicating entry and exit ways, gathering and queuing spaces, and availability of masks and hand sanitizer.
- Students are expected to sit at a minimum of six feet (6') apart. A seating chart will be created once everyone is positioned with appropriate social distancing. There will also be an orderly procedure, designed to ensure social distancing, for exiting the classroom.
- The Texas Tech University policy on student congregation areas and use of outdoor spaces is attached as **Exhibit B**.

- Any student refusing a request to comply with any of the above during a face-to-face (F2F) meeting will be required to immediately exit the classroom and will receive a zero (0) for that day's attendance grade.

## V. Course Summary and Objectives

*Course Summary:* FIN4335 is designed to provide students with an overview of issues related to financing, and investing in, commercial real estate. The course will develop the student's understanding of commercial real estate as an investment asset and a profession, and approaches the subject with both theoretical and "real world" applications. Central to the course is the objective of providing the student with the tools necessary to undertake a comprehensive analysis of a real estate investment opportunity, as well as exposure to issues that arise in the real estate investment environment.

*Course Objectives and Learning Outcomes:* The major objectives and learning outcomes of this course are to:

- Understand the models, concepts and theories of commercial real estate by:
  - Applying the concepts of real estate market supply and demand
  - Explaining the effects of urban economics on real estate markets
  - Using basic formulas and procedures for converting real estate cash flows to present value
  - Appreciating the magnitude and variability of the returns produced by various real estate investments
  - Understanding the effect of capital structure on the returns produced by real estate investments
- Apply industry-recognized financial methods to critically analyze commercial real estate assets by:
  - Relating risks to the value of various property types through application of appropriate discount rates
  - Undertaking ratio and discounted cash flow return calculations
- Effectively communicate practical applications of real estate knowledge by:
  - Analyzing real estate investment opportunities
  - Discussing commercial real estate issues in a professional context
- Utilize software and other business technologies relevant to the commercial real estate industry
- Perform an analysis of a commercial real estate investment opportunity

## VI. Outcome Measurement

- There will be **three (3) exams**, each of which will count as **ten percent (10%)** of the final course grade. Exams will be a combination of essay, short answer and multiple-choice questions. Exams will cover the material from lectures, corresponding textbook chapters and other assigned readings.
  - Any exam scheduling conflicts must be communicated in writing no later than one (1) week prior to the first exam. If received, the facts and circumstances of each exam scheduling conflict will be considered on a case-by-case basis.
  - To ensure fairness to all students, aid pertaining to exam content will not be provided by instructors or teaching assistants during the testing period.
  - The Texas Tech University Code of Student Conduct (the "Code of Student Conduct") is in force during and after all exams. The Code of

Student Conduct can be found at [www.depts.ttu.edu/dos/handbook/conduct.php](http://www.depts.ttu.edu/dos/handbook/conduct.php)

- Any violation (including conveying or discussing an exam, or its contents, with other students that have not taken the exam) will result in (a) a score of zero (0) for the applicable exam and (b) the incident being reported to the Office of Student Conduct for potential other sanctions. It is the obligation of all students to report violations of applicable testing policies to the instructor.
- Failure to complete the exam during the applicable testing period without an excused absence will result in a zero (0) for the exam.
- Each student will participate in a group project that analyzes a “real world” real estate investment opportunity. Each student will work in a group of approximately four (4) members. The group project will collectively count as **forty percent (40%)** of the final course grade. The group project will be a practical application that integrates material presented in this course. The objectives of the group project are for students to (a) learn practical, industry-specific skills and (b) prepare a comprehensive analysis of a real estate investment opportunity. Further details regarding the group project will be posted to Blackboard and discussed in the online lectures and the face-to-face (F2F) meetings.
- Attendance at each of the face-to-face (F2F) meetings is expected. Attendance grades will be taken at each of the face-to-face (F2F) meetings and may include in-class quizzes. The face-to-face (F2F) meeting attendance grades will collectively count as **fifteen percent (15%)** of the final course grade.
- Proper preparation for, and active viewing of, all lectures is expected and will aid the learning process and enjoyment of the course. Graded quizzes will be embedded in the online lectures. The four (4) lowest quiz scores will be dropped and the remaining total quiz points will collectively count as **fifteen percent (15%)** of the final course grade.
- Final course letter grades of A - B - C - D - F will generally correspond to the traditional numeric grade breaks of 90 - 80 - 70 - 60. However, final course grades and/or exams may be curved as necessary. As a result, final numeric grade breaks will not be known until after the final exam is graded.

## VII. Extra Credit

Extracurricular participation in the Texas Tech Real Estate Organization (“REO”) will aid the learning process and enjoyment of the course. Extra credit (up to a maximum of six [6] points) will be awarded in tiers as follows:

### *Tier 1 Extra Credit (up to 2 total extra credit points)*

- Become a dues-paying member of REO for the semester (2 points)
- Attend a REO event (0.5 points per event; maximum of 2 points)
- Attend a ShortCourse offered by TTU Technology Support (0.5 points per ShortCourse; maximum of 1 point). ShortCourse schedule and registration information can be found at <http://www.depts.ttu.edu/itts/training/shortcourses/>
- Attend a Communication Workshop offered by the Rawls Center for Business Communication (0.5 points per Workshop; maximum of 1 point). Workshop schedule and registration information can be found at <https://www.depts.ttu.edu/rawlsbusiness/about/snyder/workshops/>

### *Tier 2 Extra Credit (up to 6 total extra credit points)*

- In order to be eligible for Tier 2 extra credit points, you must complete 2 points of extra credit from Tier 1
- Attend the entire software training sponsored by REO (2 points)
- Successfully complete the ARGUS Software Certification in ARGUS Enterprise (2 points). More information and registration information can be found at <http://customer.argussoftware.com/s.nl/it.A/id.1825/.f>
- Successfully complete Level One, Level Two and/or Level Three of the REFM Certification Program in Excel for Real Estate (1 point per Level; maximum of 2 points). More information and registration information can be found at <https://www.getrefm.com/training-and-certification/refm-certification-program-in-excel-for-real-estate/>

To be eligible for extra credit, the activity must be completed in the current semester. If requested, students must provide appropriate documentation of participation in extra credit opportunities. Except as listed above, there are no other extra credit opportunities for this course.

### **VIII. Attendance Policies**

- Make-ups for quizzes and attendance grades will not be offered. If a student misses a quiz or a face-to-face (F2F) meeting due to an excused absence, the weight of the missed grade will be evenly distributed to the other quizzes or attendance grades (as applicable). For an absence to be excused, (a) the absence must span the entire period of the applicable quiz or face-to-face (F2F) meeting and (b) twenty-four (24) hours' written notice must be provided (or as soon as possible in the case of an emergency). If requested, students must provide appropriate documentation to substantiate any excused absence. If a student misses a quiz or face-to-face (F2F) meeting (a) without an excused absence or (b) without giving timely written notice, they will receive a zero (0) for the missed grade.
- Make-up exams will only be allowed for excused absences that span the entire testing period for the applicable exam. For an absence to be excused, twenty-four (24) hours' written notice must be provided (or as soon as possible in the case of an emergency). If requested, students must provide appropriate documentation to substantiate any excused absence. Make-up exams must be taken by the earlier of (a) one (1) week after the end of the applicable testing period or (b) the day before the date of the final exam. Scheduling a make-up exam is the student's responsibility. If a student misses an exam (a) without an excused absence, (b) without giving timely written notice or (c) without scheduling a timely make-up, the student will receive a zero (0) for the missed exam.
- The Illness-Based Absence Policy of Texas Tech University is attached as **Exhibit C**.
- The Texas Tech University policy on requesting accommodations as a result of personal health concerns is attached as **Exhibit D**.

### **IX. Other Details**

*Office Hours:* Office hours will be conducted virtually during the times listed above. Students will be notified in advance of the virtual platform to be used for office hours (e.g. Zoom, Microsoft Teams, Blackboard Collaborate or phone). Office hours appointments must be scheduled in advance through email, Calendly or phone. Subject to availability, appointments during office hours are scheduled on first-come, first-served

basis. You can easily schedule an office appointment at <https://calendly.com/professor-harrell>

*Texas Real Estate Licensing Exam:* This course is not intended to prepare students for licensure pursuant to the Texas Real Estate Licensing Act. For additional information on licensing, go to [www.trec.texas.gov/licenses/](http://www.trec.texas.gov/licenses/)

*Academic Misconduct:* It is the aim of the faculty of Texas Tech University to foster a spirit of complete honesty and a high standard of integrity. Any attempt by students to present work as their own that they have not honestly performed is regarded by the faculty and administration as a serious offense and renders the offenders liable to serious consequences, possibly suspension.

*Cheating:* Dishonesty on exams, quizzes, projects or other written assignments, unauthorized possession of exams, the use of unauthorized notes during an exam or quiz, obtaining information during an exam from the exam paper or otherwise from another student, assisting others to cheat, alteration of grade records, illegal entry to or unauthorized presence in an office are instances of cheating. If a student commits an act of cheating on any quiz or project component, the student will receive a zero (0) for the entire quiz or project portion of the course (as applicable) and may be subject to further consequences as provided by the Code of Student Conduct. If a student commits an act of cheating on any exam, the student will receive a zero (0) for that exam and may be subject to further consequences as provided by the Code of Student Conduct.

*Plagiarism:* Offering the work of another as one's own, without proper acknowledgment, is plagiarism. Any student that fails to give credit for quotations or an essentially identical expression of material taken from books, encyclopedias, magazines, and other reference works, or from the themes, reports, or other writings of a fellow student, commits plagiarism. If a student commits an act of plagiarism on any quiz or project, the student will receive a zero (0) for the entire quiz or project portion of the course (as applicable) and may be subject to further consequences as provided by the Code of Student Conduct. If a student commits an act of plagiarism on any exam, the student will receive a zero (0) for that exam and may be subject to further consequences as provided by the Code of Student Conduct.

*Civility:* Professional behavior is expected at all times during course activities.

*Disability Accommodation:* Any student who, because of a disability, may require special arrangements in order to meet the course requirements should contact the instructor as soon as possible to make any necessary arrangements. Students should present appropriate verification from Student Disability Services and/or AccessTech during the instructor's office hours. Instructors are not allowed to provide accommodations to a student until appropriate verification from has been provided. No requirement exists that accommodations be made prior to completion of this approved university procedure. For additional information, please contact Student Disability Services.

*Religious Holy Day Observance:* A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent for the observance of a religious holy day shall be allowed to take an exam, quiz or complete an assignment scheduled for that day within a reasonable time after the absence.

*TTU Resources for Discrimination, Harassment, and Sexual Violence:* Texas Tech University is committed to providing and strengthening an educational, working, and

living environment where students, faculty, staff, and visitors are free from gender and/or sex discrimination of any kind. Sexual assault, discrimination, harassment and other Title IX violations are not tolerated by the University. Report any incidents to the Office for Student Rights & Resolution, (806)-742-SAFE (7233) or file a report online at [titleix.ttu.edu/students](http://titleix.ttu.edu/students). Faculty and staff members at TTU are committed to connecting students to resources on campus. Some of these available resources are:

- TTU Student Counseling Center, 806-742-3674 [www.depts.ttu.edu/scc/](http://www.depts.ttu.edu/scc/) (provides confidential support on campus), 24-hour Helpline, 806-742-5555 (assists students who are experiencing a mental health or interpersonal violence crisis)
- Voice of Hope Lubbock Rape Crisis Center, 806-763-7273, [www.voiceofhopelubbock.org](http://www.voiceofhopelubbock.org) (24-hour hotline that provides support for survivors of sexual violence)
- The Risk, Intervention, Safety and Education (RISE) Office, 806-742-2110, [www.depts.ttu.edu/rise/](http://www.depts.ttu.edu/rise/) (provides a range of resources and support options focused on prevention education and student wellness)
- Texas Tech Police Department, 806-742-3931, [www.depts.ttu.edu/tpd/](http://www.depts.ttu.edu/tpd/) (to report criminal activity that occurs on or near Texas Tech campus)

**EXHIBIT A**  
**Tentative Schedule**

Unit	Date	Class	Topic	Lectures	Reading Chapters		Quizzes	Group Project	REO	
					Geltner & Miller	Cook				
Intro.	M 24-Aug	A	Course Introduction and Overview			Preface				
I	W 26-Aug	B	Real Estate Assets and Markets	Class B Overview		1, 2	1, 2	Due Sept. 22	CoStar due Sept. 4	
				1	Space vs. asset markets					
				2	Private vs. public markets					
				3	Space market segmentation					
				4	LRMC and equilibrium rent					
	M 31-Aug	F2F Class: Team Organization Meeting								
	W 2-Sep	C	Urban Economics	Class C Overview		3, 4, 5	Glossary	Due Sept. 22		REO Meeting
				6	Pricing real estate assets					
				7	Central Place and Economic Base Theories					
	M 7-Sep	Labor Day								
	W 9-Sep	C	Urban Economics (cont'd)	9	Highest and best use theory	3, 4, 5	Glossary	Due Sept. 22		
10				Transportation costs						
M 14-Sep	F2F Class: Property Selection Meetings									
W 16-Sep	D	Market Analysis	Class D Overview		6		Due Sept. 22	Market Analysis Worksheet Due Sept. 22	REO Meeting	
			12	Major market indicators						
			13	Relationships and dynamics						
M 21-Sep	E	Unit I Summary	Unit 1 Case Study							
			Exam 1 Review							
W 23-Sep	Exam 1 (5:00 PM to 9:00 PM)									
II	M 28-Sep	F	Investment Valuation	Class F Overview		10, 11	6, 7, 8	Due Oct. 18		
				14	Basic micro-level valuation					
				15	Discount rate - cap rate relationship					
	W 30-Sep	F	Investment Valuation (cont'd)	16	Understanding cap rates	10, 11	6, 7, 8	Due Oct. 18		
				17	Ratio valuation					
	M 5-Oct	F	Real Estate Cash Flows	18	Lease analysis	11		Due Oct. 18		REO Meeting
	W 7-Oct	Rawls Career Fair								
	M 12-Oct	G	Proforma Valuation	Class G Overview		11, 12	6, 7	Due Oct. 18	Unlevered Proforma Worksheet Due Oct. 18	
				20	DCF valuation					
				21	Investment decision rules					
W 14-Oct	H	Unit II Summary	Unit 2 Case Study							
			Exam 2 Review						Draft 1 Due Oct. 22	
M 19-Oct	Exam 2 (5:00 PM to 9:00 PM)									
III	W 21-Oct	I	Real Estate Debt	Class I Overview		13, 14	2, 7	Due Nov. 17		
				22	Capital structure					
				23	Effect of leverage on risk and return					
	M 26-Oct	F2F Class: Draft 1 Review Meetings								REO Meeting
	W 28-Oct	I	Debt and Leverage	24	Weighted average cost of capital (WACC)	13, 14	2, 7	Due Nov. 17		
				25	PBTCF to EATCF					
	M 2-Nov	J	Debt and Taxes	Class J Overview		13, 14	2, 7	Due Nov. 17		
				26	Real estate tax basics					
				27	Ordinary income					
	W 4-Nov	J	Debt and Taxes (cont'd)	28	Capital gains	13, 14	2, 7	Due Nov. 17	Levered Proforma Worksheet Due Nov. 17	
				29	Depreciation					
				Levered proforma workshop						
Th 5-Nov									ARGUS	
F 6-Nov										
M 9-Nov	K	Financial Feasibility	Class K Overview				Due Nov. 17	Financial Feasibility Worksheet Due Nov. 17		
			30	Financial feasibility						
			31	Basic financial feasibility model						
W 11-Nov	K	Joint Ventures	Financial feasibility workshop			3, 4, 5	Due Nov. 17	Joint Venture Worksheet Due Nov. 17		
			32	Real estate capital						
			33	Joint ventures						
				Joint venture workshop						
M 16-Nov	L	Unit III Summary	Unit 2 Case Study							
			Exam 3 Review						Draft 2 Due Nov. 22	
W 18-Nov	Exam 3 (5:00 PM to 9:00 PM)								REO Meeting	
M 23-Nov	F2F Class: Draft 2 Review Meetings									
W 25-Nov	Thanksgiving									
Final	M 30-Nov			Group Project Presentations						
	W 2-Dec			Group Project Presentations						
	M 7-Dec			Group Project Final Report Due						



**EXHIBIT B**  
**Student Congregation Areas and Use of Outdoor Spaces**

1. Guidance for use of outdoor spaces:
  - a. All requests to use outdoor spaces for formal class instruction, organizational meetings, and/or any other event should follow the requirements and procedures specified in OP 61.02 (available at <http://www.depts.ttu.edu/opmanual/OP61.02.pdf>)
  - b. Before submitting a request to schedule use of an outdoor space, individuals should review the Grounds Use webpage at which includes a calendar of scheduled events
2. Guidance for students waiting for their classes to begin:
  - a. A system group is planning signage that will be used in academic buildings
  - b. Operations and Student Disability Services are in the process of touring academic buildings and will work with each department to roll out the signage plan for masks, hand washing, and wellness kiosk stations
  - c. Students can be encouraged not to queue for classes until at least 10 minutes before start time. Once in line, social distancing, and use of face coverings should be observed
3. Guidance for exterior doors and building traffic flow:
  - a. Exterior doors must remain open. Academic units may work with Operations concerning routing traffic flow through specific doors, but no exterior doors can be locked (without specific permission from Operations, SDS, and the Fire Marshall)
  - b. Academic units can reach out to Larry Phillippe in SDS and to the Fire Marshall to set up internal review of expected traffic flow patterns
  - c. Exterior doors may not be propped open because doing so (1) is against fire code and (2) disrupts air flow patterns and exchange rates that are being used by Operations
4. Guidance for congregating in academic buildings and auxiliary spaces:
  - a. Operations is providing some uniform signage and guidance during tours of buildings
  - b. Units can work with Lance Rampy to coordinate walk-throughs if they want guidance from Operations on *additional* signage needed for unique common spaces (i.e., no more than two people allowed in copy room at a time)
  - c. Units' building coordinators may contact Operations for help moving furniture as a means of decreasing available seating in common spaces. Units are encouraged to work with operations so that relocated furniture does not block electrical access points or violate fire code. If furniture cannot be moved, units should indicate that furniture is not available for use.
5. Guidance for students who want to stay on campus and use TTU's internet services:
  - a. The Library and campus computer labs will have usage guidelines available on their websites and in their physical spaces
  - b. IT is working (in conjunction with Traffic and Parking) to increase wi-fi signal within parking lots:
    1. R21 – North of Law School, spaces closest to Law School building
    2. Z4 – Directly east of Law School, spaces closest to Law School building
    3. R31 – West of Administrative Support Center
6. Guidance for outdoor space congregation:
  - a. Grounds Use is developing guidelines for approved outdoor events – these will be provided to any group whose request for outdoor space reservation is approved
  - b. Operations will develop signage for known common congregation areas and will address new needs as they arise

## EXHIBIT C Illness-Based Absence Policy

If at any time during this semester you feel ill, in the interest of your own health and safety as well as the health and safety of your instructors and classmates, you are encouraged *not* to attend face-to-face class meetings or events. Please review the steps outlined below that you should follow to ensure your absence for illness will be excused. These steps also apply to not participating in synchronous online class meetings if you feel too ill to do so and missing specified assignment due dates in asynchronous online classes because of illness.

1. If you are ill and think the symptoms might be COVID-19-related:
  - a. Call Student Health Services at 806.743.2848 or your health care provider. After hours and on weekends contact the TTU COVID-19 Helpline at 806.743.2911.
  - b. Self-report as soon as possible using the Dean of Students COVID-19 webpage at <https://www.depts.ttu.edu/dos/COVID-19Absence.php>. This website has specific directions about how to upload documentation from a medical provider and what will happen if your illness renders you unable to participate in classes for more than one week.
  - c. If your illness is determined to be COVID-19-related, all remaining documentation and communication will be handled through the Office of the Dean of Students, including notification of your instructors of the period of time you may be absent from and may return to classes.
  - d. If your illness is determined not to be COVID-19-related, please follow steps 2.a-d below.
  
2. If you are ill and can attribute your symptoms to something other than COVID-19:
  - a. If your illness renders you unable to attend face-to-face classes, participate in synchronous online classes, or miss specified assignment due dates in asynchronous online classes, you are encouraged to visit with either Student Health Services at 806.743.2848 or your health care provider. Note that Student Health Services and your own and other health care providers may arrange virtual visits.
  - b. During the health provider visit, request a “return to school” note;
  - c. E-mail the instructor a picture of that note;
  - d. Return to class by the next class period after the date indicated on your note.

Following the steps outlined above helps to keep your instructors informed about your absences and ensures your absence or missing an assignment due date because of illness will be marked excused. You will still be responsible to complete within a week of returning to class any assignments, quizzes, or exams you miss because of illness.

## **EXHIBIT D**

### **Accommodation Requests from High-Risk Students**

Texas Tech University is taking considerable measures to provide effective social distancing and sanitation protocols as we prepare to return to campus in the Fall. We need to be mindful that, because of underlying health conditions, some students will be at higher risk for COVID-19. Other students, although healthy themselves, might live with someone who has compromising health conditions. Students in one or both of these two categories might request accommodations or alternatives to fulfill course requirements to avoid potential exposure to the virus.

The Office of the Provost authorizes instructors of record (IoRs), in coordination with their department chairs, academic advisors, and academic associate deans, with the flexibility necessary to make instructional accommodations for students to avoid exposure to COVID-19. Accommodations might include, as examples, alternatives to face-to-face group assignments, remote learning such as online instruction or off-site activities, changing to an online section of the same course or to an independent study with the same learning objectives as the original course, or approval of a substitute course that is offered online and can fulfill the same degree requirements of the original course.

Keep in mind the following criteria when considering making an accommodation for a student: (1) whether the requested accommodation would make a substantive alteration of the course material or objectives; (2) whether the accommodation provides an equally effective alternative to the original objectives or activities of the class; and (3) whether the accommodation can be uniformly applied should more than one student request it. If the IoR can satisfactorily address these three requirements for accommodation, and is comfortable providing it, then it is appropriate to do so. If the IOR feels unable to provide accommodation that satisfies these three criteria or is unsure how the requested accommodation can be provided, the IoR is encouraged to contact their academic associate dean's office for guidance. Students should also be advised to follow the steps for reporting illness-related absences outlined on the Dean of Students COVID-19 webpage at <https://www.depts.ttu.edu/dos/COVID-19Absence.php>.

If a high-risk student asks for a substantial alteration to the essential elements of the class, then the IoR, advisor, or associate dean should suggest that the student work with SDS to provide a Letter of Accommodation (LOA).