

Academic Policy Manual

Student Section

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with an instructor's stated class policy, a decision should be rendered in favor of the aggrieved student.

3. COLLEGE ACADEMIC REVIEW PANEL

- 3.01 There shall be in each college a Standing College Academic Review Panel. The members of the panel shall be chosen by procedures established by the college dean. The panel will consist of three faculty members and two student members. The chair of the panel will be selected from the panel members by the appointees to the panel. A department/school chair or any party to the appeal being heard may not serve on the panel. At least two faculty members and at least one student member must be present for action to be taken.
- 3.02 The Academic Review Panel will be involved in an alleged grievance only after the normal procedures outlined in paragraph 4.01.a and 4.01.b below have been exhausted.
- 3.03 The Academic Review Panel will hear only appeals involving disputes over those matters set forth in paragraph 2.01.a through 2.01.f of this policy. Appeals regarding university/college degree requirements, student misconduct, or academic dishonesty will not be addressed by the panel.

4. PROCEDURES

- 4.01 The following steps are to be followed in pursuing an academic grievance or an appeal of suspension for academic deficiency (a grade point average below 2.00):
 - a. In the event of an academic grievance, the student must first appeal to his/her instructor or committee chair for a resolution of the matter and must do so in writing and within thirty days following the final course exam for the semester or summer session during which the dispute arises. (If the grievance involves a suspension for academic deficiency, the student appeals directly to the appropriate academic dean.)
 - b. If an academic grievance is not satisfactorily resolved with the instructor or committee chair, the student may appeal to the chair of the academic department/school in which the complaint or dispute is centered. The student appealing must provide a written summary of the pertinent issues of the grievance. In addition, a student may include other faculty or staff

1. PURPOSE

The purpose of this academic policy statement is to provide for the resolution of student academic grievances in a prompt and equitable manner.

2. GENERAL

2.01 Under the provisions of this policy, academic grievances include disputes over:

- a. Course grades
- b. Unauthorized class absences or tardiness
- c. Suspension for academic deficiency
- d. An instructor's alleged unprofessional conduct related to academic matters
- e. Graduate comprehensive and oral examinations
- f. Theses and dissertations

2.02 If the dispute is determined to be based upon professional judgment, the aggrieved student is entitled to have, as appropriate and in turn, the department/school chair, College Academic Review Panel, academic dean, Dean of Graduate Studies (for graduate student issues), and Provost and Vice President for Academic Affairs form an opinion about the dispute and so advise the individual(s) involved. After considering the advice provided by any or all of the administrators participating in hearing the grievance, the individual(s) involved in the dispute shall retain the academic freedom to decline to change the original judgment in the matter.

2.03 Allegations of student misconduct, as defined in paragraph 5.2, Chapter VI of the *Rules and Regulations*, Board of Regents, The Texas State University System, and Sam Houston State University *Student Guidelines*, published by the Dean of Students' Office will be referred to the Dean of Students' Office for necessary action.

2.04 Allegations, questions, or appeals involving academic dishonesty, i.e., cheating, plagiarism, collusion, and/or abuse of resource materials, will be processed in accordance with the procedures set forth in Academic Policy Statement 810213, "Procedures in Cases of Academic Dishonesty."

2.05 If, in turn, the department/school chair, College Academic Review Panel, academic dean, Dean of Graduate Studies (for graduate student issues), or Provost and Vice President for Academic Affairs finds that a disputed action conflicts with federal or state law, university, college, or departmental policy, or

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents Sam Houston State University's Division of Academic Affairs' APS from the date of this document until superseded.

Original Date: August 23, 1990
Reviewer(s): Academic Policy Council

Review Cycle: October, ENY*
Review Date: October 1, 2008

Approved: _____/signed/_____
David E. Payne
Provost and Vice President
for Academic Affairs

Date: _____04/25/06_____

*ENY = Even Numbered Year

1. GENERAL

- 1.01 Sam Houston State University accepts applications for admission from students without regard to race, color, religion, sex, disability, or age.
- 1.02 All undergraduate admissions applications and all transcripts (high school and college/university) are discarded/destroyed when students do not enroll (or register for classes) for the semester/summer session for which admission was sought.

2. BEGINNING FRESHMAN STUDENTS

- 2.01 A beginning freshman student must graduate from an accredited high school, take the ACT Composite or SAT I Total (verbal + quantitative) and, effective with enrollment for the fall semester 2005, the following test scores for beginning freshmen will be required:
 - a. Students in the top 10%, no minimum score on ACT Composite or SAT I Total (verbal + quantitative).
 - b. Students in the top 11% - 25%, a minimum score of 17 on ACT Composite or a minimum score of 850 SAT I Total (verbal + quantitative).
 - c. Students in the Second Quartile, a minimum score of 19 on ACT Composite or a minimum score of 930 on SAT I Total (verbal + quantitative).
 - d. Students in the Third Quartile, a minimum score of 22 on ACT Composite or 1030 on SAT I Total (verbal + quantitative).
 - e. Students in the Fourth Quartile, a minimum score of 25 on ACT Composite or 1140 on SAT I Total (verbal + quantitative).
- 2.02 A beginning freshman student must submit the following documentation:
 - a. Completed Texas Common Application or the SHSU Undergraduate Admissions Application with non-refundable application fee.
 - b. Official copy of Act Composite or SAT I Total (verbal + quantitative) score.

- c. Official copy of high school transcript showing class rank. Upon graduation from high school, applicant must provide a final official high school transcript showing final class rank and date of graduation.
 - 2.03 A beginning freshman student who has attempted college/university course work while enrolled in high school or in the semester prior to entering Sam Houston State University must provide official transcript(s) indicating the completion of all transferable academic hours (excluding developmental, remedial, vocational/technical, continuing education, or lifelong learning courses) with an overall cumulative transfer grade point average of 2.0 or higher on all academic hours attempted.
- 3. GRADUATES OF A NON-ACCREDITED OR NON-RANKING HIGH SCHOOL
 - 3.01 Sam Houston State University admits qualified students graduating from non-accredited high schools or non-ranking schools who meet the following criteria on a traditional 4.0 grading scale:
 - a. Students with a 3.50 – 4.00 GPA, a minimum score of 17 on ACT Composite or a minimum score of 850 SAT I Total (verbal + quantitative).
 - b. Students with a 3.00 – 3.49 GPA, a minimum score of 19 on ACT Composite or a minimum score of 930 SAT I Total (verbal + quantitative).
 - c. Students with a 2.50 – 2.99 GPA, a minimum score of 22 ACT Composite or a minimum score of 1030 SAT I Total (verbal + quantitative).
 - d. Students with a 2.00 – 2.49 GPA, a minimum score of 25 ACT Composite or a minimum score of 1140 SAT I Total (verbal + quantitative).
 - e. Students with a GPA below 2.00, a minimum score of 27 ACT Composite or a minimum score of 1200 SAT I Total (verbal + quantitative).
 - 3.02 Graduates of a non-accredited or non-ranking high school must submit the following documentation:
 - a. Completed Texas Common Application or the SHSU Undergraduate Admissions Application with non-refundable application fee.

- b. Official copy of ACT Composite or SAT I Total (verbal + quantitative) score.
- c. A high school transcript that meets the Texas State Graduation Requirements as approved by the State Board of Education. See www.tea.state.tx.us/taa/ch74001101.html or Texas Administrative Code (TAC) Chapter 74.

4. GRADUATES OF A HOME SCHOOL

4.01 Sam Houston State University admits qualified students graduating from a home school who meet the following criteria:

- a. Score a minimum of 21 on the ACT Composite or 1010 on the SAT I Total (verbal + quantitative).
- b. Present a home school transcript that meets the Texas State Graduation Requirements as approved by the State Board of Education. See www.tea.state.tx.us/taa/ch74001101.html or Texas Administrative Code (TAC) Chapter 74.

4.02 Graduates of a home school must submit the following documentation:

- a. Completed Texas Common Application or the SHSU Undergraduate Admissions Application with non-refundable application fee.
- b. Official copy of ACT Composite or SAT I Total (verbal + quantitative) score.
- c. Official copy of notarized home school transcript.

5. STUDENTS WHO EARNED THE GED

5.01 Sam Houston State University admits qualified students who have earned their GED, who score a minimum 21 on the ACT Composite or 1010 on the SAT I Total (verbal + quantitative).

5.02 Students with a GED must submit the following documentation:

- a. Completed Texas Common Application or the SHSU Undergraduate Admissions Application with non-refundable application fee.
- b. Official copy of ACT Composite or SAT I Total (verbal + quantitative) score.
- c. Official copy of GED certificate with GED test scores.

6. TRANSFER STUDENTS

6.01 For purposes of this policy, a transfer student is defined to mean an undergraduate student who has attempted transferable academic course work from an accredited college or university. "Transferable academic course work" is defined to mean those attempted hours of course work which are applicable to a baccalaureate degree program.

6.02 Transfer Students from U. S. Colleges or Universities

- a. Undergraduate students who transfer to Sam Houston State University from another regionally accredited college or university with less than twelve transferable academic hours must meet the standards of beginning freshman students (see section 2 of this policy, Beginning freshman Students) and must provide the following documentation:
 - (1) Completed Texas Common Application or the SHSU Undergraduate Admissions Application with non-refundable application fee.
 - (2) Official transcript(s) from all accredited colleges and universities attended.
 - (3) Official transcript(s) indicating the completion of fewer than twelve transferable academic hours (excluding developmental, remedial, vocational/technical, continuing education, or lifelong learning courses). All students must present a cumulative transfer grade point average of 2.0 or higher.
- b. Undergraduate students who transfer to Sam Houston State University from another regionally accredited college or university with twelve or more transferable academic hours as defined by this policy must provide the following documentation:

- (1) Completed Texas Common Application or the SHSU Undergraduate Admissions Application with non-refundable application fee.
 - (2) Official transcript(s) from all accredited colleges or universities attended.
- 6.03 Sam Houston State University accepts a maximum of sixty-six academic hours plus four hours of activity physical education (kinesiology) for a total of seventy semester credit hours from the accredited junior/community colleges attended.
- 6.04 Courses taken at junior/community colleges do not satisfy the advanced hours required at Sam Houston State University.
- 6.05 Students who are currently suspended from another college or university are not eligible for admission to Sam Houston State University.
- 6.06 All academic courses (excluding developmental, remedial, vocational/technical, continuing education, or lifelong learning courses) attempted at a four-year regionally accredited U.S. college or university will be transferred. (Also see Academic Policy Statement 801007, Courses and Grades Transferred from Other Colleges and Universities.)

7. EARLY UNDERGRADUATE ADMISSIONS PROGRAM

- 7.01 High school students who have completed the junior year may be accepted to attend classes at Sam Houston State University.
- 7.02 To be accepted to attend classes, the students must provide official documentation for the criteria listed in 6.03 of this policy, complete the undergraduate admissions application form, and pay the non-refundable application fee.
- 7.03 To qualify for the early Undergraduate Admissions Program, a high school student must meet the following criteria:
- a. Be in the top 25% of his/her class
 - b. Return to the high school and complete the senior year

- c. Have the recommendation of the high school principal or counselor
- d. Have written permission of the parent or guardian
- e. Provide verification of Texas Success Initiative status
- f. Submit the completed Early Admission Application

8. FULL-TIME EARLY UNDERGRADUATE ADMISSIONS PROGRAM REQUIREMENTS

- 8.01 Sam Houston State University recognizes that in some instances a truly gifted high school student may receive considerable educational benefit from a full-time early undergraduate admissions program to a college or university.
- 8.02 To be admitted to the University, the student must provide official documentation for the criteria listed in 7.03 of this policy, complete the undergraduate admissions application form, and pay the non-refundable application fee.
- 8.03 High school students desiring to enter a full-time early undergraduate admissions program must fulfill the following requirements:
 - a. Complete the junior year of high school
 - b. Be in the top quarter of their class
 - c. Score 27 or higher on the ACT Composite or 1200 or higher on the SAT I Total (verbal + quantitative)
 - d. Provide letters of recommendation from the high school principal and two other high school teachers
 - e. Provide a signed letter from the student's parents or guardian stating that they understand the program and approve of the student's participation
 - f. Have a personal interview with an Academic Standards and Admissions Committee

9. ADMISSION OF UNDERGRADUATE INTERNATIONAL STUDENTS

- 9.01 All undergraduate international students must file the Texas Common Application or the SHSU Undergraduate Admissions Application and pay the non-refundable application fee in U.S. currency.
- 9.02 Sam Houston has five categories of undergraduate international students: beginning freshmen who have graduated from a high school outside the United States, beginning freshmen who have graduated from a high school in the U.S., transfer students who have attended a college or university from outside the U.S., transfer students who have attended a college or university in the U.S and have obtained 60+ hours or an associate degree, and transfer students who have attended a college or university in the U.S. and have obtained less than 60 hours.
- a. International students who are beginning freshmen graduating from a high school outside the U.S. must provide the following:
- (1) TOEFL score of 550 or 213 (computer version) if English is not their first language
 - (2) Official high school transcript
 - (3) Evaluation of high school transcript from an accredited evaluation company
 - (4) Support documents (see section 9 of this policy, Requirements for Registration by Undergraduate International Students)
- b. International students who are beginning freshmen graduating from a high school in the U.S. must provide the following:
- (1) A final high school transcript showing the date of graduation and class ranking and satisfactory ACT or SAT scores. Effective with enrollment for the fall semester 2002, the admissions requirements for beginning freshmen graduating from U.S. high schools are:
 - (a) Students in the top 10%, no minimum score on ACT Composite or SAT I Total (verbal + quantitative).

- (b) Students in the top 11% - 25%, a minimum score of 17 on ACT Composite or a minimum score of 850 SAT I Total (verbal + quantitative).
 - (c) Students in the Second Quartile, a minimum score of 19 on ACT Composite or a minimum score of 930 on SAT I Total (verbal + quantitative).
 - (d) Students in the Third Quartile, a minimum score of 22 on ACT Composite or 1030 on SAT I Total (verbal + quantitative).
 - (e) Students in the Fourth Quartile, a minimum score of 25 on ACT Composite or 1140 on SAT I Total (verbal + quantitative).
- (2) Support documents (see section 9 of this policy, Requirements for Registration by Undergraduate International Students).
 - (3) Copies of all immigration documents.
- c. International students who are transfer students and attend a college or university outside the U.S. must provide the following:
- (1) TOEFL score of 550 or 213 (computer version) if English is not their first language
 - (2) Official transcripts from all colleges/universities attended
 - (3) Evaluation of all transfer work from an accredited evaluation company
 - (4) Support documents (see section 9 of this policy, Requirements for Registration by Undergraduate International Students of this policy)
- d. International students who are transfer students who attend a college or university in the U.S. and have obtained 60+ hours or an associate degree must provide the following:
- (1) Official transcripts from all colleges/universities attended.

- (2) Support documents (see section 9 of this policy, Requirements for Registration by Undergraduate International Students)
 - (3) Advisor's report
 - (4) Copies of all immigration documents
- e. International students who are transfer students and attend a college or university in the U.S. and have obtained less than 60+ hours must provide the following:
- (1) TOEFL score of 550 or 213 (computer version) if English is not their first language
 - (2) Official transcripts from all colleges/universities attended
 - (3) Support documents (see section 9 of this policy, Requirements for Registration by Undergraduate International Students)
 - (4) Advisor's report
 - (5) Copies of all immigration documents

10. REQUIREMENTS FOR REGISTRATION BY UNDERGRADUATE INTERNATIONAL STUDENTS

- 10.01 To ensure that all undergraduate admission and immigration papers are in order, international students are required to visit the Undergraduate Admissions Office immediately upon arrival on campus.
- 10.02 All international students are required to purchase the group Hospitalization, Medical Evacuation, and Repatriation Insurance available to all eligible SHSU students. Proof of this insurance must be presented to designated University officials each semester before the registration process can be completed. Further information concerning this required coverage may be obtained from the University Health Center.
- 10.03 Certified English translations are required for documents submitted in a language other than English.

1. CLASS ATTENDANCE

- 1.01 Regular and punctual class attendance is expected of each student at Sam Houston State University.
- 1.02 It is expected that each faculty member will keep a record of student attendance.
- 1.03 Each faculty member will announce to his/her classes the policies for accepting late work or providing make-up examinations. Students are expected to show appropriate cause for missing or delaying major assignments or examinations.
- 1.04 A student shall not be penalized for three or fewer hours of absences when examinations or other assigned class work have not been missed; however, a student may be penalized for more than three hours of absences at the discretion of the instructor.
- 1.05 Each instructor is obligated to clarify his/her classroom policy regarding absences in writing to each student enrolled in class at the beginning of the semester or summer session.

2. METHOD OF RECORDING ABSENCES

Class absences will be recorded and counted only from the actual day of enrollment for the individual student in that specific class.

3. INDICATION OF COURSE PROGRESS

- 3.01 A student frequently needs an appraisal of his/her academic progress from an instructor prior to a drop deadline in order to provide a basis for determining whether or not to drop a course.
- 3.02 The expectation of a student to be able to gain some indication of academic progress prior to the published drop date is not unreasonable.
- 3.03 The manner in which a valid appraisal of course progress is to be provided to a student is left to the discretion of the individual instructor.

APPROVED: /signed/
James F. Gaertner, President

DATED: 05/06/05

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents Sam Houston State University's Division of Academic Affairs' APS from the date of this document until superseded.

Original Date: April 1, 1980
Reviewer(s): Academic Policy Council

Review Cycle: April, ENY*
Review Date: April 1, 2006

Approved: /signed/ Date: 04/29/05
David E. Payne
Provost and Vice President
for Academic Affairs

*ENY = Even Numbered Year

1. INSTITUTIONAL COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT (ADA), 1990.

1.01 It is the policy of Sam Houston State University that no otherwise qualified disabled individuals shall, solely by reason of their disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic program or activity.

1.02 Sam Houston State University has completed a self-evaluation, as required by Section 504 of the Rehabilitation Act of 1973.

2. DEFINITIONS

2.01 The term disability means with respect to individuals:

- a. a physical or mental impairment which substantially limits one or more major life activities (functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
- b. a record of such an impairment (has a history of or has been misclassified as having a mental or physical impairment that substantially limits one or more major life activities); or
- c. being regarded as having such an impairment, individuals may be included in this definition if they have:
 - (1) a physical or mental impairment that does not substantially limit major life activities but are treated by the institution, i.e., Sam Houston State University, as though such a limitation exists;
 - (2) a physical or mental impairment that substantially limits major life activities only as a result of the attitudes of others toward such an impairment; or
 - (3) none of the impairments defined below under "physical or mental impairment," but are treated by the institution as having such an impairment.

- 2.02 Under paragraph 2.01 (a) above, only physical and mental handicaps are included. Thus, environmental, cultural, social, and economic disadvantages are not in themselves covered; nor a prison record, age, or homosexuality.
- 2.03 "Physical or mental impairment" means:
- a. any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genitourinary, hemic, and lymphatic; skin; and endocrine; or
 - b. any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.
- 2.04 It should be emphasized that a physical or mental impairment does not constitute a disability unless its severity is such that it results in a substantial limitation of one or more major life activities. The term "physical or mental impairment" is not defined by virtue of a listing of specific diseases and conditions due to the difficulty in ensuring the comprehensiveness of such a list. However, this term is intended (without limitation) to encompass such diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, and documented emotional illness. "Specific learning disabilities" are included in the definition of "mental impairment," and the term is intended to describe such conditions as perceptual handicaps, brain injury, minimal brain dysfunction, dyslexia, and developmental aphasia.
- 2.05 "Qualified disabled persons" means:
- a. with respect to employment, disabled persons who, with reasonable accommodation, can perform the essential functions of the job in question; and
 - b. with respect to postsecondary and vocational education, disabled persons who meet the academic and technical standards requisite to admission or participation in the institution's programs and activities.

3. COMMITTEE FOR CONTINUING ASSISTANCE FOR DISABLED STUDENTS

- 3.01 The Committee for Continuing Assistance for Disabled Students is chaired by the Director of Counseling Services. It is composed of representatives from the faculty and staff of the University. The committee advises disabled students of available assistance on a continuing basis and serves as a resource for faculty, staff, and students concerning the requirements of the Americans with Disabilities Act of 1990 as it pertains to the educational process at SHSU. As necessary, the committee may familiarize students with the provisions of the University Grievance Procedure - Americans with Disabilities Act (ADA) and paragraph 5 of this policy. The committee does not review grievances concerning academic matters such as grades or suspensions.
- 3.02 The chair of the committee reviews psychological or medical credentials presented by students seeking academic assistance such as learning disabled students or other disabled students whose academic performance is alleged to be affected in order to determine if a disability exists. If so determined, and with written permission from the students, the committee chair communicates with the college deans, recommending certain learning modifications. The deans will communicate to school/department chairs/coordinators/faculty this same information. This is the only type of disability which must be verified, assuming that any other type can be observed by the faculty member.

4. FACULTY RESPONSIBILITY TO THE DISABLED STUDENT

- 4.01 Students may, but are not required to, avail themselves of assistance provided by the University or outside agencies for disabled students.
- 4.02 Students also may request assistance from individual faculty members, school/department chairs, deans, and the Director of the Newton Gresham Library. The faculty member or administrator should refer disabled students, if the disability is unobservable and could affect academic performance, to the Committee for Continuing Assistance for Disabled Students by having them contact the chair for that committee who is also the Director of Counseling Services (extension 4-1720).
- 4.03 Faculty members shall make every reasonable effort to accommodate requests made on the behalf of disabled students by the Director of

Counseling Services under the provisions of the Americans with Disabilities Act of 1990.

- 4.04 Faculty members may inform the students in their classes of the existence of the Committee for Continuing Assistance for Disabled Students so that they may request services if so desired.
 - 4.05 Faculty members should include this information in the class syllabus to accommodate the hearing impaired and state it orally to accommodate the visually impaired. An example can be: "Students with a disability that affects their academic performance are expected to arrange for a conference with the instructor in order that appropriate strategies can be considered to ensure that participation and achievement opportunities are not impaired." The physically impaired may contact the Director of Counseling Services as Chair of the Committee for Continuing Assistance for Disabled Students by telephone (extension 1720).
 - 4.06 The following statement should appear on all printed recruitment, admission, and registration materials: "Disabled students may request admission/registration assistance by calling the Registrar's Office or the Undergraduate Admissions Office." Telephone numbers should be included in this statement.
 - 4.07 In buildings that are not accessible to the physically disabled, classes should be scheduled elsewhere. In buildings which are accessible but without elevators, classes should be scheduled on the first floor, if necessary, to accommodate disabled students. This should be coordinated through the Registrar's Office.
5. STUDENT APPEAL PROCEDURE FOR ACADEMIC COURSE REQUIREMENTS
- 5.01 Any student who wishes to appeal an academic course requirement at SHSU under the provisions of the Americans with Disabilities Act (ADA) of 1990 or Section 504 of the Rehabilitation Act of 1973 must do so in writing within ten class days to the appropriate academic dean. The letter from the student filing the appeal must:
 - a. state the specific academic course requirement(s) being appealed and the reason(s) for the appeal,

- b. state the proposed reasonable accommodation(s) desired, and
- c. provide such documentation as the University may require.

5.02 The academic dean will:

- a. Review the appeal and gather any additional information that may be deemed necessary. As a minimum, the appropriate department chair(s) and/or involved faculty member(s) will be apprised of the appeal and asked to document the following:
 - (1) if and when he/she was notified regarding the appellant's need for assistance in regard to an academic course requirement;
 - (2) any efforts made to provide reasonable accommodation(s) (i.e., tutorial, conferences, special testing review sessions, extra time on tests, peer mentors, academic support services, study guides, outlines for materials, developmental level course recommendations, etc.)
 - (3) the class attendance record(s) of the student (when germane);
 - (4) the performance record (progress) of the student;
 - (5) a summary of recommendations appropriate to provide reasonable accommodation.
- b. If appropriate, the academic dean will provide the appellant with such reasonable accommodation(s) as may be within the dean's authority and University policy to grant;
- c. If the academic dean cannot reasonably determine the validity of the student's appeal, the dean will forward the file to the chair of the Committee for Continuing Assistance for Disabled Students with a request for a review and recommendation by that Committee.

5.03 The Committee for Continuing Assistance for Disabled Students will carefully review the file forwarded by the dean together with any additional medical or psychological profiles which may be available and/or deemed necessary in order to reach an informed conclusion which will assist the dean in reaching a decision.

- 5.04 The academic dean will review the recommendation(s) provided by the Committee for Continuing Assistance for Disabled Students and respond to the appellant's request(s).
- 5.05 If the appellant student is not satisfied with the decision of the academic dean, the student may appeal to the Office of the Provost and Vice President for Academic Affairs. The Provost may require the student to provide additional documentation and otherwise consult with such legal, medical, or psychological expertise as he/she deems necessary in order to reach a final university position in this matter.

APPROVED: _____ /signed/
James F. Gaertner, President

DATED: _____ 01/13/06

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents Sam Houston State University's Division of Academic Affairs' APS from the date of this document until superseded.

Original Date	October 6, 1981	Review Cycle:	October, ONY*
Reviewer(s):	Academic Policy Council Counseling Center Human Resources	Review Date:	October 1, 2007

Approved: _____ /signed/
David E. Payne
Provost and Vice President
for Academic Affairs

Date: _____ 01/10/06

*ONY = Odd Numbered Year

1. GENERAL

- 1.01 In order to use University facilities, equipment, or faculty expertise, a student must be enrolled in a minimum of three semester hours at Sam Houston State University.

2. CRITERIA

- 2.01 A full-time student who is working on a class-related or thesis/dissertation-related project may use University facilities, equipment, or faculty expertise in the period between semesters or summer terms if the student obtains approval in advance from the departmental/school chair and pre-registers for a minimum of three semester hours in the semester or term following the intersession. The student must be enrolled for at least one summer session to receive privileges for the entire summer.
- 2.02 A student must be registered at Sam Houston State University during the semester of graduation.
- 2.03 A student may petition for an exception to this policy. Approvals for the exception must be obtained by the departmental chair, the dean, and the Provost and Vice President for Academic Affairs. The Provost and Vice President for Academic Affairs may issue blanket exceptions to this policy for foreign exchange students or for other special circumstances.

3. EFFECTIVE DATE

This policy becomes effective September 1, 2004.

APPROVED: /signed/
James F. Gaertner, President

DATED: 10/02/04

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original: June 3, 2003
Reviewer(s): Council of Academic Deans
Academic Policy Council

Review Cycle: June, ONY*
Review Date: June 1, 2005

Approved: _____/signed/_____
David E. Payne
Provost and Vice President
for Academic Affairs

Date: _____09/30/04_____

***ONY = Odd Numbered Year**

1. PURPOSE

1.01 The purpose of this policy is to establish the revised criteria necessary for students to qualify to graduate with honors from Sam Houston State University. The policy will be effective with the academic year 2004-2005. Beginning with the spring 2003 semester and during the 2003-2004 academic year students may qualify to graduate with honors based on either the revised criteria listed in Section 2 or the criteria as stipulated in the 2002-2004 *Undergraduate Catalog* listed in Section 3.

2. CRITERIA

2.01 To qualify to graduate with the recognition of Cum Laude, Magna Cum Laude, or Summa Cum Laude students must:

- a. Have attained a minimum Sam Houston State University grade point average of 3.50 computed on all resident classroom instruction.
- b. Have achieved not less than a 3.50 cumulative grade point average computed on all accepted transfer resident classroom instruction and Sam Houston State University resident classroom instruction.
- c. Have completed not fewer than thirty-two semester credit hours in residence at Sam Houston State University; not fewer than twenty-four of these hours must be advanced.
- d. Have completed all other requirements for graduation at Sam Houston State University.

2.02 The distinction and corresponding grade point averages are:

- a. *Cum Laude* – both the Sam Houston State University grade point average and the cumulative grade point average must be 3.50 to 3.66.
- b. *Magna Cum Laude* – both the Sam Houston State University grade point average and the cumulative grade point average must be 3.67 to 3.85.
- c. *Summa Cum Laude* - both the Sam Houston State University grade point average and the cumulative grade point average must be 3.86 to 4.00.

3. CRITERIA (2002-2004 *Undergraduate Catalog*)

3.01 Transfer students who have enrolled prior to summer 2003 and who have completed their final degree requirements for a baccalaureate degree from Sam Houston State University prior to fall 2008 will have the option of using the old or the new criterion.

APPROVED: _____ /signed/
James F. Gaertner, President

DATED: _____ 04/14/03

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents Sam Houston State University's Division of Academic Affairs' APS from the date of this document until superseded.

Original Date: March 25, 2003

Review Cycle: February 1, ONY*

Reviewer(s): Council of Academic Deans
and Academic Policy Council

Review Date: February 1, 2005

Approved: _____

Date: _____

David E. Payne
Provost and Vice President
for Academic Affairs

*ONY = Odd Numbered Year

1. PURPOSE

This policy outlines the *in memoriam* procedures to be followed when a student dies while enrolled at Sam Houston State University.

2. NOTIFICATION OF UNIVERSITY OFFICIALS

2.01 In the case of the death of a currently enrolled student, the Office of the Vice President for Student Services will be notified at once by the department/school chair, academic dean, or the office of the appropriate academic dean/director who becomes aware of that fact. The offices of the President and the Provost and Vice President for Academic Affairs will also be notified.

2.02 If the Dean of Students' Office first becomes aware of the death of a currently enrolled student, that office will notify by telephone the Department of Public Safety Services, the offices of the Vice President for Student Services, Registrar, Residence Life (if the student lived on campus), the appropriate academic dean, Public Relations, Provost and Vice President for Academic Affairs, and the President.

A formal letter of notification will be sent by the Dean of Students' Office to the offices of the President, the Vice President for Student Services, the Provost and Vice President for Academic Affairs, the appropriate academic dean, the Registrar, the Director of Public Relations, and the student's professors.

3. STANDARD PROCEDURE

3.01 The Office of the President will send a letter of condolence addressed to the deceased student's family or next of kin within five working days following notification of the death of the student.

3.02 If the deceased student has not met all the requirements of section 4, a letter of condolence and certificate of recognition *in memoriam* will be the appropriate recognition. The Associate Vice President for Academic Affairs will be responsible for obtaining a signed certificate of recognition *in memoriam* from the Office of the President (see attached example) and forwarding it to the deceased student's academic dean. The academic dean will also sign the certificate and send or present it to the family or next-of-kin of the deceased student.

4. AWARDING OF POSTHUMOUS DEGREES

If a deceased student was in his/her final semester or summer session prior to graduation and making satisfactory progress towards the completion of those hours, an appropriate diploma in the name of that student will be presented or sent by the appropriate academic dean to the family or next of kin of the deceased student.

APPROVED: _____ /signed/
James F. Gaertner, President

DATED: _____ 8/5/05

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents Sam Houston State University's Division of Academic Affairs' APS from the date of this document until superseded.

Original Date: August 24, 1983
Reviewer(s): Academic Policy Council

Review Cycle: August, ONY*
Review Date: August 1, 2007

Approved: _____ /signed/
David E. Payne
Provost and Vice President
for Academic Affairs

Date: _____ 8/4/05

*=Odd Numbered Year

1. GENERAL

The subject of academic honesty is addressed in paragraph 5.3, Chapter VI, of the *Rules and Regulations*, Board of Regents, The Texas State University System, and Sam Houston State University *Student Guidelines* published by the Office of Student Life to wit:

5.3 Academic Honesty. The University expects all students to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action.

5.31 The University and its official representatives, acting in accordance with Subsection 5.32, may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating, plagiarism, collusion, and the abuse of resource materials.

"Cheating" includes the following and similar actions:

- (1) Copying from another student's test paper, laboratory report, other report, or computer files, data listings, and/or programs.
- (2) Using, during a test, materials not authorized by the person giving the test.
- (3) Collaborating, without authorization, with another student during an examination or in preparing academic work.
- (4) Knowingly, and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing, in whole or in part, the contents of an unadministered test.
- (5) Substituting for another student, permitting any other person, or otherwise assisting any other person to substitute for oneself or for another student in the taking of an examination or test or the preparation of academic work to be submitted for academic credit.

- (6) Bribing another person to obtain an unadministered test or information about an unadministered test.
 - (7) Purchasing, or otherwise acquiring and submitting as one's own work any research paper or other writing assignment prepared by an individual or firm. This section does not apply to the typing of the rough and/or final versions of an assignment by a professional typist.
- 5.32 "Plagiarism" means the appropriation and the unacknowledged incorporation of another's work or idea into one's own work offered for credit.
- 5.33 "Collusion" means the unauthorized collaboration with another person in preparing work offered for credit.
- 5.34 "Abuse of resource materials" means the mutilation, destruction, concealment, theft or alteration of materials provided to assist students in the mastery of course materials.
- 5.35 "Academic work" means the preparation of an essay, dissertation, thesis, report, problem, assignment, or other project that the student submits as a course requirement or for a grade.

2. PROCEDURES IN CASES OF ALLEGED ACADEMIC DISHONESTY

- 2.01 Procedures for discipline due to academic dishonesty shall be the same as in disciplinary actions specified in The Texas State University System *Rules and Regulations* and Sam Houston State University *Student Guidelines* except that all academic dishonesty actions shall be first considered and reviewed by the faculty member teaching the class. The faculty member may impose failure or reduction of a grade in a test or the course, and/or performing additional academic work not required of other students in the course. If the faculty member believes that additional disciplinary action is necessary, as in the case of flagrant or repeated violations, the case may be referred to the Dean of Student Life or a designated appointee for further action. If the student involved does not accept the decision of the faculty member, the student may appeal to the chair of the appropriate academic department/school, seeking reversal of the faculty member's decision.

- 2.02 If the student does not accept the decision of the chair of the academic department/school, he/she may appeal to the appropriate academic dean. The chair of the academic department/school may also refer the case directly to the academic dean if the case so warrants.

APPROVED: _____/signed/
James F. Gaertner, President

DATED: _____ 04/25/06

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original: February 13, 1981
Reviewer(s): Academic Policy Council

Review Cycle: February *ONY
Review Date: February 1, 2009

Approved: _____/signed/
David E. Payne
Provost and Vice President
for Academic Affairs

Date: _____ 04/25/06

*Odd Numbered Year

1. PURPOSE

The purpose of this policy is to establish guidelines for the printing of hard copy student academic records from the university's computer data bank.

2. COMPLIANCE WITH FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974 (FERPA)

2.01 University or System officials having a "legitimate educational interest" in student educational records may have access to those records in order to carry out their official responsibilities at Sam Houston State University.

2.02 A "legitimate educational interest" is defined as a person's need to access student educational records in order to perform:

- a. An administrative task which is outlined in the official position description or contract of the individual or which is otherwise related to the individual's position or duties;
- b. A supervisory, advisory, or instructional task directly related to the student's education; or
- c. A service or benefit for the student such as health care, counseling, student job placement, or student financial aid.
- d. Any other task, function, or duty permitted by the Family Educational Rights and Privacy Act.

3. CUSTODIAN OF STUDENT EDUCATIONAL RECORDS

3.01 The President of Sam Houston State University or his/her designee is the custodian of all University records.

3.02 The Registrar serves as custodian of student academic records as the President's designee and is responsible to the President for:

- a. Maintaining accurate student academic records.
- b. Security of said records.

- c. Ensuring that student's official academic records on file in the Registrar's Office are issued only to those having a "legitimate educational interest" in said records.
4. GUIDELINES TO BE FOLLOWED WHEN HARD COPY STUDENT ACADEMIC RECORDS ARE PRINTED FROM THE UNIVERSITY'S COMPUTER DATA BANK
- 4.01 Access codes will be restricted to authorized university officials.
 - 4.02 University or System officials will not provide hard copies of student academic records to students.
 - 4.03 Students may obtain official transcripts from the Registrar's Office for an appropriate fee provided there is no hold on their receipt of such transcript (e.g., delinquent student loan); further, that students are entitled under the State Public Information Act to an unofficial transcript.
 - 4.04 The following third party message appears on the hard copy of any student's academic record retained in the office of university officials in order to relieve the President and the Registrar from liability should the record fall into unauthorized hands and legal action result.

Confidential. Release of information contained on this document without the written consent of the person(s) identified on the document is in violation of Sec. 438 Public Law 90-247," the Family Educational Rights and Privacy Act and the Texas Public Information Act, Government Code, Chapter 552.

- 4.05 Said records must be destroyed when no longer needed.

APPROVED: _____ /signed/
James F. Gaertner, President

DATED: _____ 05/06/05

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents Sam Houston State University's Division of Academic Affairs' APS from the date of this document until superseded.

Original Date: August 23, 1983 Review Cycle: August, ONY*
Reviewer(s): Academic Policy Council Review Date: August 1, 2007

Approved: _____/signed/_____ Date: _____05/25/05_____
 David E. Payne
 Provost and Vice President
 for Academic Affairs

*ONY = Odd Numbered Year

1. GENERAL

- 1.01 Section 51.911 (b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.
- 1.02 "Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, United States Tax Code.

2. PROCEDURES

- 2.01 Each instructor will announce the provisions of this policy at the first or second class meeting of each regular semester or summer session.
- 2.02 If the student and the instructor disagree about the nature of the absence being for the observance of a religious holy day or if there is disagreement about whether the student has been given a reasonable amount of time to complete any missed assignments or exams, either the student or the instructor may appeal following the guidelines set by the Coordinating Board's procedures and policies relating to student absences on religious holy days.
- 2.03 A statement regarding university attendance policies and procedures for religious holy days will be published in university undergraduate and graduate catalogs, Student Guidelines published by the Office of Student Life, and the Faculty Handbook.

APPROVED: _____/signed/
James F. Gaertner, President

DATED: _____ 11/03/04

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents Sam Houston State University's Division of Academic Affairs' APS from the date of this document until superseded.

Original Date: October 1, 1986
Reviewer(s): Academic Policy Council

Review Cycle: October, ENY*
Review Date: October 1, 2006

Approved: _____/signed/_____
David E. Payne
Provost and Vice President
for Academic Affairs

Date: _____10/25/04_____

*=Even Numbered Year

Policy Statement 810806

Sam Houston State University

Academic Policy Statement 810806

Student Educational Records

Revised September 4, 1990

1. PURPOSE

1.01 This policy is established to assure compliance with the Family Education Rights and Privacy Act of 1974 (FERPA).

2. DEFINITIONS

2.01 For purposes of this policy, Sam Houston State University provides the following definitions:

a. Student - An individual who is receiving or has received instruction in an on-campus or off-campus course, including an activity which is evaluated towards a grade such as classroom instruction, an academic internship, a student teaching assignment, or a correspondence course.

b. Educational Record - Any record (in handwriting, print, tape, film, or other medium) maintained by Sam Houston State University, an employee of the university, or an agent of the university which is directly related to a student, EXCEPT:

(1) A personal record kept by a university staff person or agent, which meets the following tests:

(a) It was made as a personal memory aid;

(b) It is in the sole possession of the person who made it; and,

(c) The information contained in it has never been revealed or made available to any other person except the maker's temporary substitute.

(2) An employment record used only in relation to an individual's employment by Sam Houston State University. However, the records of a student's employment are educational records when:

(a) The position in which the student is employed depends on his/her status as a student; or,

(b) The student receives a grade or credit based on his/her performance as an

employee.

(3) Records connected with the individual's application for admission to Sam Houston State University prior to his/her actual attendance as an enrolled student.

(4) Records that relate to an individual as an alumnus after he/she no longer attends or participates in an educational activity for which Sam Houston State University awards a grade for credit.

(5) Records maintained by Sam Houston State University's Health Center used only for the provision of medical or psychiatric treatment. In order to maintain these records separate from educational records, Sam Houston State University will enforce the following conditions:

(a) No person other than the physicians, psychiatrists, psychologists, or other recognized professionals providing treatment will have access to information contained in the Health Center records. Such records, however, may be disclosed to other persons under the procedures to meet a health and safety emergency as described in the FERPA and this policy. (See page 12.)

(b) Personal Identifier - Any data or information that relates a record to an individual. This includes the individual's name, the name of the individual's parents or other family members, the individual's addresses (permanent or present), the individual's social security number, any other number or symbol which identifies the individual, a list of the individual's personal characteristics, or any other information which would make the individual's identity known and can be used to label a record as the individual's.

3. ANNUAL NOTIFICATION

Sam Houston State University publishes in the student Guidelines bulletin provided each student at orientation and registration a notice to students of their rights under the FERPA. The notice will include, but not be limited to, the following:

3.01 The right of a student to inspect and review his/her educational record.

3.02 The intent of Sam Houston State University to limit the disclosure of information contained in a student's educational records to the following circumstances:

a. With the student's prior written consent;

b. As an item of directory information which the student has not refused to permit the university to disclose; or,

c. Under the FERPA provisions which allow a university to disclose information without the student's prior consent. (See pages 9, 10, 11, and 12.)

3.03 The right of a student to petition Sam Houston State University to amend or correct any part of his/her educational record which he/she believes is inaccurate, misleading, or in violation of the privacy or other rights of students. When the university decides it will not amend or correct a

student's record, the student has a right to a hearing to present evidence that the record is inaccurate, misleading, or in violation of the privacy or other rights of students.

3.04 The right of any person to file a complaint with the Department of Health, Education, and Welfare if Sam Houston State University violates the FERPA.

3.05 The procedure which a student should allow to obtain a copy of this policy and the locations where a student may obtain a copy.

4. STATEMENT OF RIGHTS

4.01 Sam Houston State University encourages students to exercise all of their rights under the Family Educational Rights and Privacy Act and this policy.

Since a student's educational record will be used repeatedly by university officials and others to make important decisions affecting the student's academic program and future career, the student should assume a personal responsibility to make certain that his/her record is complete and accurate.

4.02 This policy is intended to inform each student about Sam Houston State University's procedures to provide students with their rights to:

- a. Inspect and review their educational records;
- b. Exercise control (with some limitations) over disclosure of information contained in their educational records;
- c. Seek to correct their educational records, in a hearing if necessary, when they believe their records are inaccurate, misleading, or in violation of the privacy or other rights of students;
- d. Report violations of the FERPA to the U. S. Department of Health, Education, and Welfare; and,
- e. Be informed about their FERPA rights.

4.03 Sam Houston State University has placed responsibility for administration of the FERPA with the appropriate custodian of educational records. Each custodian is responsible for the administration of this policy. Students who have problems or questions related to the policy should contact the appropriate educational record custodian for help.

5. LOCATIONS OF EDUCATIONAL RECORDS

5.01 Types Location Custodian

Admissions Records Admissions Office Director,
Room 102 Undergraduate Admissions

Estill Building

Cumulative Academic Registrar's Office Registrar

Records Room 104

Administration Building

Health Records Health Center Administrator, University

16th St. & Ave. J Health Center

Financial Aid Records Financial Aid Office Director, Financial Aid

Room 106

Estill Building

Public Safety Service Public Safety Service Director, Public Safety

Sam South

Financial Records Cashier's Office Office Manager

Estill Building

Placement Records Placement Office Coordinator, Career

Room 100 Planning & Placement

Lee Drain Bldg.

N. Annex

Counseling Records Counseling Office Director, Counseling

Room 100

Lee Drain Bldg.

N. Annex

Disciplinary Student Life Office Dean, Student Life

Room 335

Lowman Student Center

Occasional Records The FERPA Coordinator The university staff
(Student educational will collect such records, person who maintains
records included in direct the student to their such occasional records
the types of systems location, or otherwise
listed above such as make them available for
minutes of faculty inspection and review
committee meetings,
copies of correspondence
in offices listed, etc.)

6. PROCEDURE TO INSPECT EDUCATIONAL RECORDS

6.01 Sam Houston State University permits students to inspect and review their educational records. Students who wish to inspect and review their records should submit a written request to the record custodian. The request should identify as accurately as possible the specific records the student wishes to inspect and review. The request may identify records according to the types listed in this policy under "Location of Educational Records," or as records under the custodianship of specific university officials identified by title.

6.02 If it is mutually convenient, the record custodian will allow the student to inspect the records at once. If the student cannot inspect the records immediately, the official responsible for responding to the request will arrange a time convenient to both the student and the custodian for inspecting the records. In no case will the time designated for inspection be more than 45 days after the request for inspection has been made.

6.03 When a record contains personally identifiable information about more than one student, a student may inspect only that information which relates to him.

6.04 Sam Houston State University reserves the right to refuse to permit a student to inspect and review the following educational records:

- a. The financial statement of the student's parents.
- b. Statements and letters of recommendation prepared by university officials or others which were placed in the student's records before January 1, 1975, or for which the student has waived his/her right of access, provided the letters and statements are used only for the purposes for which they were specifically intended.
- c. Those records which are excluded from the FERPA definition of educational records. (See "Definitions" on pages 1, 2, and 3.)

7. FEES FOR COPIES OF RECORDS

7.01 Sam Houston State University will charge the following fees for copies of the educational records:

- a. Transcripts - The university will furnish each student an official transcript for a fee of \$3.00.
- b. FERPA requires copies of educational records - The law requires the university to provide copies of educational records to students when:
 - (1) A failure to do so would effectively deny the student the right to inspect and review his/her record.
 - (2) The university has disclosed information from the student's educational record under authority of the student's prior written consent, and the student requests a copy of the information disclosed.
 - (3) The student requests copies of records the university has disclosed to other schools where the student seeks or intends to enroll.
- c. Copies (not signed and certified) of educational records will be available to students, even though the FERPA does not require them, at a cost of \$1.00 per page plus the actual cost of search, retrieval, and mailing.

7.02 Sam Houston State University reserves the right to deny transcripts or copies of records not required by the FERPA in any of the following situations:

- a. The student has an unpaid financial obligation to the university.
- b. There is an unresolved disciplinary action against the student.
- c. While there is unresolved litigation between the student and the university.

7.03 The university will furnish at no cost copies of records involved in a request to change them when the university asks the student to make a written request for the change. (See page 13 for procedures to seek to change educational records.)

8. DIRECTORY INFORMATION

8.01 Sam Houston State University proposes to designate the personally identifiable information contained in a student's educational record listed below as "directory information" in order that the university may, at its discretion, disclose the information without a student's further prior written consent.

- a. The student's name

- b. The student's local and home address
- c. The student's major
- d. The student's minor
- e. The student's local and home telephone numbers
- f. The student's degrees, diplomas, and certificates and dates of award
- g. The student's honors and awards
- h. The student's classification
- i. The student's extra-curricular activities
- j. Birth date and place of birth
- k. Names and addresses of parents or legal guardians of the student
- l. Weight, height, and related information of athletic team members
- m. The student's age, race, sex, and marital status.

8.02 Within the first month of each academic semester, the Registrar will publish in The Houstonian the above list of items of directory information it proposes to designate as directory information.

8.03 After the students have been notified by the announcement in the paper, they will have two weeks to notify the Registrar in writing of any or all of the items they do not wish designated as directory information about themselves.

8.04 The Registrar will notify the appropriate custodians of educational records of a student's refusal to permit the university to designate an item of information as directory information to be released. The custodians will mark their records accordingly. Then they will not make any further disclosures of those items of information about the student without the student's prior written consent except to parties who have legal access to student records without written consent.

8.05 The appropriate custodians of records are authorized to disclose directory information.

9. USE OF STUDENT EDUCATIONAL RECORDS

9.01 All officials of Sam Houston State University will follow a strict policy that information contained in a student's educational record is confidential and may not be disclosed to third parties without the student's prior written consent except as otherwise provided in this section of Sam Houston State University's Student Educational Records Policy.

9.02 The university maintains student educational records in order for the administrative staff and the faculty to perform their proper functions to serve the student body. To carry out their responsibilities, these officials will have access to student educational records for legitimate

educational purposes.

9.03 To establish who are university officials having access to educational records, Sam Houston State University will apply the criteria listed below. A "university official" includes:

- a. A member of the Texas State University System Board of Regents.
- b. A person employed by or under contract to the Texas State University System Board of Regents or Sam Houston State University in an academic or research faculty position.
- c. A person employed by or under contract to the Texas State University System Board of Regents or Sam Houston State University to serve the Board of the university in an administrative position.
- d. A person employed by Sam Houston State University as a temporary substitute for an administrative staff member of faculty member for the period of his performance as a substitute.
- e. A person employed by or under contract to the Texas State University System Board of Regents or Sam Houston State University to perform a special administrative task. These would be persons such as secretaries, clerks, attorneys, auditors, and consultants for the period of their performance as an employee or contractor.
- f. Any person who is designated, as such, on a case by case basis, by the General Counsel to the Board of Regents, Texas State University System.

9.04 University officials who meet the criteria listed above will have access to personally identifiable information contained in student educational records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:

- a. Perform an administrative task which is outlined in the official position description or contract of the individual or which is otherwise related to the individual's position and duties.
- b. Perform a supervisory or instructional task directly related to the student's education; or,
- c. Perform a service or benefit for the student such as health care, counseling, student job placement, or student financial aid.

9.05 Within the general policy that university officials must secure a student's prior written consent before they disclose personally identifiable information contained in the student's educational records, Sam Houston State University reserves the right for its officials to make such disclosures without the student's consent in the following circumstances:

- a. When the student seeks or intends to enroll in another college or university.
- b. When certain Federal and State officials request information in order to audit or enforce legal conditions related to federal - supported educational programs in the university.

c. To parties who provide or may provide financial aid to the student in order to:

- (1) Establish the student's eligibility for the aid;
- (2) Determine the amount of financial aid;
- (3) Establish the conditions for the receipt of the financial aid;
- (4) Enforce the terms of the agreement between the provider and the receiver of the financial aid.

d. To state and local officials or authorities to whom information is specifically required to be reported or disclosed pursuant to any state status adopted prior to November 19, 1974.

e. To organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction; provided that the studies are conducted in a manner which will not permit the personal identification of students and their parents by individuals other than representatives of the organization and the information will be destroyed when no longer needed for the purposes for which the study was conducted.

f. To accrediting organizations to carry out their accrediting functions.

g. To parents of a student if the parents claim the student as a dependent under the Internal Revenue Code of 1954. Sam Houston State University will exercise this option only on the condition that evidence of such dependency is furnished to the custodian of records. It is generally held that FERPA rights of eligible students lapse or expire upon the death of the student.

h. To comply with a judicial order or lawfully issued subpoena. The university will make a reasonable effort to notify the student before it makes a disclosure under this provision.

9.06 Sam Houston State University authorizes its officials to make the needed disclosures from student educational records in a health or safety emergency if the official deems:

- a. The disclosure to be warranted by the seriousness of the threat to the health or safety of the student or other persons;
- b. The information to be necessary and needed to meet the emergency;
- c. Time to be an important and limiting factor in dealing with the emergency.

9.07 Officials of Sam Houston State University may not disclose personally identifiable information contained in a student's educational record except directory information or under the circumstances listed above except with the student's prior written consent. The written consent must include at least:

- a. A specification of the information the student consents to be disclosed;

- b. The purpose for which the disclosure may be made;
- c. The person or organization or the class of persons or organizations to whom the disclosure may be made; and,
- d. The date of the consent and, if appropriate, a date when the consent is to be terminated.

9.08 The student may obtain a copy of any record the university discloses by the student's prior written consent.

9.09 Sam Houston State University will not release information contained in a student's educational records, except directory information, to any third parties except its own officials, unless those parties agree that they will not redisclose the information without the student's prior written consent.

10. RECORDS OF REQUEST FOR ACCESS AND DISCLOSURES MADE FROM EDUCATIONAL RECORDS

10.01 Sam Houston State University will maintain a record of each request granted or rejected and each disclosure of personally identifiable information from the educational records of the student that indicates:

- a. The name of the person or agency that made the request.
- b. The interest the person or agency had in the information.
- c. The date the person or agency made the request.
- d. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made. The university will maintain this record of disclosure as long as it maintains the student's educational record.

11. PROCEDURES TO SEEK CORRECT EDUCATIONAL RECORDS

11.01 Request for Correction - The university will permit students to challenge the content of their educational records to ensure that records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students. (Note: Under the FERPA, the university is permitted to refuse to consider a student's request to change the grade an instructor assigns for a course.)

11.02 For purposes of outlining the procedure to seek to correct educational records, the term "incorrect" will be used to describe a record that is inaccurate, misleading, or in violation of the privacy or other rights of a student. Also, in this section, the term "requester" will be used to describe a student or former student who is asking the university to correct a record.

11.03 If a student or former student discovers an incorrect item in his/her educational record, he/she should informally discuss the problem with the record custodian. If the custodian finds the record is incorrect because of an obvious error, and it is a simple matter to correct it to the satisfaction of the requester, the custodian may make the change.

11.04 If the custodian cannot change the record to the requester's satisfaction or the record does

not appear to be obviously incorrect, the custodian will:

- a. Provide the requester a copy of the questioned record at no cost; and,
- b. Ask the requester to initiate and provide the custodian a written request for the change.

11.05 The written request should at least identify the item the requester believes is incorrect and state whether it:

- a. Is inaccurate and why;
- b. Is misleading and why; or,
- c. Violates the privacy or other rights of students and why. The requester must date and sign the request.

11.06 The record custodian will then amend the educational record of the student or refuse to amend it. The record custodian shall notify the requester of the refusal and advise the requester of the right to a hearing.

11.07 The hearing - The hearing will be held within a reasonable period of time and it will be conducted by an impartial university official appointed by the President. The requester may have anyone of his/her choice, including an attorney, at the hearing. If the requester is not satisfied with the result of the hearing, he/she may file a grievance with the Office of Health, Education, and Welfare. If the requester does not agree with the university's interpretation of the requester's record, the requester may file his/her own interpretation. The requester's interpretation will be placed with his/her educational record and maintained by the university. The university will provide the interpretation of the student and the interpretation of the university with the educational record of the student.

12. ADOPTION

12.01 The Student Educational Records Policy was adopted by Sam Houston State University and became effective August 17, 1981.

12.02 Copies of this policy will be available for student review in the following offices:

Vice President for Academic Affairs

Academic Deans

Department Chairs

Registrar

Undergraduate Admissions

Student Life

Newton Gresham Library

12.03 Free copies will be available to students upon request at the Registrar's Office.

Approved:

Martin J. Anisman, President

1. PURPOSE

To establish a standard procedure for the processing of student resignations from the University.

2. DEFINITION

Resignation refers to a situation in which a student withdraws from all classes in which he/she is enrolled at the University.

3. GUIDELINES

3.01 If a student resigns from the 1st class day through the 12th class day (4th class day in the summer), no record of the resignation will appear on the student's academic record.

3.02 If a student resigns after the 12th class day (4th class day in the summer) and prior to taking any final examination, a record of the resignation will appear on the student's academic record with a mark of "W."

3.03 To resign (officially withdraw) from the University, a student must either report to the Registrar's Office to complete a Resignation Request or use the online resignation form.

3.04 The resignation becomes effective on the date the form is received by the Registrar's Office. This date will be used for determining any eligible refund.

3.05 The Refund Policy of the University is directed by the Texas Education Code, Section 54.006.

4. REQUEST TO WITHDRAW AFTER DEADLINE BASED ON EXTENUATING CIRCUMSTANCES

4.01 A resignation request after the deadline will be considered where, in the University's judgment, the student has demonstrated extenuating circumstances such as incapacity due to a significant personal injury or to an injury and/or illness requiring an extensive period of recuperation; a significant personal emergency; or inability to contact the University by the deadline because of a medical or personal emergency.

- 4.02 The student will need to make this request in writing to the academic dean of the major field of study.
- 4.03 Written verification of emergency must be provided by a physician, hospital, etc. Death in the immediate family may be verified by an obituary notice or a memorial folder.
- 4.04 The student will be notified of the dean's decision.
- 4.05 The student may appeal the dean's decision to the Office of the Provost and Vice President for Academic Affairs.

Effective date is fall 2007.

APPROVED: _____/signed/
James F. Gaertner, President

DATED: _____ 03/07/07

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents Sam Houston State University's Division of Academic Affairs' APS from the date of this document until superseded.

Original Date: August 6, 1981
Reviewer(s): Academic Policy Council

Review Cycle: August, ONY*
Review Date: March 1, 2009

Approved: _____/signed/
David E. Payne
Provost and Vice President
for Academic Affairs

Date: _____ 03/02/07

*ONY = Odd Numbered Year

Sam Houston State University

Academic Policy Statement 820602

Undergraduate Student Recruitment

Policy

Revised September 10, 1992

1. GENERAL

Recruitment efforts are vitally important to the continued growth of the university and to the realization of high student academic achievement. It is, therefore, the policy of Sam Houston State University to make a concerted effort to recruit well-qualified students. This effort will be concentrated within the general geographical service area of the university, but not to exclude state, national, and international recruitment.

2. COMMITTEE FOR UNDERGRADUATE STUDENT RECRUITMENT

2.01 A standing undergraduate student recruitment committee composed of SHSU faculty, staff, and student members, charged with developing and recommending undergraduate student recruitment processes and procedures for the university, will assist the Associate Director of the Office of Undergraduate Admissions in meeting recruiting requirements on an "as required" basis.

2.02 The committee will assist the Associate Director of the Office of Undergraduate Admissions in obtaining the assistance of members of the university community having an interest in recruitment and to utilize that interest and expertise when necessary and possible.

2.03 The Student Undergraduate Recruitment Committee will:

- a. Determine strategic areas where prospective students are located;
- b. Periodically review recruitment brochures, documents, and materials;
- c. Determine and implement effective procedures for marketing the university in an attempt to increase recruitment;
- d. Vigorously encourage the recruitment of minority students and protected classes in consonance with the SHSU Equal Higher Educational Opportunity Plan;
- e. Utilize university calendars and the calendars of other professional groups to determine the time and location of events and meetings that lend themselves to recruitment activities;
- f. Develop and monitor objective databased techniques aimed at evaluating recruitment;

g. Make recommendations regarding an undergraduate student recruitment budget.

3. DEVELOPMENT OF UNDERGRADUATE STUDENT RECRUITING STRATEGIES

3.01 The Associate Director of the Office of Undergraduate Admissions will provide the Director of the Office of Undergraduate Admissions with lists of proposed off-campus-recruiting requirements.

3.02 The Associate Director of the Office of Undergraduate Admissions will coordinate the training of all faculty, staff, and student recruiters prior to approved off-campus student recruitment trips.

3.03 Travel and reimbursement for approved student recruiting trips will be according to guidelines furnished by the Legislature of the state of Texas.

4. MARKETING THE UNIVERSITY

4.01 The Associate Director of the Office of Undergraduate Admissions will evaluate the procedures and techniques used in high school "college day/night" programs. The Associate Director will carefully analyze the relative success of these programs in general, and for each specific high school by: (1) collecting data on post card requests for additional information from high school and transfer students; (2) requesting information from the SHSU representative; and (3) requesting information from high school and junior college counselors, etc.

4.02 The committee will assist in determining, by analysis of existing data and/or consultation with faculty/staff or consultants, the most effective ways to promote the university. Successful techniques and media forms such as television, radio, magazines, brochures, and high school newspapers will be examined.

5. RECRUITMENT OF MINORITY UNDERGRADUATE STUDENTS

5.01 All recruitment activities will adhere to the concepts delineated in the SHSU Equal Higher Educational Opportunity Plan.

5.02 The Associate Director of the Office of Undergraduate Admissions will be responsible for coordinating the development of recruitment materials for minority students.

6. SPECIAL ACTIVITIES

6.01 The Associate Director of the Office of Undergraduate Admissions will plan and carry out recruitment activities in conjunction with special activities. Examples of such activities are: Homecoming, Parent's Day, and professional meetings.

Approved by:

Martin J. Anisman, President