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# WELCOME



Dear Students,

It is with great pleasure that I welcome all new and returning students to Sam Houston State University. We are pleased that you chose this university.

The year is filled with many new and exciting things for everyone. Those of you who are returning students are already aware of the many opportunities for learning, recreation, and enjoyment that SHSU has to offer. If you are a new student, I urge you to become familiar with the activities available to you and to take advantage of them. It is important that you become involved in the University Community.

I ask that you thoroughly read this handbook and become familiar with the various rules and regulations and the rights and responsibilities of others on campus. The faculty and staff are willing to assist you whenever possible. Do not hesitate to ask questions.

We are glad to have you as a member of the Bearkat family. I wish for you a very good year.

Sincerely,

A handwritten signature in black ink, which appears to be "James F. Gaertner". The signature is fluid and cursive, with a long horizontal stroke at the end.

James F. Gaertner  
President

# WELCOME



Greetings Bearkats!

It's my privilege to welcome you to Sam Houston State University on behalf of the Student Government Association.

Sam Houston State is an exciting place to be with student organizations geared toward every type of student. You've chosen a diverse campus in both people and ideas. There is something for everyone here from our Greek life, service organizations, social organizations, and sports programs. There's a place for you at Sam Houston State.

If you have any questions or concerns about anything on campus, feel free to contact the Student Government Association at any time. We can be found in the Lowman Student Center Room 326 or you can call our office at 294-1938.

Eat 'em up Kats!

Christopher Whitaker  
Student Body President

# INTRODUCTION

## UNIVERSITY MISSION

Sam Houston State University is a multi-cultural institution whose mission is to provide excellence by continually improving quality education, scholarship, and service to its students and to appropriate regional, state, national, and international constituencies.

## SCHOOL SEAL UNIVERSITY GOALS

- Promote students' intellectual, social and leadership growth.
- Recruit and retain qualified, dedicated faculty and support staff.
- Recruit and retain qualified, motivated students.
- Provide the necessary library and other facilities to support quality instruction, research, and public service.
- Provide an educational environment that encourages systematic inquiry and research.
- Promote and support diversity and provide equitable opportunities for minorities.
- Offer a wide range of academic studies in preprofessional, baccalaureate, master's, and doctoral programs.
- Collaborate with other universities, institutions, and constituencies.
- Provide instructional research and public service through distance learning and technology.

## SCHOOL SEAL BEARKAT

Sam Houston State University's athletic teams have been nicknamed "The Bearkats" since 1923 when the University's name was changed by the Texas State Legislature from Sam Houston Normal Institute to Sam Houston State Teachers College. (Prior to 1923, the varsity sports teams were nicknamed "The Normals.")

It is doubtful those who coined the "Bearkat" nickname had a particular animal in mind, however. More likely, the name came from a popular local saying of the time, "tough as a Bear-kat!" The late Reed Lindsey, who was a student/athlete in the 1920s and later retired as University registrar, once said that "it was a good fighting name of the time." Since the animal in the saying was thought more mythical than real, the spelling settled upon was "Bearkat."

In the late 1940s, then SHSU president Harmon Lowman attempted to change the SHSU mascot from Bearkats to "Ravens" (after General Sam Houston's Cherokee nickname). Mrs. Vernon Schuder reported that the alumni were polled; she voted for the raven but that "all those old Bearkats beat us out!"

The current Sammy Bearkat mascot character began appearing at SHSU sports events in 1959.

## SCHOOL SEAL

Sam Houston State University has adopted as its official seal a high-contrast image of the statue of General Sam Houston, which stands in front of Austin Hall on the north end of the campus Quadrangle.

Around the image in the seal are the words "Sam Houston State University," two stars, and the year in which Sam Houston Normal Institute was founded — 1879.

## SCHOOL LOGO

Sam Houston State University has adopted as its official logo an orange “SH.”

Where the seal is used for more formal presentations, the logo can be used in less formal applications.

## SCHOOL COLORS

The official colors for Sam Houston State University are : ORANGE and WHITE.

## ALMA MATER

Hail to Sam Houston, School we love best,  
Mighty in battle, True to the test.  
Bearkats so loyal, Ever we'll be.  
Orange and white Will lead us to victory!

Hail, Alma Mater Hats off to you,  
Ever you'll find us Loyal and true;  
Firm and undaunted Ever we'll be,  
Here's to the school we love  
Here's a toast to thee.

## BEARKAT FIGHT SONG

Fight, Fight, you Bearkats!  
Fight on through!  
We're here in back of you!  
You know again we're here to win,  
so fight on to the end.  
Fight Fight Fight  
Loyal we'll ever be and true to SHSU  
We'll fight and fight with all our might for  
Sam Houston's Orange and White.

## MOTTO

*“The Measure of a Life is its Service.”*



# ACADEMIC GRIEVANCE PROCEDURES FOR STUDENTS

## 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 or 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 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):

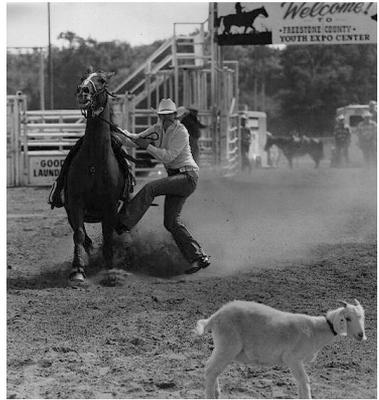
a. In the event of an academic grievance, the student must first appeal to his/her instructor or committee chair for a resolution of the matter and must do so in writing and within thirty days following the final course exam for the semester or summer session during which the dispute arises. (If the 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 members or any other informed individual who might act as advocates in support of his/her appeal.

c. If the student remains aggrieved after an appeal to the chair of the department/school, the student may forward the written appeal (plus any other additional material) to the college dean in whose college the dispute arose with a request to have the case heard by the College Academic Review Panel. Within fifteen working days of receiving the appeal, the Panel will investigate the alleged grievance and present such findings and recommendations as the Panel finds appropriate as soon as possible to the grievant and to other relevant parties, including the department/school chair and the faculty member(s) against whom the grievance is directed. During the panel hearing(s), all parties involved in the original grievance will be invited to appear before the Panel. The grievant may request either oral or written statements from advocates. The inclusion of these statements at the hearing(s) will be at the discretion of the Panel. Under no circumstances will advocates be permitted to directly question or cross-examine any person who is involved in the grievance. Legal counsel, if included by the grievant, may act only in an advisory capacity and

may not be a directly active participant in the proceedings.

d. If a resolution of an academic grievance by the Review Panel is not accepted, the student may request in writing that the grievance be forwarded to the college dean in whose college the dispute arose for review and adjudication. The dean will receive all documents pertaining to the dispute from the academic Review Panel and the dean will inform the student, the instructor, and/or the committee chair, and the administrators participating in the appeals process of the decision and the disposition of the matter within fifteen working days of receipt of the appeal. The dean's decision is final.





# UNIVERSITY SERVICES

## **OFFICE OF THE VICE PRESIDENT FOR STUDENT SERVICES**

The office provides administrative leadership, supervision, and coordination for the Division of Student Services. The division includes the following departments: Dean of Students' Office; Bearkat OneCard Services; Counseling Services, which includes Disabled Student Services and ADA Services; Health Services; Lowman Student Center; Recreational Sports and Activities; Student Activities; and Students' Legal and Mediation Services. Through leadership, program, and policy development, the division contributes to the overall intellectual, social, and personal development of the students.

The role of the Division of Student Services is to complement the total educational mission of the university by providing opportunities for students to develop and grow in an academic environment. This is accomplished by offering quality programs and services. Departments within the division embrace a student development philosophy that stresses the holistic approach in co-curriculum involvement. Studies indicate that learning occurs in an environment conducive to social, recreational, educational, and intellectual interaction. A variety of Student Services programs are designed to foster such interaction with students, faculty, staff, and the university community. The goal of the division is to contribute to the learning experiences of our students, helping them to become educated, enlightened, and empowered in ways that they can achieve and contribute as productive citizens in their college, community, and country.

## **BARNES & NOBLE'S UNIVERSITY BOOKSTORE**

Located in the Lowman Student Center, Barnes and Noble's University Bookstore is the official bookstore for Sam Houston State University. The bookstore carries all required textbooks for all classes offered by the University, as well as provides required school supplies and course materials. The bookstore also offers a general reading and references section, which features such areas as campus bestsellers, faculty author, reference, and study guides. There is also a wide variety of SHSU clothing, gifts and other merchandise. The bookstore is open from 7:30 a.m. to 5 p.m., Monday through Thursday, Friday until 4 p.m., Saturday 10 a.m. to 2 p.m. during the fall and spring semester, and for special occasions such as graduation, homecoming, Saturdays@Sam, and home football games. For additional information about the goods and services provided, call (936) 294-1862.

## **CAREER SERVICES**

The Sam Houston State University Career Services office assists students and alumni in identifying and developing their career goals and ultimately, in finding success locating professional employment opportunities compatible with their unique skills, interests, values, temperament and academic preparation.

Career Services offers career counseling and advising, career testing and a comprehensive Career Library to assist you in obtaining the critical information you need to make an informed decision regarding the choice of a major, and/or a career. In our Ca-

reer Library you will also find a small computer lab for your convenience and a number of free career-related magazines, brochures, and employer information materials.

You are encouraged to register as early as your freshman year with our online program “Jobs 4 Kats” to establish your student profile. With a student profile you can seek and apply for part-time jobs both on and off-campus and as a junior, senior or alumnus, locate internships and full-time positions as well. Graduating seniors and alumni also use “Jobs 4 Kats” to sign up for on-campus interviews and benefit from its resume referral option. Need help preparing for the job search? Our professional staff and counseling interns provide resume-writing assistance, give practice interviews and throughout the year offer a variety of career-related workshops and programs.

Career Services invites hundreds of recruiters representing a variety of nationally recognized corporate, governmental and educational employers to visit campus and recruit our outstanding graduating seniors and alumni through one of the four Job Fairs we host each year and through our on-campus interview program conducted each fall and spring semester in our in-house professional interview suites.

Located on the corner of Bearkat Blvd. and Avenue J, the SHSU Career Services office is open Monday through Friday from 8:00 a.m. to 5:00 p.m. and other times as posted. Contact us at (936) 294-1713 by telephone or by email at [careerservices@shsu.edu](mailto:careerservices@shsu.edu). Visit our office or website at [www.shsu.edu/careerservices](http://www.shsu.edu/careerservices) — we look forward to assisting you! All our services are offered at no charge to SHSU students and alumni.

## **COMPUTER SERVICES**

The University utilizes gigabit connectivity for all campus buildings including residence halls. Each resident has his/her own high speed Internet connection. Also, wireless access points are provided throughout the main campus. Client machines supported

are PC and Macintosh workstations. Labs are operated by the Department of Computer Services that are open 24 hours a day during the week with extensive weekend hours.

Computer accounts are available to all students upon acceptance to the University. These accounts are kept active as long as a student is enrolled. Students are encouraged to create their own Web pages

The SHSU provided e-mail address will be your username followed by [@shsu.edu](mailto:@shsu.edu) (for example: [username@shsu.edu](mailto:username@shsu.edu)). The University e-mail account will be used for official University correspondence. It is each student’s responsibility to check this e-mail on a regular basis. Students may forward their mail with to another e-mail account. The use of University e-mail is governed by the Computer Services Acceptable Use Policy. Any ex-student who has at least 15 hours of course work at SHSU is eligible to continue to use a SHSU Alumni e-mail account. Alumni e-mail accounts will remain active as long as the account is used within a consecutive six month period.

Many students participate in building and maintaining the computing infrastructure at the University. The Computer Services department employs more than 100 students as lab assistants, night operators, web designers, programmers, helpdesk assistants, and software/hardware technicians. They gain valuable experience for the future and provide an essential part of the operations of the department and University.

SHSU’s website is [www.shsu.edu](http://www.shsu.edu). Questions regarding SHSU’s computer resources may be addressed to [HELPDESK@SHSU.EDU](mailto:HELPDESK@SHSU.EDU).

## **COUNSELING CENTER**

### **COUNSELING SERVICES AND SERVICES FOR STUDENTS WITH DISABILITIES**

The Counseling Center provides a variety of services to enhance student learning and assist students in achieving their academic and personal goals. The Center is staffed by

professional counselors and graduate trainees who provide a confidential setting where students can freely discuss their concerns.

### **Counseling Services**

The Counseling Center provides a range of services including individual counseling, group counseling, vocational counseling, couples counseling, and outreach/preventive education presentations. Staff members are also available to assist students in a crisis situation. Students can receive help with a range of personal concerns including transition to university issues, relationship difficulties, self-esteem, interpersonal problems, eating disorders, concerns about their alcohol consumption, physical/sexual abuse, and many other concerns. Students may also receive assistance in choosing a major, managing stress, and test anxiety. Services are also available for international students who may seek support in adjusting to life at an American university. Groups that are commonly offered at the Counseling Center include a Women's Relational Support Group, an Interpersonal Therapy Group, and Self-Esteem Group among others. Please consult the Counseling Center web page for more information about the current group offerings. Most of the services the Counseling Center offers are free with the exception of the administration of some assessment instruments, which are typically offered at minimal cost. An initial intake appointment can be made by calling the office or stopping by in person. All counseling is confidential within the limits of legal and ethical obligations.

### **Services for Students with Disabilities**

It is the policy of Sam Houston State University that no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic program or activity.

Students seeking academic accommodations under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 should register

with the Sam Houston State University Services for Students with Disabilities (SSD). In order for students with disabilities to be eligible for academic accommodations and auxiliary aids and services, they must provide documentation that shows evidence of a "substantially limiting," mental or physical impairment, as defined by the federal legislation noted above. Service and documentation guidelines are available in the SSD office and at [www.shsu.edu/~counsel/sswd.html](http://www.shsu.edu/~counsel/sswd.html). Students needing sign language interpreter services should notify the SSD office at least two months in advance of the semester for which services will be needed.

Adaptive technology is located in the SSD office (Counseling Center), the Newton Gresham Library (NGL), and computer labs around campus. The SSD and NGL have CCTVs and computers with screen magnification and screen reading software and scan-read software. Each computer lab has an ADA-designated computer with screen magnification/screen reader software.

If you feel that you have been discriminated against on the basis of a disability, you may file a grievance. Prior to filing a formal grievance, students are encouraged to resolve the issue directly with the individual involved. Procedures for filing disability-related grievances are provided in this document and in the Academic Policy Statement 811006 – Students with Disabilities.

Students with disabilities may request assistance with the admissions or registration process by contacting the Undergraduate Admissions Office at (936) 294-1828 or Registrar's Office at (936) 294-1040.

Telecommunication Device for the Deaf (TDD) locations are as follows with corresponding telephone numbers:

- Dean of Students' Office: (936) 294-3785
- Counseling Center and Services for Students with Disabilities: (936) 294-3786
- University Police: (936) 294-3787
- Office of Undergraduate Admissions: (936) 294-3788
- Registrar's Office: (936) 294-3789

The Office of Services for Students with Disabilities is located in the Counseling Center, Lee Drain North Annex. The SSD telephone number is (936) 294-1720. Hours of operation are Monday through Friday, 8 a.m. to 5 p.m.

## **CAMPUS DINING SERVICES**

Food service at Sam Houston is provided by ARAMARK Campus Dining Services, one of the largest contract food service companies in the country. ARAMARK strives to provide quality food service programs that reflect the varied lifestyles of today's college student.

### ***What options are there to choose from?***

#### **The University Meal Plan:**

Choice 1 – 7-Day/20 meals: Targeted for students that will spend most weekends on campus or just miss very few dinner bells, this option provides an opportunity to eat at every meal.

Choice 2 – 7-Day/15 meal plus Bearkat Bonus: Targeted for students that will miss most weekends, or breakfasts, this option provides the student with the opportunity to eat at 15 of our 20 meal periods, plus gives them an extra \$55 in bonus Bearkat Express for a total of \$155 or about \$10 per week.

Choice 3 – 160 Meal Block: Targeted for students who want flexibility and control of when and who eats on their meal card. The block plan can provide 10 meals per week for the 16 weeks in the semester. However, students may enter multiple times in one meal period, may bring a friend in on one of their block meals, and all uneaten meals roll over to the following week. This plan is ideal for students who can and will manage their meal block throughout the semester. It is possible a distracted student could easily run out of the block meals weeks before the end of a semester.

## **The Upperclassman Five Meal Commuter Plan**

Available Monday through Sunday. This plan is targeted to the commuters and is not available to on-campus freshman.

All meal plans come with \$100 of declining balance Bearkat Express that can be redeemed at Chick-Fil-A or Burger King or any of the cash locations in the Lowman Student Center, the South Paw (a dining facility on the south end of campus).

ARAMARK's main office is located next to the entrance of Kirkley Hall, (936) 294-1916; Cafe Belvin office (936) 294-1949.

## **HEALTH CENTER**

The Sam Houston State University Health Center, located at the corner of Avenue J and 16th Street, provides routine medical services and health education to all currently enrolled students. To this end, the Health Center is equipped with an in-house laboratory and pharmacy. The Health Center is open Monday through Friday from 8:00 a.m. to 5:00 p.m. Only business services are available between 12:00 p.m. and 1:00 p.m. Appointments may be scheduled by phone or in person.

The cost of an office visit is covered by fees paid during registration. There are charges for laboratory tests, prescription medications, and certain procedures. These charges are, in most cases, priced well below the prevailing community rate.

The Health Center offers the following services:

- Office visits for routine illness and minor injury
- Diagnosis, treatment, and referral
- Nursing care
- Laboratory testing
- Pharmacy
- Allergy injections
- Wound care/dressing changes
- TB Testing
- Anonymous HIV testing and confidential STD testing
- Women's exams

- Family planning
- Physical exams for school and work
- Health education
- Immunization
- Smoking Cessation

The Health Center also serves as the administrator of the student insurance plan endorsed by the university. Coverage is available to all students currently enrolled in six or more credit hours and is mandatory for all international students not otherwise insured. Students may contact the Health Center for more information concerning the policy.

Please note that the Health Center is not equipped to address medical emergencies. Students experiencing such conditions should summon Emergency Medical Services (EMS) by calling 911 or report to the nearest hospital emergency room.

The Health Center exists to assist students in their academic endeavors by providing services and programs that assist in minimizing disruptions resulting from health-related issues. Please contact us at (936) 294-1805 or visit our website at [www.shsu.edu/~uhc\\_www](http://www.shsu.edu/~uhc_www) for more information.

## **BEARKAT ONECARD**

The Bearkat OneCard signifies your status as an active member of the Sam Houston State University community, serving as your official student identification card and much more.

### **Obtaining a Bearkat OneCard**

During registration, the student is required to secure (free of charge) a photo-identification card, the Bearkat OneCard. The OneCard must be activated at [www.bearkatone.com](http://www.bearkatone.com) upon receipt in order to utilize the card for services on the SHSU campus. The Bearkat OneCard Office is located in the LSC, Suite 330. Office hours are Monday – Friday, 8:00 a.m. to 5:00 p.m. Students may also contact the office by phone at (936) 293-2273 or by email at [bearkatone@shsu.edu](mailto:bearkatone@shsu.edu).

### **Requirements for Obtaining an ID card**

- Be currently registered for classes
- Have a valid and current address listed on file with the University.
- Have a photo on file with the Bearkat OneCard office at SHSU. It is mandatory that a valid state or government issued ID must be presented at the time that the photo is taken.
- A temporary card will be issued to you, upon request, for on-campus usage. Your permanent Bearkat OneCard will be mailed to your address of record within 5 to 7 business days once you have met all of the above listed requirements.

### **Activation and Usage**

SHSU faculty, staff, and students are required to activate their Bearkat OneCard at [www.bearkatone.com](http://www.bearkatone.com). This card is for official university identification purposes, and is required to be carried at all times. It is non-transferable and its use is the responsibility of the named student. Bearkat OneCards are required for library usage, access to residence hall perimeters, entrance to all athletic events and university sponsored functions, access to the HKC/Recreational Sports facilities, the University Health Center, Cashiers Office, managing refund preferences, and student payroll.

Your Bearkat OneCard allows you to access two accounts:

- Bearkat Express: for on campus dining only
- One Account: a free \*FDIC insured checking/debit account that meets your banking needs.

When activating the Bearkat OneCard, students may elect to open the free OneAccount, an optional on-line checking/debit account associated with the ID Card. The OneAccount is a product offered by Higher One and MasterCard. The OneCard is NOT a CREDIT CARD. After graduation, students may retain the Bearkat OneCard and continue to utilize the OneAccount if they choose to do so.

Misuse of the ID card may subject the student, to whom it is issued, to disciplinary sanctions by the Dean of Students. Students must present their Bearkat OneCard when requested by any official of the university, including but not limited to, University Police, faculty, dining hall personnel, and residence hall staff.

### **Lost or Stolen Bearkat OneCards**

A lost or stolen ID card must be immediately reported to the Bearkat OneCard Office in order to deactivate the card and its privileges. The card can be deactivated by coming to the LSC Room 330 during normal business hours, logging on to your account at [www.bearkatone.com](http://www.bearkatone.com), or calling the toll free number at 1-877-BEARKAT.

A \$25.00 fee will be assessed for replacement cards. This fee will be charged through the student accounting system and a new card will be issued by mail. Temporary ID cards can be provided for access to residence halls, meal plans, and on campus use until the new card arrives. If the student is unable to locate their Bearkat OneCard but unsure if it is officially lost, the student has the option of requesting a temporary ID card at a cost of \$10.00 which will be active for a two week period. If the student is still unable to locate their permanent ID card after the two week period, a permanent card will need to be ordered and a \$25.00 charge will be placed on the students account. If a Bearkat OneCard is not functioning properly, it should be brought to the Bearkat OneCard Office for assessment or replacement.

## **LOWMAN STUDENT CENTER**

The Lowman Student Center (LSC) is considered the university's center for activity. Users include students, faculty, staff, administrators, alumni, and guests. It is more than a building; it is an organization and a program which together represent a well-considered plan for the community life of the university constituencies. The Lowman

Student Center provides many of the services, conveniences, and amenities members of the university community require in their daily life on campus. Dining facilities; meeting rooms; a theater; an art gallery; a recreation area which includes table tennis, billiards, and electronic games; a ballroom; the bookstore; a lounge, and many other facilities are found in the LSC. The Student Center provides a convenient setting for informal association outside the classroom environment.

The LSC serves as a unifying force in the life of the university cultivating an enduring regard and loyalty to the university.

For additional information or assistance please call:

- Information Center (936) 294-4902
- LSC Office (936) 294-1759
- The Kat Klub (936) 294-3462

### **General Building Operational Hours**

Monday-Thursday	7:00 a.m. - 10:00 p.m.
Friday	7:00 a.m. - 7:00 p.m.
Saturday	10:00 a.m. - 10:00 p.m.
Sunday	3:00 p.m. - 10:00 p.m.

## **PHYSICAL PLANT**

The Physical Plant Department is a support organization dedicated to assisting in the educational mission of the university. The department maintains the grounds, buildings, and utility systems as well as provides custodial services and design/construction services for major and minor renovation projects and new construction.

Students are encouraged to report problems such as missing lights, plumbing problems, broken items, and elevator malfunctions to the nearest departmental office or on the Physical Plant website. The departmental staff will forward the requests to the appropriate unit in the Physical Plant.

### **Safety Office**

The university Safety Office is responsible for administering safety programs

designed to assure a safe and healthful campus environment for all students, faculty, and staff. These programs include fire, health, and occupational safety; safety audits and investigations of any unsafe conditions or safety hazards reported within the campus community. Anyone who notices a potential safety hazard on campus is urged to report the situation to the Safety Coordinator by contacting the Safety Office immediately. The telephone number is (936) 294-1921 and the Safety Office is located within the Physical Plant Administration Building — Sam South, 2424 Sam Houston Avenue.

If departmental offices are closed, please report any safety issues or emergency conditions to the University Police at (936) 294-1794.

## **PUBLIC SAFETY SERVICES**

### **University Police**

University Police Officers are licensed Peace Officers as defined under the laws of the state of Texas and thereby have authority as peace officers. Their primary jurisdiction, under H.B. 391, includes all counties in which property is owned, leased, rented, or otherwise under the control of Sam Houston State University.

The University Police Officers subscribe to the Law Enforcement Code of Ethics, a portion of which reads, “As a law enforcement officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all citizens to liberty, equality, and justice.” In this endeavor, the University Police earnestly solicit the support of the faculty/staff and students. Many officers are students thus providing a balance within Public Safety Services from a student’s perspective. As many as 60 students earn their way through the university by working in the many areas of Public

Safety Services as student assistants each semester and at the same time gain excellent work experience.

In addition to university regulations, all the general and criminal laws of the State and the United States are declared to be in full force and effect within the properties of Sam Houston State University. All persons are responsible for compliance with these laws.

All thefts, vehicle accidents, or other offenses that occur on campus should be reported immediately to the university police. The University Police Office is located at 2424 South Sam Houston Ave. (Sam South Complex), and the telephone number is (936) 294-1794. Police Officers are on duty 24 hours every day annually. The Business Office Hours are 7:30 a.m. until 4:00 p.m., Monday - Friday.

## **RECREATIONAL SPORTS AND ACTIVITIES**

The Department of Recreational Sports and Activities offers broad-based recreational programming and state of the art facilities for faculty/staff and students in the areas of intramural sports, informal recreation, club sports, wellness, special events, outdoor recreation and aquatics. Facilities include 4 gymnasiums, indoor/outdoor running tracks, climbing wall, 2 outdoor field complexes, weight training and conditioning rooms, tennis courts, racquetball courts, an outdoor heated swimming pool and a 345 acre camping and recreation facility.

The Intramural Sports Program offers traditional competitive and non-competitive participation in such sports as softball, flag football and soccer; as well as in non-traditional activities such as dodgeball, Texas Hold’em and X-box tournaments.

The Informal Recreation Program is designed to offer opportunities in self-directed recreational pursuits.

The Outdoor Recreational Program is designed for those interested in the great outdoors. Canoe trips, backpacking and more are part of this dynamic area. Outdoor rec-

recreation equipment is also available for rental and checkout.

The Club Sports area is open to all students, faculty and staff who are interested in developing and pursuing a specific interest. Club Sports include but are not limited to soccer, rugby, lacrosse, etc.

The Wellness Program offers opportunities for personal growth and development by providing personal training and nutrition counseling services, as well as overseeing the 10,000 sq/ft conditioning room and over 100 group exercise classes a week. The recreational sports department also offers such special events as Midnight Mayhem, Spring Break Survivor, and other fun and educational programs.

Outside of the fun and educational opportunities offered, the Recreational Sports Department also provides employment opportunities for students who are interested in part-time work. Over 300 student positions are filled annually in the areas of intramural sport officiating, facility supervision, and aquatics.

More detailed information can be found in the handbooks, brochures and fliers available in the Recreational Sports and Activities Office. The Department of Recreational Sports and Activities is located in Office 162 in the new addition of the Health and Kinesiology Center, phone number (936) 294-1985 or at [www.shsu.edu/~rca\\_www/](http://www.shsu.edu/~rca_www/).

## **RESIDENCE LIFE**

### **Residence Halls**

The Department of Residence Life operates twenty-nine residence halls or housing units, including an apartment complex for upperclassmen. A brochure is available which provides details of the housing program at Sam Houston, including information regarding specific residence halls, applicable rates, and an application. This brochure is available upon acceptance to the University.

The Department of Residence Life provides students with leadership opportunities through involvement in their hall/house councils, or through employment as a resi-

dent advisor, resident manager, or student assistant. Those interested in becoming involved in their hall/house councils should contact their building staff. Individuals seeking employment should contact the department. You may contact the Residence Life Office at, Sam Houston State University, Box 2416, Huntsville, Texas 77341-2416, or by calling (936) 294-1812.

## **SAM HOUSTON MEMORIAL MUSEUM**

The Sam Houston Memorial Museum was established in 1936 as a Texas centennial project, funded by the Texas Legislature. Since that time the museum has expanded to a complex of fifteen acres situated within a scenic park. Of special interest is the Katy & E. Don Walker, Sr. Education Center, which houses the museum store and gift shop, exhibit gallery, auditorium, teaching classrooms, and offices of the museum's education staff. On the site are the main museum composed of a rotunda and three wings, containing artifacts relating to Sam Houston, his family, and early life in Texas; Woodland Home, the home that Sam Houston built for his family in Huntsville; Steamboat House, where General Houston died; the Sam Houston Law Office; an Exhibit Hall; and replicas of a period kitchen and blacksmith shop.

Unique among museums in the state of Texas, the Sam Houston Memorial Museum features extensive collections of artifacts relating to Sam Houston's life in Texas, plus a growing collection of documents relating to Sam Houston, politics and government in the area, and pioneer families.

The museum offers students many chances for both on-the-job learning experiences and employment opportunities. Both regular and work-study jobs are available, as well as various internship possibilities and special projects tailored to academic classes. Please visit the museum offices or call (936) 294-1832 to talk about these programs.

For more information, check out the website at [www.SamHouston.Memorial.Museum](http://www.SamHouston.Memorial.Museum).

## **SAM HOUSTON PRESS AND COPY CENTER**

Fast, convenient and economical printing and copying is available for students and campus organizations at the Sam Houston Press & Copy Center. Known as the main source for thesis and dissertations, the Press & Copy Center also provides design and consultation plus posters, signage, binding, mailing and much more. The Center is conveniently located on the bottom floor of the Thomason Building on the west side of the campus quadrangle. Hours of operation are 8:00 a.m. to 5:00 p.m., Monday – Friday. Come by and visit with our friendly staff or call (936) 294-1856 for more information.

## **STUDENTS' LEGAL AND MEDIATION SERVICES**

It is important that students be alerted to the need for legal counsel at an early stage of any controversy. Thus, the Students' Legal Advisor counsels currently registered students about their legal problems thirty (30) hours each week. In addition, students can pick up a free list of legal resources containing web sites to authoritative legal information from AIDS to wills. Also, there are many hard copy brochures on specific legal topics available free to Sam Houston State University students. The office is located in the Counseling Center (North Annex of the Lee Drain Building), and the advisor has office hours that allow students with various schedules to easily obtain an appointment by calling (936) 294-1717. All matters between the Students' Legal Advisor and the student are confidential. Therefore, due to this confidentiality requirement, there can be no e-mail or telephone consultations. Some areas of legal concern are landlord/tenant, consumer protection, insurance, criminal, family law, traffic tickets, automobile accidents, and employee rights.

The advisor often helps students with legal problems by guiding them through self-help procedures plus distributing written materials concerning their legal issues.

By guiding the student through the procedures required in administrative and judicial proceedings, it is anticipated that the student will be able to effectively deal with these problems currently and in the future. However, when a problem is of such a nature that legal representation is immediately needed, referral to several practicing attorneys in that area of law is made.

Students' Legal Services also offers mediation services. Students sit down with a trained, neutral third party (a qualified mediator) who facilitates an agreement between the parties. At the present time mediation is offered to students in the areas of: (1) landlord-tenant, (2) domestic relations, (3) consumer protection, and (4) other miscellaneous interpersonal disputes.

The advisor is also available to speak to student organizations, residence halls, and classes whose subject matter involves legal areas.

## **VETERANS ASSISTANCE OFFICE**

Veterans may request assistance with the processing of V.A. Educational Benefits for the Montgomery G.I. Bill (MGIB) Chapter 30 (for veterans of active duty), MGIB Chapter 1606 (for members of the reserves), MGIB Chapter 1607 (Reserve Education Assistance Program for reservists who were called to active duty), V.A. Vocational Rehabilitation, Chapter 31 (for veterans with service connected disabilities), and Dependents Educational Assistance, Chapter 35 (for the children or spouse of a veteran who was disabled or killed as a result of their service in the Armed Forces.)

Students who were Texas Residents at the time of their entry in active duty, and who are not eligible for the MGIB educational benefits, should inquire about their eligibility for benefits under the Texas Hazlewood Act. Veterans Assistance staff may be contacted in the Registrar's Office on the third floor of the Estill Building.



# CAMPUS LIFE

## ATHLETICS

Sam Houston State competes as a member of the NCAA Division I Southland Conference in 16 sports.

Bearkat men's teams compete in baseball, basketball, cross country, football, golf, indoor track and field, outdoor track and field. SHSU fields women's teams in basketball, cross country, golf, soccer, softball, tennis, indoor track and field, outdoor track and field, and volleyball. Athletic scholarships are awarded in all sports.

In May 2005 and 2006, the Bearkat athletic program won back to back Southland Conference Commissioner's Cups, symbolic of the league's all-sports trophy for both men's and women's athletics.

Intercollegiate athletics for the institution began 100 years ago when Sam Houston State fielded a baseball team in 1906. Football began in 1912, when Sam Houston played a football game with the Rice Owls. In 1923, the university's athletic nickname became "Berkats." Two years later, in 1925, the Kats earned their first conference championship when the basketball team won the Texas Intercollegiate Athletic Association title.

Since then, Sam Houston teams have won 57 conference championships including 13 in men's basketball, 11 in football, nine in both baseball and men's golf, six in volleyball, three in softball, and one each in women's golf, women's tennis, 2 men's outdoor track and field, and 2 women's outdoor track and field, and 1 women's indoor track.

The Berkats won national championship tournaments in baseball (1963), football (1964), men's golf (1978, 1979, 1980 and 1981), and softball (1981, 1982 and 1993). Sam Houston State teams have earned na-

tional championship tournament berths 44 times.

Sam Houston State's football and men's basketball teams have been featured on both ESPN2 national telecasts and Fox Sports regional TV games.

The football team, which earned a NCAA Division I-AA number four national ranking in 2004, was featured in national ESPN games in both the I-AA quarterfinal and semifinals rounds of the national playoffs.

SHSU's Southern Conference champion men's basketball team in 2003 was featured on ESPN2 in the finals of the SLC tournament and on CBS in the Kats' NCAA first round game with the University of Florida. During the 2005-06 season, the Bearkat basketball team played on ESPN2 national TV in both the quarterfinals of the Preseason National Invitational Tournament and the Southland Conference finals.

Home athletic events at Bowers Stadium (football), Johnson Coliseum (basketball and volleyball), Don Sanders Baseball Stadium and softball field attract large crowds and bring excitement to the Sam Houston State campus.

## OFFICE OF ALUMNI RELATIONS

The Sam Houston State University Office of Alumni Relations is dedicated to fostering a spirit of loyalty and commitment among former students by strengthening the bonds between alumni and providing a medium through which alumni and students support the heritage and future of Sam Houston State University. The office is responsible for the administration of the SHSU Alumni Association. The association was organized in the early 1920s to provide services for the alumni of Sam Houston State University

and to keep them involved with their alma mater.

The association supports the current student body through scholarship funds and activities that provide the opportunity to network with alumni in the work force. The association is a membership organization.

The Office of Alumni Relations encourages students, parents, alumni, and friends of the university to visit the office located in new Visitor Center. The phone number is (936) 294-1841 and website is alumni.shsu.edu.

## **DEAN OF STUDENTS' OFFICE**

The office represents student needs to the university administration, faculty and departments and also transmits needs of these groups to the students. The office will assist students who have questions about any phase of campus life.

The professional staff is responsible for the administration of a number of policies and procedures found in this publication. These include solicitation, student conduct and judicial processes, and certain provisions of the Family Educational Rights and Privacy Act. In addition, the department is responsible for Who's Who Among Students in American Universities and Colleges, the Freshman Leadership Program, Orange Keys Program, Alpha Lambda Delta, a freshman honor society, Freshmen Learning About Sam Houston (F.L.A.S.H.) Mentor Program, Bearkat Ongoing Leadership Development (B.O.L.D.), Student Government Association, advising the Parents' Association, and the Co-Curricular Transcript. The department, in an effort to promote individual and group development of students, co-sponsors educational programs and leadership development workshops.

The Dean of Students' Office is located in Suite 215 of the Lowman Student Center, telephone (903) 294-1785. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, evening hours by appointment.

## **Office of Judicial Affairs**

The Office of Judicial Affairs is responsible for coordinating and administering the student judicial process at Sam Houston State University. This includes receiving reports of alleged misconduct, investigating the conduct using all means necessary, ensuring that students receive due process and fair treatment throughout the discipline process, and maintaining students' disciplinary records. Additionally, the Office of Judicial Affairs is committed to informing students of their rights as members of the university community and educating them regarding the responsibilities they have to themselves and the other members of the university community.

The Office of Judicial Affairs and the Dean of Students' Office views the student judicial process as a learning experience that can result in growth and personal understanding of one's responsibilities and privileges within both the university community and society. Further, the Dean of Students' Office strives to address unacceptable behavior in a manner that informs students and guides them toward a greater sense of personal responsibility and more mature and ethical standards.

The Office of Judicial Affairs employs a full time investigator that investigates alleged violations of the Code of Student Conduct. The investigator completes a report separate from that of the referring agency, taking into consideration the student's perspective and following up to locate possible witnesses and including their statements. The report is forwarded to the Judicial Hearing Officer (Dean of Students) for review. The investigator works closely with the University Police Department and the Department of Residence Life, as well as other local, state and federal law enforcement agencies to protect the freedom of students to learn without the undue influence of others.

The Office of Judicial Affairs also receives reports of student misconduct by other students. If you have witnessed a violation of the SHSU Code of Student Conduct or you wish to report suspicious activity involving

social or academic misconduct, please contact the Office of Judicial Affairs at (936) 294-3194 or via email at [judicialaffairs@shsu.edu](mailto:judicialaffairs@shsu.edu).

### **Freshman Leadership Program**

The Freshman Leadership Program is offered to entering freshmen who have demonstrated leadership interest as well as outstanding academic performance in high school. The program is designed to provide in-depth exposure to the university and its operations through weekly meetings with administrators, faculty, and student leaders. During these meetings, participants are encouraged to seek answers to any questions they have pertaining to the operations and functions of Sam Houston State University. Upon completion of their freshman year, these students are strongly encouraged to become active leaders in the university community. For more information on this program you may go to the LSC Suite 215 or call (936) 294-1785.

### **Orange Keys Program**

The concept for the Orange Keys originated in 1959 as a service organization. The students who are selected to this prestigious group serve the university as official hosts to visitors, prospective students, and dignitaries. The program consists of 15 outstanding upper class students. These students must maintain a 3.0 grade point average to retain a position in the Orange Key Program. The Orange Keys work at various functions such as Homecoming, Parent/Family Weekend, Career Days, The Texas State University System Board of Regents meetings, "Saturdays @ Sam", and other functions. For more information on this program you may go to the LSC Suite 215 or call (936) 294-1785.

## **STUDENT GOVERNMENT ASSOCIATION**

The Student Government Association exists for the sole purpose of serving the student community. It is the political voice and

liaison for the student body. The university recognizes the need and worthwhile contribution of student input in all facets of the university decision-making processes. The Student Government Association has long been active in this regard and has worked for the betterment of student life and academic quality. The student body participates in the development and management of a well-rounded program of student activities by electing the Student Government Association officers and student senators. Each college within the university elects its representatives, the number being determined by the percentage of students majoring in the academic divisions/departments within the academic division.

Open meetings are conducted each Tuesday night. Students are encouraged to participate in their student government. Copies of the constitution and other information may be obtained from the Student Government Association Office which is located in the Lowman Student Center, Room 326. For more information go to [www.shsu.edu/sga](http://www.shsu.edu/sga) or call (936) 294-1938.

### **Freshmen Learning About Sam Houston (F.L.A.S.H.)**

This program (formerly known as the Faculty-Staff/Student Mentor Program) matches faculty, staff and administrators with first-time freshman students. Students and their mentors interact on an informal level throughout the student's first year on campus. The program is structured so that students and their mentors may develop friendships that will allow students to feel comfortable in approaching their mentors for help with academic, social and personal concerns which are to be expected during the first year of college. Many students and mentors remain close throughout the student's years at SHSU.

All incoming freshman students are eligible to participate. Students and mentors are usually matched at random, but if there are special interests, skills, needs, hobbies or academic majors on the part of either party, an

attempt will be made to find the best match possible. Mentors and students are given basic information about each other. Students are expected to meet with the mentor and to initiate some of the contact.

Throughout the year, the Dean of Students' Office plans special events that provide students and mentors a chance to interact and join other program participants.

### **Bearkat Ongoing Leadership Development (B.O.L.D.)**

The **Bearkat Ongoing Leadership Development Program (BOLD)** is a non-credit initiative created through the Dean of Students' Office. It consists of three separate leadership development daylong conference style programs focusing on different aspects of leadership development. These leadership development workshops center around the following themes: A) The Emerging Leader B) Spirituality and Leadership C) Leadership in a Multicultural Society. Students who attend these workshops will be able to indicate this on their Co-Curricular Transcript. Watch for more information on when this exciting new program will be offered during the academic year.

### **Co-Curricular Transcript**

co•cur•ric•u•lar-

*Pronunciation:* (kO"ku-rik'yū-lur), -adj. Education. *related but only complementary to the official curriculum, as a civic or service activity outside the classroom.*

The Co-Curricular Transcript is an official record of leadership accomplishments, involvement in student organizations, community service activities, and professional/educational development programs. It is designed as a means of recognizing "out of class" learning, development, and contributions. Official copies of the Co-Curricular Transcript can be used to supplement resumes and academic transcripts when applying to graduate/professional schools and the prospective employers.

For more information go to [www.shsu.edu/cocurricular](http://www.shsu.edu/cocurricular)

## **STUDENT ACTIVITIES**

Student Activities provides leadership and advisement to the following areas: student organizations; Multicultural and International Student Services; SHSU Spirit Programs including co-ed cheerleading, Sammy Bearkat, and Orange Pride Dance Team; Greek Life; Program Council; and leadership and volunteer programs. The office offers quality programs and services that embrace a student development philosophy. The office also provides an environment conducive to learning through involvement in co-curricular activities.

There are approximately 225 registered student organizations at Sam Houston State University. Professionally trained staff members guide students in choosing a particular organization according to their needs or interests.

Student Activities plans and implements campus leadership training programs for student groups, plans university-wide student programs, and coordinates a master calendar of activities.

The office helps students understand University policies and procedures, provides technical assistance in planning student events, and provides other information and assistance to students and organizations.

For more information, contact the Office of Student Activities located in Suite 328 of the Lowman Student Center, or call (936) 294-FUN1.

## **SPIRIT PROGRAMS**

Sam Houston State University is proud to sponsor the nationally-ranked SHSU Co-ed Cheerleading Squad, Orange Pride Dance Team and Sammy Bearkat. The student athletes comprising these three groups can be seen at community and University events alike. Additionally, these groups can be seen leading the rowdy Bearkat fans at football, volleyball, and men's and women's basketball games. At each event these groups take an active role in promoting school spirit and tradition.

The **SHSU cheerleaders** are a competitive squad bringing national recognition to the University through their performances through the Universal Cheerleaders Association (UCA). Additionally, the cheerleaders have brought home top honors at UCA's collegiate summer camps including most collegiate for the past 5 consecutive years.

The **Orange Pride** dance team is also a competitive program that brought home a National Championship in 2005 from the Universal Dancer's Association Collegiate Dance Nationals. This group of ladies has placed in the top 5 of the nation in 5 of the last 6 years including national titles in 1998 and 2005.

**Sammy Bearkat** not only serves as an embodiment of the University, but competes nationally. In fact, in 2005 Sammy won his first National title through the United Spirit Association's Collegiate Mascot Nationals. Sammy Bearkat can be seen year round bringing an exciting style of entertainment to the University and community events.

For more information on any of the three Spirit Programs, please visit [www.shsu.edu/spirit](http://www.shsu.edu/spirit) on the internet, call the Spirit Office at 936-294-4239, or send an e-mail to [spirit@shsu.edu](mailto:spirit@shsu.edu).

### **Program Council**

Program Council is the university's student programming board that creates and sponsors many entertaining events and activities on campus. By utilizing the time and ideas of students, Program Council sponsors a variety of social, recreational, educational, and cultural events such as films, dances, concerts, lectures, spirit competitions, and many other activities.

Membership in Program Council is open to any student who is interested in the opportunity to develop leadership skills, plan and present campus programs, make new friends, and have a great time! Whether you are a committee member or become a member of the Programming Board, you will encounter situations dealing with marketing, public relations, interpersonal relations,

leadership development, advertising, and basic administration.

With a diverse group of members, Program Council strives to serve as a unifying force in campus activities and student life.

For more information, call Program Council at (936) 294-1763 or visit our website at [www.shsu.edu/~org\\_pc/](http://www.shsu.edu/~org_pc/).

### **Student Organizations**

A wide variety of student organizations provide university students an opportunity to become involved in campus life. Information regarding University-registered organizations can be obtained from the Office of Student Activities. University registration is renewed each fall and spring. Therefore, the listings are subject to change. The Student Organizations policy may be found in this publication or obtained from the Dean of Students' Office or Student Activities.

## **MULTICULTURAL AND INTERNATIONAL STUDENT SERVICES**

The Office of Multicultural and International Student Services (M.I.S.S.), established in 1993, provides support for and enhances the SHSU college experience for all students, although particular attention is given to students from traditionally underrepresented populations (based on race, culture, religion, sexual orientation, gender, and physical ability). The office also promotes the academic growth, personal development, and leadership skills of the traditionally underrepresented student population at Sam Houston State University.

The goals for the Office of M.I.S.S. are:

- I. To provide services for students from traditionally underrepresented populations, primarily students of color and international students, but also female, physically challenged, and sexual minority students.
- II. To educate students to understand diversity in all its aspects and to train students to promote social justice in all areas of

diversity including race, culture, gender, sexual orientation, physical ability and religion.

III. To promote appreciation and celebration of diversity and multiculturalism in all of its forms.

For more information, please go to [www.shsu.edu/~miss\\_sa/](http://www.shsu.edu/~miss_sa/) or call (936) 294-DVST (3878).

### **M.I.S.S. Programs**

**SAMENTORS** - The SAMENTORS program helps freshmen and transfer students make successful social and academic adjustments to college; however, ALL students are welcome to participate. Mentors are sophomore, junior, and senior students, and protégés are first-year or transfer students. The Office of M.I.S.S. is dedicated to serving ALL students and enhancing their college experiences.

**Students on a Quest for Unity and Diversity** - S.Q.U.A.D. is a group of 5-7 student leaders that function as Diversity Education Trainers that facilitate presentations and workshops for student organizations, classrooms, conferences, and community groups.

### **Multicultural Awareness Certification**

– The M.A.C. program enables students, faculty, and staff to learn about issues of diversity and multiculturalism in weekly Diversity Sessions. Attendees of the Diversity Sessions are eligible to earn a M.A.C. certification and to become Multicultural Ambassadors.

**Cultural Programming** – The Office of M.I.S.S. sponsors many cultural programs throughout the academic semesters. Those programs include the Diversity Leadership Conference, monthly diversity luncheons, International Student Coffee Hours, UniDiversity Week (Fall/Spring), Black History Month and Hispanic Heritage Month programming.

## **POLICY FOR THE USE OF THE BEARKAT PLAZA AND LSC MALL**

The purpose of this policy is to govern the reservation and use of the Bearkat Plaza and the LSC Mall area.

The Bearkat Plaza is the open, outdoor space situated between the Lowman Student Center Mall Area and the Lee Drain Academic Building and it extends to the east in the direction of the College of Business Administration and to the west in the direction of the clock tower. The plaza is designed to provide an open, peaceful, and aesthetically appealing environment to enhance the college experience at Sam Houston State University. Therefore, it may only be reserved for University programs.

Use of this facility is governed by the rules set forth in Chapter VII, “General Provisions for Campus Activities,” of the Rules and Regulations of The Texas State University System, which shall be adhered to in every instance. The Code of Student Conduct and the SHSU Student Guidelines are also applicable to the Bearkat Plaza.

All requests to utilize Bearkat Plaza for special University events must be submitted at least two weeks in advance of the requested date to the President’s Office. Programs will not be permitted in the Bearkat Plaza unless approved in advance by the President’s Office.

The LSC Mall is the area situated on the south side of the Lowman Student Center between the Center and the Bearkat Plaza. It extends in length from the east end of the Lowman Student Center to the Alumni Garden area. It is available for use by all student and university organizations for programs and activities. Reservations for use of the LSC Mall area may be made through the Lowman Student Center Office.

This policy shall be reviewed annually by the chief student affairs officer.

Approved by: President’s Cabinet on September 17, 2007

# DEAN OF STUDENTS' POLICIES

## **ALCOHOLIC BEVERAGE DISTRIBUTION POLICY**

### **General University Policy**

The possession and consumption of alcoholic beverages on any property owned and/or controlled by Sam Houston State University are prohibited except where permitted explicitly by published policies. The legal age for the purchase, consumption and/or possession of alcoholic beverages in the state of Texas is 21. Violators of this state law and university policy will be subject to university penalties and criminal charges.

Students who are 21 years of age or older may be permitted to have alcoholic beverages in their residence hall rooms, but not in common areas of residence halls as specified in other published alcoholic beverages policies.

The sale or service of alcoholic beverages on the campus of Sam Houston State University is not permitted except in "special use" buildings or facilities designated and approved by the university president.

Sponsoring organizations of events where alcoholic beverages are to be served in special use buildings or other designated facilities are required to complete a "Request to Serve Alcoholic Beverages" Form. The completed form will authorize the service of alcoholic beverages in conjunction with a scheduled special event. The form requires the approval signature of several university administrators including the university president; therefore, the request should be initiated at least fifteen (15) business days in advance of the event.

### **SHSU Alcoholic Beverage Distribution Policy**

A permit to serve alcoholic beverages on the campus of Sam Houston State University is a privilege granted to registered groups. Failing to adhere to university regulations may result in the denial of future permits.

1. A permit DOES NOT
  - A. Give the sponsoring organization the right to sell alcoholic beverages. Selling includes, but is not limited to the following:
    1. The price of beverages being included in the admission price.
    2. The price of beverage being included in the food ticket. Only existing licensed catering services on the Sam Houston State University campus can sell alcoholic beverages.
  - B. Give the sponsor the right to purchase beverages at a discount.
  - C. Give the sponsor the right to the space for the event. Space and facilities for the event must be reserved with the specific facilities manager through the normal university procedures.
2. Once a permit is granted, the organization is responsible for obeying all university, state, city, and federal laws governing the distribution and consumption of alcoholic beverages.
3. The legal age for drinking in Texas is 21. Giving alcoholic beverages to a minor can result in a fine of \$500 plus university disciplinary action. A minor producing false identification to secure alcoholic beverages carries a fine of \$25 to \$500 plus disciplinary action.

4. At all events where alcoholic beverages are distributed, there must be a sign clearly stating that individuals under 21 years of age are not permitted to drink the alcoholic beverages being distributed.
5. At all events where alcoholic beverages are distributed, a check must be made for age.
6. Non-alcoholic beverages must be available in equally attractive variety to the alcoholic beverage and must be displayed in equal prominence as the alcoholic beverage. Also, if the alcoholic beverage is free, all other beverages must be free.
7. The amount of alcoholic beverages at an event is to be relative to the number of guests attending the function.
8. Food items must be available in sufficient amounts for the number of persons attending the function.
9. It is required that all advertisement note the availability of non-alcoholic beverages and food, as prominently as alcohol. If alcohol is to be advertised, it may not be the main emphasis of the notice.
10. Questions regarding the distribution of alcoholic beverages should be directed to the Dean of Students' Office, Suite 215 in the LSC, (936) 294-1785.

## **POLICY REGULATING USE OF BICYCLES, ROLLER-SKATES/ IN-LINE SKATES AND SKATEBOARDS ON THE CAMPUS OF SAM HOUSTON STATE UNIVERSITY**

### **Article I: Prohibitions**

Section 1. Bicycles: Bicycles shall not be ridden or operated on properties owned, leased, or otherwise controlled by Sam Houston State University, except on streets, parking lots or bike lanes where provided. Bicycles are not to be taken inside campus buildings without specific permission from building manager, supervisor or director. Bicycles are not to

be ridden inside campus buildings or on any common pedestrian walking areas on campus. (e.g., mall areas, sidewalks, pathways, planted areas, or handicap ramps, etc. However, bicycles may be walked through these areas.) Bicycles are not to be secured to handrails, light poles, trees or any other campus fixture not provided for that purpose. Bicycles should be parked in designated parking areas and/or secured in bicycle racks.

Section 2. Roller-skates/In-line Skates: Roller-skates and/or in-line skates shall not be used on properties owned, leased, or otherwise controlled by Sam Houston State University, except in areas where bicycles may be ridden. Members of an authorized university skating club may use roller-skates or in-line skates under conditions approved in advance, in writing, in accordance with published university policy (Co-Curricular Use of University Facilities).

Section 3. Skateboards: Skateboards shall not be ridden or operated on properties owned, leased, or otherwise controlled by Sam Houston State University, including but not limited to buildings, mall areas, sidewalks, streets, alleys, and parking facilities.

### **Article II: Safety**

Section 1. Required Conduct: All bicycling, roller-skating/in-line skating shall be done in a reasonable, prudent and careful manner with due regard for the safety of the user/operator and all other persons.

### **Article III: Violations**

Section 1. Penalty: Any person who operates or uses a bicycle, roller-skates/in-line skates, or skateboard in violation of this policy is subject to all appropriate university penalties and actions pursuant to V.T.C.A. Education Code.

Section 2. Citation/Impoundment: Any Texas Peace Officer who is a member of or represents the University Police Depart-

ment, who observes a person violating this policy, is authorized to issue a citation. Fees are determined by the number of citations incurred each semester.

1st Citation	\$ 5.00
2nd Citation	\$15.00
3rd/Subsequent Citations	\$25.00

### Section 3. Violators' Obligation and Appeal Procedure:

A. Citations for violations may be paid at the Cashier's Office or the University Police Office or by mail to the University Police Office.

B. Citations are subject to appeal and appeals must be filed within three (3) class days after the issuance of the citation. All appeals must be on the official appeal form secured from the University Police Office. The Dean of Students' Office will set the date, time, and place for appeals.

C. All citations appealed shall be adjudicated through the university's Parking Appeals Committee. The Parking Appeals Committee shall be comprised of a pool of students, faculty and administrative staff appointed by the president. Any two or three members of the pool will constitute an appropriate hearing committee. The Parking Appeals Committee shall hear all appeals filed by faculty, staff, and students.

D. Students who fail to resolve citations are subject to disciplinary action.

E. Any person receiving three or more unresolved citations shall be considered to be in flagrant violation of this policy and their bicycle, roller-skates/in-line skates, or skateboard may be impounded and held at the University Police Department pending final action by the Dean of Students.

## CODE OF STUDENT CONDUCT AND DISCIPLINE

### 5. STUDENT CONDUCT AND DISCIPLINE.

5.1 Acquaintance with Policies, Rules, and Regulations. Each student is expected to be fully acquainted and comply with all published policies, rules, and regulations of the component, copies of which shall be available to each student for review online and/or at various locations on each campus. Students are also expected to comply with all federal and state laws.

5.2 Student Misconduct. Each student is expected to act in a manner consistent with the component's functions as an educational institution, including off campus conduct that is likely to have an adverse effect on the component or on the educational process. No person or group of persons acting in concert may willfully violate the following rules. Specific examples of misconduct for which students may be subject to disciplinary action include, but are not limited to, the following:

- (1) Commission of an act that would constitute an offense under appropriate federal, state, or municipal law.
- (2) Violation of any Regents' rule, regulation, or order or component policy, rule, or regulation, including any rule or regulation governing residential living in component-owned facilities or breach of a residential living contract.
- (3) Failure to comply with the direction of a component official acting in the performance of his or her duties; or, failure to heed an official summons to the office of a component official within the designated time.
- (4) Giving false testimony or other evidence at a campus dis-

ciplinary or other administrative proceeding.

(5) Failure to meet financial obligations to the component.

(6) Unauthorized use or possession of ammunition, firearms, illegal knives (knives with blades longer than five and one-half inches, hand instruments designed to cut or stab another by being thrown, stiletos, poniards, Bowie knives, swords, and/or spears), or other illegal weapons on component property.

(7) Conduct that significantly endangers the health or safety of other persons, including members of the component community or visitors on the campus, including, by way of example, unauthorized throwing of any objects in or from component facilities.

(8) Stealing, destroying, defacing, damaging, or misusing component property (including misuse of fire or life-safety equipment or property) or property belonging to another.

(9) Engaging in hazing or voluntarily submitting to hazing, including an initiation by an organization that involves any dangerous, harmful, or degrading act to a student. Violation of this policy renders the student(s) involved and the organization subject to discipline.

(10) Possessing and/or using, without authorization according to the component policy, intoxicating beverages in a classroom building, laboratory, auditorium, library building, faculty or administrative office, residence hall or apartment, intercollegiate and intramural athletic facility, or any other public campus area, or being intoxicated in any public area of the campus.

(11) Gambling in any form on component property.

(12) Illegal possession, use, sale, or distribution of any quantity, whether usable or not, of any drug, narcotic, or controlled substance.

(13) Advocating or recommending, either orally or in writing, the conscious and deliberate violation of any federal, state, or local law. Advocacy means addressing an individual or group for imminent action and steering it to such action as opposed to the abstract espousal of the moral propriety of a course of action.

(14) Forgery, alteration, or misuse of component documents, forms, records, or identification cards; or issuance of a check to the component or its contractors without sufficient funds.

(15) All students must carry and when requested by a University Official furnish their Bearkat One ID card. Any falsification, misrepresentation or other misuse of the Bearkat OneCard is prohibited.

(16) Unauthorized possession, ignition, or detonation, on component property, of any explosive device, fireworks, liquid, or object that is flammable or capable of causing damage by fire or explosion to persons or property.

(17) Unauthorized entry into or use of component buildings, facilities, equipment, or resources, or possession or use of component keys for unauthorized purposes.

(18) Failure to maintain a current official mailing address in the Registrar's office and/or giving a false or fictitious address to a component office or official.

(19) Making false alarms or reports where the person knowingly initiates, communicates, or circu-

lates a report of a present, past, or future bombing, fire, offense, or other emergency that is known as false or baseless and that would ordinarily cause action by an official or volunteer agency organized to deal with emergencies; place a person in fear of imminent serious bodily injury; or prevent or interrupt the occupation of a building, room, aircraft, automobile, or other mode of conveyance.

(20) Harassment where the individual intentionally threatens, in person, by telephone, electronically, in writing, or by other means, to take unlawful action against any person and by this action intentionally, knowingly, or recklessly annoys or alarms the recipient or intends to annoy or alarm the recipient.

(21) Academic dishonesty (see subparagraph 5.3).

(22) Campus disruptive activities (see subparagraph 5.4) or disorderly conduct on component-owned or controlled property or at a component-sponsored or supervised function that inhibit or interfere with the educational responsibility of the component community or the component's social-educational activities shall include but not be limited to: using abusive, indecent, profane or vulgar language; making offensive gestures or displays that tend to incite a breach of the peace; perpetrating fights, assaults, acts of sexual violence, abuse, or threats; or evincing some obviously offensive manner or committing an act that causes a person to feel threatened. Such prohibition includes disorderly classroom conduct that obstructs, interferes with, inhibits and/or disrupts teaching and/or related classroom activities.

(23) Using authority granted by state law, System rule, or component policy to deprive any person of his or her civil rights.

(24) Violation of component policy relating to electronic network facilities such as local area networks and the Internet.

(25) Any attempt to commit these prohibited acts.

5.3 Academic Honesty. The component expects all students to engage in all academic pursuits in a manner that is above reproach and to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. The component may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including but not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials.

5.31 "Cheating" includes, but is not limited to:

(1) Copying from another student's test paper, a 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 person 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.

5.36 Disciplinary Procedures for Academic Dishonesty:

(1) Academic Process. All academic dishonesty cases may be first considered and reviewed by the faculty member. If the faculty member believes that an academic penalty is necessary, he/she

may assign a penalty but must notify the student of his/her right to appeal to the department chair, the dean and, eventually, to the vice president for academic affairs (whose decision shall be final) before imposition of the penalty. At each step in the process, the student shall be entitled to written notice of the offense and/or of the administrative decision, an opportunity to respond, and an impartial disposition as to the merits of his/her case. After completion of the academic process, the academic officer making final disposition of the case may refer the matter to the chief student affairs officer for any additional discipline that may be appropriate.

(2) Disciplinary Process. In the case of flagrant or repeated violations, the chief student affairs officer may take such additional disciplinary action. No disciplinary action shall become effective against the student until the student has received procedural due process under Subsection 5.6 and following except as provided under Subsection 5 (15).

(3) Honor Code. If a component has adopted an Honor Code which includes an Honor Council that makes decisions on appeals of penalty grades issued by a faculty member and disciplinary action on cases of flagrant or repeated violations, the hearings which consider disciplinary action must afford the students procedural due

process under Subsection 5.6. Appeals of academic decisions rendered by an Honor Council shall be heard by the Vice President for Academic Affairs and appeals of disciplinary decisions rendered by an Honor Council shall be heard by the Chief Student Affairs Officer. In the event of conflicts, these Rules and Regulations shall govern.

5.4 Campus Disruptive Activities. Pursuant to Education Code, Subsection 51.935 (Disruptive Activities), the components shall adhere to the following rules and regulations:

5.41 No person or group of persons acting in concert may intentionally engage in disruptive activity or disrupt a lawful assembly on a component campus. Disruptive activity means:

- (1) Obstructing or restraining the passage of persons to the campus or an area of the campus or to an exit, entrance, or hallway of any building without the authorization of the administration of the component;
- (2) Seizing control of an area of a campus or any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity; or
- (3) Disrupting and/or preventing or attempting to prevent by force or violence or the threat of force or violence any lawful assembly authorized by the component administration. A lawful assembly is disrupted when a person in attendance is rendered incapable of participating in the assembly due to

the use of force or violence or a reasonable fear of force or violence.

5.42 Any person who is convicted the third time of violating this statute shall not thereafter be eligible to attend any school, college, or university receiving funds from the state of Texas for a period of two years from such third conviction.

5.43 Nothing herein shall be construed to infringe upon any right of free speech or expression guaranteed by the Constitution of the United States or the state of Texas.

5.5 Suspended, Expelled, and Dismissed Student Restriction. No student who has been suspended, expelled, or dismissed for disciplinary reasons from a component of the System shall, during the applicable period of discipline, be eligible to enroll at any other System component. The registrar of a component is authorized to make an appropriate notation on the student's transcript to accomplish this objective and to remove the notation when the student's disciplinary record had been cleared.

5.6 Procedure for Administration of Discipline. The chief student affairs officer shall have primary authority and responsibility for the administration of student discipline at the component and for investigating allegations that a student has violated System and/or component rules and regulations, or specific orders and instructions issued by an administrative official of the component.

5.61 The chief student affairs officer or his/her appointee, hereto referred to as officer, will investigate the alleged violations. During the investigation, if the student is available, the officer will give the student an opportunity to explain the incident. If the officer concludes that the student has violated a System or component policy,

the officer will determine (but not assess) an appropriate disciplinary penalty.

(1) The officer will discuss his or her findings and his or her determination of an appropriate penalty with the student if the student is available and will give the student an opportunity either to accept or reject the officer's decision.

(2) If the student accepts the officer's decision, the student will so indicate in writing and waive his or her right to a hearing. The officer may then assess the disciplinary penalty.

(3) If the student does not accept the officer's decision or does not waive his or her right to a hearing, a disciplinary hearing will be scheduled in accordance with Subsections 5.7 and 5.10.

5.62 If the student does not execute a written waiver of the hearing process, then the officer shall prepare a written statement of charges and of the evidence supporting such charges, including a list of witnesses and a brief summary of the testimony to be given by each, and shall send a notification of such charges and statement to the accused student by certified mail, return receipt requested, addressed to the address appearing in the Registrar's records, or shall hand deliver said document with the student signing a receipt.

### **Sam Houston State University — Formal Mediation**

In matters involving interpersonal disputes, the Hearing Officer may suggest that the matter be submitted to mediation. If the involved parties (the accused[s] and

complainant[s]) agree the matter will be submitted to mediation before the mediator acceptable to all parties.

The goal of the mediation is the execution of a "Contract of Resolution" which will specify the terms of the parties' settlement of their dispute. The Contract of Resolution will be placed in each involved student's disciplinary file. Any violation of the terms of the Contract of Resolution shall be grounds for formal disciplinary action.

If the involved parties are unable to agree upon a resolution, the matter will proceed to formal disciplinary proceedings. The Mediator shall at all times retain discretion to terminate the mediation and proceed to formal disciplinary proceedings where he/she determines that the mediation process is not making adequate progress toward an appropriate resolution. All Contracts of Resolution must be approved by the Chief Judicial Officer. Whenever mediation is unsuccessful and the matter proceeds to formal disciplinary hearings.

5.7 Student Disciplinary Hearings. In those cases in which the accused student disputes the facts upon which the charges are based, such charges shall be heard and determined by a fair and impartial person or committee, hereinafter called the hearing officer or hearing committee, selected in accordance with procedures adopted by the component. Except in those cases where immediate interim disciplinary action has been taken under authority of Subsection 5.(14), the accused student shall be given at least five (5) class days written notice by the chief student affairs officer, or a designated appointee, of the date, time, and place for such hearings and the name or names of the hearing officer or hearing committee. Hearings held under Subsection 5.(14) will be held under the same procedures set forth below, but will be held as soon as practicable within twelve (12) class days after the disciplinary action has been taken unless otherwise agreed to by the student.

Upon a hearing of the charges, the component representative has the burden of going forward with the evidence and the burden of proving the charges by the greater weight of the credible evidence. The hearing shall be conducted in accordance with procedures adopted by the component that assure both parties (component representative and accused student) the following minimal rights:

5.71 Both parties will exchange lists of witnesses, expected testimony, copies of documents to be introduced, and notice of intent to use legal counsel, at a reasonable time prior to the hearing.

5.72 Each party shall have the right to appear and present evidence in person and to be advised during the hearing by a designated representative or counsel of choice. Each party shall limit its presentation to relevant evidence. The accused student must attend the hearing if the student desires to present evidence. The hearing may proceed notwithstanding the accused student's failure to appear.

5.73 Both the component representative and the accused student shall have the right to question witnesses. The accused student may question witnesses with the advice of a designated representative or counsel. All questions shall be limited to relevant evidence.

5.74 The hearing will be recorded. If either party desires to appeal the finding, a copy of the recording will be produced at the expense of the party appealing the finding, and both parties will be furnished a copy for appeals purposes only.

5.8 Student's Right to Challenge Impartiality. The accused student may challenge the impartiality of the hearing officer or a member of the hearing committee at any time prior to the introduc-

tion of any evidence. The hearing officer or member of the committee shall be the sole judge of whether he or she can serve with fairness and objectivity. In the event the challenged hearing officer or member of the hearing committee chooses not to serve, a substitute will be chosen in accordance with procedures adopted by the component.

5.9 Determination of Hearing. The hearing officer or hearing committee shall render a decision to both parties as soon as practicable as to the guilt or innocence of the accused student and shall, if necessary, assess a penalty or penalties including, but not necessarily limited to:

- (1) Verbal or written warning.
- (2) Requirement that the student complete a special project that may be, but is not limited to, writing an essay, attending a special class or lecture, or attending counseling sessions. The special project may be imposed only for a definite term.
- (3) Cancellation of residence hall or apartment contract.
- (4) Disciplinary probation imposed for a definite period of time which stipulates that future violations may result in disciplinary suspension.
- (5) Ineligibility for election to student office for a specified period of time.
- (6) Removal from student or organization office for a specified period of time.
- (7) Prohibition from representing the component in any special honorary role.
- (8) Withholding of official transcript or degree.
- (9) Bar against readmission.
- (10) Restitution whether monetary or by specific du-

ties or reimbursement for damage to or misappropriation of component, student, or employee property.

(11) Denial or non-recognition of a degree.

(12) Suspension of rights and privileges for a specific period of time, including access to electronic network facilities and participation in athletic, extracurricular, or other student activities.

(13) Failing or reduction of a grade in test or course, and/or retaking of test or course, and/or performing additional academic work not required of other students in the course.

(14) Suspension from the component for a specified period of time. During suspension, a student shall not attend classes or participate in any component campus activities.

(15) Loss of or ineligibility for student grant or loan.

(16) Expulsion from the component. A student who is expelled from the component is not eligible for readmission to the component.

(17) Dismissal from the component. A student, who is dismissed, is separated from the component for an indefinite period of time.

(18) Recording sanctions in Subsections 5.9(9), (11), (13), (14), (15), and (18) may be made on a student's permanent transcript. The component may maintain confidential records of all other sanctions and may consider any prior sanction received by a student in assessing a subsequent sanction. The

component shall develop a procedure for expunging those records not transcribed on a student's permanent transcript within a reasonable time not to exceed five (5) years after the student ceases to be enrolled.

(20) A student who, by a preponderance of the evidence, under these Rules and Regulations, is found to have illegally possessed, used, sold or distributed any drug, narcotic, or controlled substance, whether the infraction is found to have occurred on or off campus, shall be subject to discipline, ranging from mandatory, university or college approved counseling to expulsion. Mitigating or aggravating factors in assessing the proper level of discipline shall include, but not necessarily be limited to, the student's motive for engaging in the behavior; disciplinary history; effect of the behavior on safety and security of the university or college community; and the likelihood that the behavior will recur. A student who has been suspended, dismissed, probated or expelled from any system component shall be ineligible to enroll at any other system component during the applicable period of discipline. The registrar of each component is authorized to make an appropriate notation on the student's transcript to accomplish this objective and to remove the notation when the student's disciplinary record has been cleared. A second infraction

for a drug-related offense shall result in permanent expulsion from the component and from all other institutions in The Texas State University System.

(21) The levying of a monetary fine.

5.10 Appeal. Neither party may appeal if the hearing officer or hearing committee determines that the allegations against the accused student are true but the only punishment assessed is verbal or written warning. In those cases, the determination of the hearing officer or hearing committee is final. However, in all other cases, either party may appeal to the chief student affairs officer. If the hearing officer has been an appointee designated by the chief student affairs officer or if the determination has been made by a hearing committee, the appeal will be made to the chief student affairs officer or designated appointee. If the chief student affairs officer has served as the hearing officer, the appeal will be made to the vice president in charge of student affairs. Written notice of appeal must be received by the appeal officer within five (5) business days after the decision. An appeal is not simply a rehearing of the original case. An appeal must be based on: 1) whether or not a fair hearing was afforded. A fair hearing includes notice of the alleged misconduct, and an opportunity to present evidence; 2) whether or not the sanctions levied were appropriate to the offense; 3) whether or not the finding was supported by the evidence; and/or 4) whether or not new evidence is introduced that was not available at the time of the hearing. Both parties, at the discretion of the appeal officer, may submit oral or written arguments, to support their positions. In order for the appeal to be considered, the appealing party must submit all necessary documentation, including written argu-

ments, when appropriate, to the appeal officer within five (5) business days after giving notice of appeal. The appeal officer may approve, reject, modify the decision, or remand the matter to the original hearing officer or hearing committee for reconsideration. The appeal officer shall respond to the appeal within ten (10) business days after all the documentation was received and all testimony was heard, or he or she may postpone a decision for good cause.

5.11 Review of the Vice President in charge of Student Affairs. The vice president may review any disciplinary case and may approve, reject, modify the decision or remand the matter to the original hearing officer or committee for reconsideration.

5.12 President's Right to Review. The president may review any disciplinary case, and approve, reject, or modify the decision or remand the matter to the original hearing officer or hearing committee for reconsideration.

5.13 Board of Regents' Right to Review. The Board of Regents retains the right to review, any disciplinary action and approve, reject, modify the decision, or remand the matter to the original hearing officer or hearing committee for reconsideration.

5.14 Interim Disciplinary Action. The chief student affairs officer, the vice president in charge of student affairs, or the president of the component may take immediate interim disciplinary action, including suspension, pending a hearing against a student for violation of a rule and regulation of the System or of the component at which the accused is a student when the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the academic process. In the event that the interim disciplinary action includes suspension, the component official involved shall, as soon as possible, notify the President

and the Vice Chancellor and General Counsel of such action.

5.15 Civil Proceedings. Every student is expected to obey all federal, state, and local laws and is expected to be familiar with the requirements of such laws. Any student who violates any provision of those laws is subject to disciplinary action, including expulsion, notwithstanding any action taken by civil authorities on account of the violation.

## **STUDENT COMPUTER USE POLICY**

All students, full- or part-time, are granted permission to use the computing resources of the university. The use of these systems is governed by the following rules and any violation of these rules may result in disciplinary actions as well as possible legal actions.

The permission for use is granted to each student by Sam Houston State University for non-commercial use of the computing and communications facilities and services of the university, including its computer systems, associated peripherals and files, telephone and network access, and all university microcomputers, according to the terms described herein.

This permission extends to the use of licensed software according to the regulations set forth herein by Sam Houston State University for the use of such software. The student use of such software is governed by the terms of licensing agreements between the university and the software licensors, and the student must abide by the terms of those agreements. These software programs are proprietary and may, therefore, be subject to copyright or patent restrictions as defined in the license agreements. Students must not copy, disclose, transfer, or remove any proprietary programs from the media on which this software resides. Students must not use Sam Houston State University equipment or software to violate the terms of any software license agreement. Information on specific

software licenses on all public computer systems can be obtained from the university Computer Services Department or other appropriate department.

Students must not use Sam Houston State University's computer systems, including any of its communications facilities and services, in any way which deliberately diminishes or interferes with the reasonable and private use of any computer systems, or which is intended to do same. Sam Houston State University retains the right to inspect and/or remove, when necessary, as a function of responsible system management, all disk files stored on the university computing facilities.

Upon violation or misuse of the computing facilities at Sam Houston State University, the university retains the right to deny future computing privileges at all university-owned computing facilities. In addition any student found in violation may also be subject to further disciplinary action, as well as legal action under Section 1, Title 7, Chapter 33 of the Texas Penal Code, as well as legal action by the owners and licensors of proprietary software for violation of copyright laws and licensor agreements.

## **DEBTS OF STUDENTS**

### **Debts of Students or Organizations**

Neither the system nor any component university is responsible for debts contracted by individual students or by student organizations. On the other hand, all students and student organizations are expected to conduct themselves honorably in all commercial transactions. Neither the system nor any component university will assume the role of a collection agency except for monies owed to the system or one of its component universities, nor will the system or any of its component universities adjudicate disputes between students and creditors over the existence or the amounts of debts except with the prior approval of the president of the university or his designated appointee in those cases where the interests of the university may be a factor.

## **Students' Financial Obligations**

Students are expected to meet their financial obligations to the university within the designated time allowed. Registration fees, or the first payment of the installment fee plan, are payable at the time of registration, and students are not entitled to enter class or laboratory until their fees and deposits have been paid. Other charges are due at registration or within ten days after a bill is rendered by the university or according to the special payment instructions that may be printed on the bill:

### **Sanctions for Failure to Pay**

Failure of any student to resolve his/her financial obligation to the university or failure to pay in the allotted time the amount owed to the university for tuition, fees, or charges permitted by law may result in any or all of the following:

1. Assessment of late fees and reinstatement fees.
2. Dismissal from the university or other disciplinary action.
3. Withholding of future registration privileges.
4. Withholding the issuance of grades or a transcript.
5. Withholding the conferring of a degree.
6. Bar against readmission for the student.
7. Denial of credit for work done during the semester in which tuition and fees are owed.

## **CO-CURRICULAR USE OF UNIVERSITY FACILITIES**

### **1. Purpose and Application**

1.1 The physical facilities of the university are an integral part of the total structure and must be utilized to give the greatest support to the total program of the university. Primary consideration in the use of facilities must be the fulfillment of the educational needs of the university community. The administration does not desire to deny an autho-

rized individual or organization the use of any facility so long as this use does not impede the university's educational function. It is, therefore, necessary for all functions on campus, except for those using recreational and/or athletic facilities, academic buildings, or those facilities managed by the President's Office which require the use of institutional facilities to receive the approval of the director of the Lowman Student Center and for the appropriate facility to be scheduled and reserved through the LSC Office in accordance with the provisions of paragraph 3.1 of this policy.

1.2 The purpose of this policy is to delineate policy relating to the co-curricular use of university facilities.

1.3 As a general rule, parents and spouses of students and members of the faculty, persons who visit and consult with members of the administration or faculty, and others who have a legitimate interest in the university and who desire to occasionally visit the university campus are welcome. The facilities and campus of the university are, however, reserved for and dedicated to educational use and no use may be made of the same which is inconsistent with that primary use.

1.4 The university, acting on its own or at the request of an officially recognized campus organization, may invite speakers, performers, or entertainers to appear before audiences on the university campus. For further information see Sec. 4.3 Time, Place and Manner Restrictions.

1.5 No person or persons who substantially interfere with or who threaten with the apparent ability to carry out such threat to substantially interfere with the normal activities of the university or to substantially interfere with or deny the lawful rights of others to use the facilities of the university shall enter or remain upon the university campus.

## 2. Permission to Use

2.1 The following groups are welcome to use the university facilities upon receipt and confirmation of their request for use.

- a. Student organizations as recognized by the university and appropriately sponsored.
- b. Academic organizations, faculty and university staff groups.
- c. Participants in short courses or specialized programs administered by the university.
- d. Professional societies or business organizations participating in programs related to academic activities of the university.
- e. Groups sponsored by a university department.
- f. Groups or individuals sponsored or invited by the university president or his designated official(s).

2.2 In addition to the specific regulations contained in this document, certain general responsibilities are incumbent upon organizations using the facilities and each organization is accountable for its activities in the context of these general responsibilities.

- a. The activities shall be consonant with the purpose of the organization and the university and with established university regulations and public laws.
- b. The organization shall not engage in activities which interfere with the ongoing activities of the university or of any other approved organization.
- c. The organization shall be responsible for its members' behavior when:

- (1) they are acting as members of the organizations (with or without official approval) rather than as individuals.
- (2) an event is held (officially or unofficially) in the name of the organization.

(3) they act in a manner which indicates such action is motivated by mutual membership in the organization.

(4) the association between, and the action of the individuals under circumstances which draw attention to the organization rather than to themselves as individuals.

(5) Organizations are responsible for damages, injuries, etc., that occur during use.

## 3. Conditions and Limitations on Use of Facilities

3.1 Requests for approval of functions and for facilities must be made on the appropriate form provided and available in the Lowman Student Center (LSC) office, and on the LSC website [www.shsu.edu/~lsc](http://www.shsu.edu/~lsc). All signatures must be obtained, questions answered, and the request presented a minimum of two (2) business days prior to the desired date of use. For the Room Reservation Request Form and Semester Meeting Room Reservation Request Form, the final acknowledgment of a reservation should come from the director of the LSC within two (2) business days after submission. For the Facilities Reservation Form, the final confirmation of the reservation will be made via e-mail to the e-mail address provided on the reservation form.

3.2 Sponsoring organizations assume full responsibility for any financial obligations, damage to facilities or equipment, actions of participants, and for having read and understood the university Code of Student Conduct and Discipline and the university Policy on Speech and Assembly. A faculty/staff advisor may be required to be in attendance during the scheduled use of any university facility by an organization.

3.3 Whenever non-university groups share with university groups in the use

of university facilities, it must be upon the invitation of the university and with the understanding that the sponsoring organization assumes full responsibility for the activity.

3.4 The university is no way obligated for functions in which an organization has contracted an outside individual or group (such as a speaker, entertainment group, dance band, etc.) and there is an honorarium or fee involved unless a contract is signed by an official representative of the university specifically authorized by the president of the university.

3.5 Admission charges may be made or an offering may be received if university approval is given at the time the reservation is completed for the use of its facilities.

#### **4. Arrangements**

Any representative authorized by a campus recognized organization may pick up the appropriate reservation request form from the LSC Office, located in Room 311. The request form must be completed, signed by the organizational representative making the reservation and the faculty/staff sponsor, and then returned to the director of the LSC for final approval.

#### **5. Off-Campus Activities**

Any wholly off-campus activity will not require university approval. If any activity is planned that involves university facilities and off-campus facilities, that portion that is held on campus must be cleared and approved through the usual arrangement procedures.

#### **6. Legal Considerations and Disruptions**

6.1 Non-members of the university community are required, while on the campus, to observe and comply with the rules and regulations adopted by the university or the Board of Regents: copies of the same to be found in the Dean of Students' Office as well as those specific statutes of the state of Texas relating to university property. Non-members of the university community are also required, while on campus, to

identify themselves upon the request of a university official or University Police or other law enforcement officer in the performance of his or her duty.

6.2 The university campus is not a sanctuary and any person who violates any local, state, or federal law shall not be protected nor given any preferred status in the eyes of the law by reason of the fact that the violation occurred on the university campus or by reason of the fact that the violator is a member of the university community.

6.3 When it appears to the president, or any university official or an officer of the University Police authorized and designated by him to maintain order, that any non-member of the university community has violated on the campus, any local, state, or federal law or any university rule or regulation, such person or persons may be ordered by such official or officer of the University Police to leave the university campus, and should the university see fit, charges filed against such person or persons.

6.4 The president may make due application to any court for injunctive or other judicial relief in regard to the threatened or actual violation of any of the above-mentioned rules or regulations.

#### **7. Review**

7.1 The responsibility of review and to recommend the revision or cancellation of this Policy Statement resides with the vice president for student services.

7.2 This policy shall be reviewed annually.

#### **8. Appeal**

Students or university-recognized student organizations may follow the student affairs grievance procedure in any appeal of this policy.

# GENERAL PROVISIONS FOR CAMPUS ACTIVITIES

## 1. Campus Disruptive Activities

Pursuant to V.T.C.A. Education Code, Section 4.30 (Disruptive Activities) all university personnel, students, and others shall follow the RULES AND REGULATIONS as specified in Chapter VI, Subsection 5.4, et seq., while in university facilities or on university property.

## 2. Notice to Chancellor and Board

When dealing with disruptive activities at a System university, the president shall take immediate action to utilize all lawful measures to halt and eliminate any and all such disruptive activities and shall immediately notify the Chancellor and the Chairman of the Board of Regents.

## 3. Solicitation, Demonstrations, Use of University Facilities, Motor Driven Vehicles and Equipment

3.1 Solicitation. The term “solicitation” means: (1) the sale or offer for sale of any property or service, or (2) the receipt of or request for any gift or contribution. The term “solicit” means to engage in solicitation.

3.11 No person may solicit on the campus of any component university. However, the following activities are not solicitation:

- (1) The sale or offer for sale of any newspaper, magazine, or other publication by means of a vending machine or distribution stand in an area designated by the president or an appointee.
- (2) The sale or offer for sale of food, drink and other items through vending machines operated by the university or its subcontractor in an area designated by the president or an appointee.
- (3) The sale or offer for sale of any university publication, book, or other material used

in the academic work of the university by the university or its subcontractor in an area designated by the president or an appointee.

(4) The operation by the university or its subcontractor of a bookstore, specialty store, laundry, cafeteria, or other service maintained for the convenience of the university’s students, faculty, or staff.

(5) The sale or offer for sale by the university or its subcontractor of food, and drinks, souvenirs, and programs at athletic contests or other events sponsored or authorized by the university.

(6) The advertisement of any activity, item, or product sponsored or authorized by the university and approved by the president or an appointee.

(7) The collection of tuition and fees in connection with enrollment of students in courses and programs.

(8) The collection of fees or dues by registered student, faculty, or staff organizations.

(9) The collection of fees or contributions for the exhibition of movies or other programs, including fine arts and athletic events sponsored by the university or by registered student, faculty, or staff organizations.

(10) Activities sponsored by registered student, faculty, or staff organizations on behalf of charitable organizations, provided they are conducted in accordance with nondiscrimina-

tory policies approved by the president or an appointee.

(11) Events sponsored by a registered student, faculty, or staff organization or the university that are authorized and scheduled in accordance with the facilities-use regulations of the university. All signs, tickets, and literature advertising the event must identify the sponsoring organization. The university may require that members of the sponsoring organization solicit directly, and may prevent organizations from using nonmembers to solicit for the organization.

(12) Activities of agents of companies authorized by the university to provide instruments, equipment, supplies, health insurance, optional retirement programs, tax-sheltered annuities, or other services to the university or its employees.

(13) Advertisements appearing in any university publication.

(14) Advertisements sent through the United States Postal Service.

3.12 Solicitation. The provisions listed in Sections 3.11(1)-3.11(14) must take place in a manner that:

(1) preserves an academic atmosphere and does not disrupt classes, university programs, or other activities.

(2) maintains security and safety for persons and property;

(3) protects the privacy of students, faculty, and staff;

(4) permits the free flow of pedestrian and vehicular traffic;

(5) protects persons on campus from crime and avoids unlawful activities;

(6) preserves the beauty of the university's campus, buildings, and facilities;

(7) maintains the campus, buildings, and facilities in a clean, orderly, and appealing appearance, and avoids unnecessary wear and tear on buildings, grounds, or facilities;

(8) protects students, faculty, and staff from deception, fraud, and commercial exploitation; and

(9) eliminates unnecessary costs and waste of university resources.

3.121 The president may prohibit persons or organizations from soliciting on campus if they fail to follow these rules.

3.122 The president may require that the student government and each registered student organization file a sworn statement disclosing: (1) the sources and amounts of money received from solicitation during the preceding or current semester or summer session, and (2) the payees and amounts of expenditures of funds received from solicitations. Any student government or registered student organization failing to comply with the request of the president shall be prohibited from solicitation on the campus

until such organization comes into compliance.

3.2 Demonstrations, Publications, Posters, etc. Reasonable and nondiscriminatory rules and regulations as to time, place, and manner may be promulgated by the president of the university to authorize student, faculty, staff, and their registered organizations to petition, distribute publications, post signs, set up booths, and/or peacefully demonstrate on the university campus. Such regulations shall prohibit any activity that would interfere with academic or institutional programs.

3.21 No group or person, whether or not a student or employee, shall publicly display, distribute, or disseminate on the university campus any petition, handbill, or piece of literature, work, or material that is obscene, vulgar, or libelous, or that advocates the deliberate violation of any federal, state, or local law (see Subsection 3.22). Literature may not be distributed where the manner or form of said distribution constitutes disorderly conduct, disrupts classroom discussion, impedes the maintenance of public order, or constitutes a danger to the person distributing or disseminating the material or to any group or individual.

3.22 For the purposes of Subsection 3.21, advocacy means addressing the group for imminent action and steering it to such action as opposed to the abstract espousal of the moral propriety of a course of action.

3.23 Any group or person, whether or not a student or employee, demonstrating on campus shall adhere to the provisions of V.T.C.A. Education Code, Section 4.30, as cited in Chapter VI, Subsection 5.4, of these RULES AND REGULATIONS.

3.3 Use of System Facilities by University Organizations. Registered student, faculty, and/or staff organizations may use the university's buildings and/or grounds in compliance with reasonable and nondiscriminatory university rules and regulations approved by the university president that shall specify the policies and procedures under which such organizations may reserve the university's buildings and/or grounds for their use. Extracurricular student, faculty, or staff activities involving the use of System-owned buildings and grounds shall be conducted in accordance with local, state, and national law and in accordance with the applicable System and university regulations. Such activities shall not disrupt or disturb the academic and university program and shall not result in damage to or defacement of property. Registered student, faculty, or staff organizations may not enter into joint sponsorship of any on-campus project or program which involves financial commitments or the scheduling or use of facilities with individuals, groups, or students that are not registered without prior written approval of the university president or his designee through normal administrative channels.

3.4 Use of System Facilities by Outside Groups. Use of grounds and physical facilities of the System, especially auditoriums, gymnasiums, and large rooms, by outside individuals, groups, or associations shall be subject to policies approved by the university president. The university policies covering the use of facilities shall be subject to the following rules in which the "System" shall mean any component university.

3.41 The System will not permit the unrestricted use by non-System groups of any of its facilities.

3.42 The System will not enter into joint sponsorship of any proj-

ect or program that is to result in private gain for the cooperating individuals, group, or associations unless the president has reviewed the project or program and has determined that such joint sponsorship serves a public purpose and adequate contractual or other controls ensure its realization as required by Article 3, Section 51, of the Texas Constitution.

3.43 The System will not enter into joint sponsorship of any program or activity in which the educational implications or benefits are not self-evident and which does not directly supplement the educational purposes of the System.

3.44 The System, established as a public university without regard to political affiliation or religious faith, cannot be a joint sponsor with any non-campus organization for political or sectarian gatherings. However, the appearance by or on behalf of a candidate for public office may be authorized under conditions prescribed by the Board in Section 4 of this Chapter.

3.45 Whenever non-System groups share in the use of System buildings, it must be upon the invitation of the System and under its joint sponsorship, and with the further understanding that all the conditions governing such sponsorship are to be set by the System.

3.46 The System, when entering into joint sponsorship of any program or activity, reserves the right to approve advertising as well as news releases.

3.47 The authorization for use of the System's facilities for functions other than the university's own activities shall be at the sole

discretion of the president and subject to the needs and the convenience of the System which are always to have priority in the scheduling of facilities.

3.48 In the case of programs for which the System is a joint sponsor with some other individual, group, or organization, the fee to be paid by the co-sponsor will be a matter for negotiation in each case, subject to final approval by the university president or a designated appointee, and will be specified in the agreement providing for the joint sponsorship.

3.5 Use of Motor-driven Vehicles or Equipment. The president of each university shall promulgate a policy, specifying conditions for operation or use by students of university owned, controlled or leased motor-driven vehicles or motor-driven equipment. The policy shall include, but not necessarily be limited to, requirements that users of such vehicles or equipment operate the same only during specified hours; document proof of current medical insurance coverage; signed medical treatment authorization forms; and signed liability waivers in favor of the university, the Board of Regents, the System, and their respective officers, employees, or agents.

#### **4. Speech and Assembly**

4.1 Definition. Freedom of inquiry and discussion is basic and essential to intellectual development. However, these freedoms must be exercised in a manner that does not illegally derogate the rights of others or interfere with the academic programs and administrative processes of a component.

4.2 Off-Campus Speakers in Component Facilities. The freedoms of speech and assembly guaranteed by the First and Fourteenth Amendments to the United States Constitution shall be enjoyed by the students, faculty, and staff

of the components of The Texas State University System with respect to the opportunity to hear off-campus or outside speakers.

4.21 If a registered campus organization is sponsoring a campus speaker, it has the responsibility of making clear the fact that the organization, not the component, is extending the invitation to speak and that any views the speaker may express are the speaker's own and not necessarily those of the System or of the component.

4.22 Students, faculty, staff, and registered organizations campaigning for public office on behalf of candidates for public office must abide by the provisions of this section.

4.23 Speakers to be paid from state funds to speak on a component campus shall speak in a facility that is open to the public. This subsection does not apply to classes, seminars, symposia, and conferences intended for the use and benefit of students, faculty, staff, and invited guests. No person may obstruct or lessen in any way the opportunity for the audience to. The number of students, faculty, staff, and guests may be limited to prevent a hazard to the safety of the audience.

4.24 Off-campus speakers who have not been sponsored or invited by a registered student, faculty, or staff organization or by the component administration shall be prohibited from speaking to groups in campus facilities and buildings unless the speaker is speaking to an off-campus organization that has been authorized to meet on the campus.

4.25 With the prior written approval of the component president,

the component may, at its sole discretion, lease or rent space in the student center or other appropriate buildings or grounds for political rallies and meetings provided that space is made available to legitimate political candidates in a nondiscriminatory fashion and the rent for such space is based on a fair market value.

4.3 Time, Place and Manner Restrictions. While freedom of speech and assembly is encouraged, the law recognizes that there is no absolute right to assembly or to make or hear a speech at any time or place regardless of the circumstances, content of speech, purpose of assembly, or probable consequences of such meeting or speech. The issuance of invitations to outside speakers shall be limited as follows:

4.31 A request to invite an outside speaker will be considered by the component only when made by a registered student, faculty, or staff organization. No invitation shall be issued to an outside speaker without prior written concurrence of the component president or a designee for scheduling of speaker dates and assignment of campus facilities.

4.32 Any speaker request shall be made in writing to the president or a designee by an officer of a registered student, faculty, or staff organization, or by an administrative officer of the component, desiring to sponsor the proposed speaker not later than six (6) business days prior to the date of the proposed speaking engagement. This request shall contain the name of the sponsoring organization; the proposed date, time, and location of the meeting; the expected size of the audience; and the topic of speech. Any request not acted upon by the component

president or a designee within five (5) business days after submission shall be deemed granted.

4.33 A request made by a registered organization may be denied only if the component president, or the authorized designee, determines, after proper inquiry, that the proposed speech will constitute a clear and present danger to the component's orderly operation as defined in Subsection 2.5.

4.34 Where the request for an outside speaker is denied, the sponsoring organization may appeal to the president or a authorized designee in writing within three (3) business days of the denial. A hearing within will be held within four (4) business days following the filing of its appeal before an impartial board or administrator appointed by the president for a de novo consideration of the request. Such board or administrator shall make a recommendation to the component president, whose decision shall be final. If the president fails to decide the matter within seven (7) business days following the filing of the appeal, it shall be deemed granted, and the speaker's invitation may be issued by the organization.

4.35 Where the request for an outside speaker is granted and the speaker accepts the invitation, the sponsoring organization shall inform the president or a designee, immediately in writing of such acceptance. The president or a designee, may, at his or her discretion, require that the meeting be chaired by a member of the administration or faculty and that a statement be made at the meeting that the views presented are not necessarily those of the component or of the sponsoring orga-

nization. By acceptance of the invitation to speak, the speaker shall assume full responsibility for any violation of law committed by the speaker while on campus.

4.4 Assembly on Component Grounds. Any group or person, whether or not a student or employee, and whether or not invited by a registered student, faculty, or staff organization, may assemble and engage in free speech activities on the grounds of the campus. However, the component president or a designee may adopt reasonable nondiscriminatory rules and regulations as to time, place, and manner of such activities and may prohibit such activities if it is determined, after proper inquiry, that the proposed speech constitutes a clear and present danger as defined in Subsection 4.5 below.

4.5 Clear and Present Danger. Proposed speech which constitutes a clear and present danger to the component's orderly operation by the speaker's advocacy (i.e., preparing the group addressed and steeling it to such action as opposed to the abstract espousal of the propriety of resort to force) may be prohibited. In determining the existence of a clear and present danger, the component president, may consider all relevant factors, including whether, within the past five years such speaker has incited violence resulting in the destruction of property at any public institution or has willfully caused the forcible disruption of regularly scheduled classes or other educational functions at any such institution. There must be not only advocacy to action but also a reasonable apprehension of imminent danger to the essential functions and purposes of the component.

# **PARADES, PUBLICATIONS, DEMONSTRATIONS AND RALLIES**

## **1. Purpose**

The purpose of this policy is to govern the conduct of all parades, demonstrations, rallies, and use of the Free Expression Area on university property or at university sponsored events.

## **2. Review**

This policy shall be reviewed annually by the chief student affairs officer.

## **3. Policy**

3.1 Parades, demonstrations, and rallies must comply with these rules and university policy and must not:

- a. Result in a breach of peace or violation of any law.
- b. Interfere with the free and unrestricted flow of pedestrian and vehicular traffic on campus or the entry or the exit to any university building, structure, or facility.
- c. Materially disrupt or interfere with normal activities of the university.

3.2 Demonstrations, Publications, Posters. Reasonable and nondiscriminatory Rules and Regulations as to time, place, and manner may be promulgated by the president or a designee of the component to authorize students, faculty, staff, and their registered component organizations to petition, distribute publications, post signs, set up booths and/or peacefully demonstrate on the component campus. Such regulation shall prohibit any activity that would interfere with academic or component programs.

3.21 No group or person, whether or not a student or employee, shall publicly display, distribute, or disseminate on the component campus any petition, handbill, or piece of literature, work, or material that is obscene, vulgar, or libelous,

or that advocates the deliberate violation of any federal, state, or local law. Literature may not be distributed where the manner or form of said distribution constitutes disorderly conduct, disrupts classroom discussion, impedes the maintenance of public order, or constitutes a danger to the person distributing or disseminating the material or to any group or individual.

3.22 For the purposes of Subsection 2.21, advocacy means addressing the group for imminent action and steeling, bolstering, or bracing it to such action as opposed to the abstract espousal of the moral propriety of a course of action.

3.23 Any group or person, whether or not a student or employee, demonstrating on campus shall adhere to the provisions of Education Code, Section 4.30, as cited in Chapter VI, Subsection 3.4, of these Rules and Regulations.

3.3 Disruptive Activities. Disruptive activities are prohibited on a component campus. See Education Code, Section 51.935 and Chapter VI, Subsection 5.4. The president shall promptly utilize all lawful measures to halt and eliminate any and all such disruptive activities and shall immediately notify the Chancellor and the Chairman of the Board of Regents.

## **STUDENTS WITH DISABILITIES**

### **Services to Students with Disabilities**

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

Students seeking academic accommodations under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 should register with Sam Houston State University Services for Students with Disabilities (SSD). In order for students with disabilities to be eligible for academic accommodations and adjustments, they need to provide documentation that shows evidence of a “substantially limiting” disability as defined by federal legislation noted above. Service and documentation guidelines are available in the SSD office. Students needing interpreter services should notify SSD at least two months in advance of the semester.

Adaptive technology is located in the SSD, the Newton Gresham Library (NGL), and computer labs around campus. SSD and NGL have CCTVs, screen readers, and scanners. Each computer lab has a large monitor and Zoom Text - level 2.

If you feel that you have been discriminated against, you may file a grievance. Prior to filing a formal grievance, students are encouraged to resolve the issue directly with the individual involved. Procedures for filing academic grievances are provided in this document. If you are not satisfied, you may appeal to the ADA Compliance and Oversight Committee.

Students with disabilities may request admissions or registration assistance by calling the Undergraduate Admissions Office (936) 294-1828 or Registrar’s Office (936) 294-1040.

Telecommunication Device for the Deaf (TDD) locations are as follows with corresponding telephone numbers:

- Dean of Students’ Office: (936) 294-3785
  - Counseling Center and Services for Students with Disabilities: (936) 294-3786
  - University Police: (936) 294-3787
  - Office of Undergraduate Admissions: (936) 294-3788
  - Registrar’s Office: (936) 294-3789
- Services for Students with Disabilities is located in the Counseling Center (936)

294-1720. Hours of operation are Monday through Friday, 8 a.m. to 5 p.m.

## HAZING ACT

(The following is excerpted from state of Texas statutes and is binding on this university.)

### SUBCHAPTER F. HAZING

Texas Education Code § 37.151 - § 37.157

#### 37.151. Definitions

In this subchapter:

- (1) “Educational institution” includes a public or private high school.
- (2) “Pledge” means any person who has been accepted by or is considering an offer of membership from, or is in the process of qualifying for membership in an organization.
- (3) “Pledging” means any action or activity related to becoming a member of an organization.
- (4) “Student” means any person who:
  - (A) is registered in or in attendance at an educational institution;
  - (B) has been accepted for admission at the educational institution where the hazing incident occurs; or
  - (C) intends to attend an educational institution during any of its regular sessions after a period of scheduled vacation.
- (5) “Organization” means a fraternity, sorority, association, corporation, order, society, corps, club, or service, social, or similar group, whose members are primarily students.
- (6) “Hazing” means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into,

affiliating with, holding office in, or maintaining membership in an organization. The term includes:

(A) any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;

(B) any type of physical activity, such as sleep deprivation, exposure to the elements, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;

(C) any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;

(D) any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subdivision; and  
(E) any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

### **37.152. Personal Hazing Offense**

(a) A person commits an offense if the person:

(1) engages in hazing;

(2) solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;

(3) recklessly permits hazing to occur; or

(4) has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the dean of students or other appropriate official of the institution.

(b) The offense of failing to report is a Class B misdemeanor.

(c) Any other offense under this section that does not cause serious bodily injury to another is a Class B misdemeanor.

(d) Any other offense under this section that causes serious bodily injury to another is a Class A misdemeanor.

(e) Any other offense under this section that causes the death of another is a state jail felony.

(f) Except if an offense causes the death of a student, in sentencing a person convicted of an offense under this section, the court may require the person to perform community service, subject to the same conditions imposed on a person placed on community supervision under Section 11, Article 42.12, Code of Criminal Procedure, for an appropriate period of time in lieu of confinement in county jail or in lieu of a part of the time the person is sentenced to confinement in county jail.

### **37.153. Organization Hazing Offense**

(a) An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

(b) An offense under this section is a misdemeanor punishable by:

- (1) a fine of not less than \$ 5,000 nor more than \$ 10,000; or
- (2) if the court finds that the offense caused personal injury, property damage, or other loss, a fine of not less than \$ 5,000 nor more than double the amount lost or expenses incurred because of the injury, damage, or loss.

### **37.154. Consent Not a Defense**

It is not a defense to prosecution of an offense under this subchapter that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

### **37.155. Immunity From Prosecution Available**

In the prosecution of an offense under this subchapter, the court may grant immunity from prosecution for the offense to each person who is subpoenaed to testify for the prosecution and who does testify for the prosecution. Any person reporting a specific hazing incident involving a student in an educational institution to the dean of students or other appropriate official of the institution is immune from civil or criminal liability that might otherwise be incurred or imposed as a result of the report. Immunity extends to participation in any judicial proceeding resulting from the report. A person reporting in bad faith or with malice is not protected by this section.

### **37.156. Offenses in Addition to Other Penal Provisions**

This subchapter does not affect or repeal any penal law of this state. This subchapter does not limit or affect the right of an educational institution to enforce its own penalties against hazing.

### **37.157. Reporting by Medical Authorities**

A doctor or other medical practitioner who treats a student who may have been subjected to hazing activities:

- (1) may report the suspected hazing activities to police or other law enforcement officials; and
- (2) is immune from civil or other liability that might otherwise be imposed or incurred as a result of the report, unless the report is made in bad faith or with malice.

## **PARKING AND TRAFFIC**

All students, full or part-time, who operate a motor vehicle on university property, regularly or occasionally, are required to register those vehicles with the Department of Public Safety Services and obtain a parking decal assigning a designated area or areas for parking. Students at the time of regular registration, will obtain their parking decal for the vehicle to be operated on campus. During preregistration, students will indicate if a parking permit is requested. When registration payment is made, the students will take their paid receipt to the Public Safety Services Building (or other location posted) and their parking permit will be issued. At all other times, any vehicle registration or change of vehicles will be accomplished at the Department of Public Safety Services located at 2424 South Sam Houston Avenue. Students are expected to become familiar with and obey the Parking and Traffic Regulations. A copy of the regulations is issued with each parking decal. As in any community, a system of fines is established for various violations. All University Police citations are subject to a hearing, but a request for a hearing must be filed within three (3) days of issuance through the Parking Appeals Committee. An official form requesting such a hearing must be secured in person from the Department of Public Safety Services Office, located at 2424 South Sam Houston Avenue.

The Parking Appeals Committee shall be made up of faculty, students, and staff.

Any person receiving 3 or more unresolved citations shall be considered to be in flagrant violation of university parking regulations.

The university reserves the right to impound or have impounded any vehicle which is parked in a manner dangerous to vehicular or pedestrian traffic, or in flagrant violation of university parking regulations. The vehicle owner shall bear all costs involved in such vehicle removal.

Students' records, transcripts, and grades may be tagged and held for failure to resolve their parking citations. Moving violations are issued on Justice of Peace Court Summons and are adjudicated in the Justice of Peace Court, Walker County, Texas, and the City of Huntsville Municipal Court. Some flagrant parking violations may be assigned to the Justice of Peace Court (handicapped space violation would be an example).

AVOID parking citations by reading and obeying university parking regulations.

## **POSTING AND DISTRIBUTION OF PRINTED MATERIALS**

### **1. Purpose**

1.1 The purpose of this statement is to delineate policy and procedure relating to the posting and/or distribution of printed materials on the university campus.

1.2 The specific objective is to establish policies and practices pertaining to the distribution of printed materials on the university campus so as to provide an atmosphere conducive to the educational purposes of the university.

### **2. Review**

2.1 The responsibility to review and to recommend the revision or cancellation of this policy statement resides with the Department of Student Activities.

2.2 This policy shall be reviewed annually.

### **3. Eligibility**

3.1 Students and officially registered campus organizations may post and/or distribute printed materials on the university campus in compliance with university policy.

3.2 Private Enterprise and/or Off-Campus Organizations will be permitted to post and/or distribute printed materials on the university campus only during Bearkat Mania. Posting and/or distribution of printed materials at times other than Bearkat Mania will be subject to approval by the Director of Student Activities.

### **4. Posting**

4.1 No signs, posters, or advertisements shall be nailed, tied, hung, written or otherwise affixed to any trees, bushes, buildings, walkways, posts, fences or any university fixture. **ALSO, NO HANDBILLS MAY BE PLACED ON CARS PARKED ON UNIVERSITY PROPERTY.**

4.2 Students and officially registered campus organizations may post printed material on designated campus bulletin boards with stamped approval of the Department of Student Activities. The building liaison or their designate is responsible for monitoring their building's bulletin boards.

4.3 Printed materials may be posted on the bulletin boards in the Lowman Student Center with the stamped approval of the Department of Student Activities and in accordance with the posted policy next to each bulletin board.

4.4 All printed materials must conform to the general rules as follow:

1. Printed materials may not exceed an overall size of 14" x 22".

2. Posted materials must not cover prior posted materials and must not extend beyond the edges of the bulletin board.

3. Defaced material is subject to removal.

4. Posted materials must identify campus affiliate, sponsoring organization, or individual student.

5. Materials may be posted for a period not to exceed two weeks or until the conclusion of the event (whichever applies first). Prompt

removal of expired postings is the responsibility of the sponsoring student or organization.

6. Materials posted in violation of printed policies are subject to removal and sanction by the university (Dean of Students' Office).

## 5. Distribution

5.1 Students and officially registered campus organizations may distribute printed materials on the university campus in compliance with university policy. Approval for distribution of printed materials, except in recreational and/or athletic facilities, residence halls, and academic buildings, requires completion and approval of a Campus Reservation Form available from the LSC Staff Office, located in Room 311.

5.2 Distribution in residence halls will not be permitted. Residence hall mail boxes are not to be used for distributing printed materials by campus organizations, private enterprise, or individuals unless the appropriate bulk rate or standard postal rates have been paid. Door to door distribution will not be permitted.

## 6. Special Printed Materials

6.1 Advertisement of co-sponsored activities should give equal billing to the sponsoring campus organization. The organization's name and/or logo should be prominent and visible on all printed materials.

6.2 Guidelines for Advertising Alcohol-Related Functions on campus. Purpose: To encourage the responsible use of alcohol, and to insure that advertising for alcohol-related functions convey the basic principles of responsible hosting.

a. Non-alcoholic beverages and/or food must be advertised equal to the advertising for alcoholic drinks (same size print, etc.).

b. Any printed advertisement for an activity involving alcohol must be stamped or printed with: "Responsible Use of Alcohol is Expected."

c. The activity must be portrayed as a social activity, having a purpose other than the consumption of alcohol.

d. The overall advertisement must be in "good taste," as determined by the Office of Student Activities (no "Drink and Drown," etc.).

e. The advertising material must clearly indicate sponsorship by an officially registered campus organization.

f. All policies and procedures as published in the solicitation policy in this publication must be followed.

## 7. Organization Letters, Signs and Logos

7.1 Organization letters, signs and logos may be placed on campus. All letters, signs and logos are limited to a maximum height of four feet.

## 8. Appeals

8.1 Appeals of this policy by students or university registered student organizations will be reviewed by the Dean of Students' Office.

# PUBLICATIONS OF STUDENT GROUPS

The university affirms its position that freedom of expression, as well as inquiry, is essential to a student's educational development. Vigorous intellectual explorations by students may sometimes result in questioning of popular conceptions, and this in turn, may elicit the concern of society at large. One of the axioms upon which our nation was built, however, is that truth needs no protection, but is vital by vigorous debate in a market place where all ideas can be presented and then tested by the reason of free people.

Publications of student groups are encouraged on the campus of Sam Houston State University. However, freedom of inquiry and expression does not confer an absolute right that would give immunity to every possible use of language. Sam Houston State University expects its students to observe the stan-

dards of propriety and good judgement in the exercise of such freedom. Students may publish and distribute free material that is not libelous or obscene or that does not promote or encourage the violation of law of the state of Texas or the United States or the disruption of the university's academic process.

Literature may not be distributed where the manner or form of said distribution constitutes disorderly conduct, disrupts classroom discussion, impedes the maintenance of public order, or constitutes a danger to the person disseminating the material or to any other group or individual.

In order to promote and protect the right of privacy, the distribution of literature or circulation of petitions will not be allowed to captive audiences such as in the classroom buildings, in study areas, or in residential units of the university.

## **STUDENT ORGANIZATIONS POLICY**

Sam Houston State University is guided by the precept that in no aspect of its program shall there be differences in the treatment of persons because of race, creed, color, sex or national origin. It is reflected in policies governing programs of extracurricular life and activities. In accordance with this principle along with other published student policies, all organizations will refrain from conducting any pledging, initiation, or other extracurricular activities that will in any way be detrimental, defamatory, ridiculing or embarrassing to any race, color, creed or national origin. All organizations should be well aware of the state of Texas Statute on Hazing.

### **1. Statement of Purpose**

Sam Houston State University recognizes both the right of students to form into organizations and the benefits which can result from membership in groups having similar or common interests or purposes.

It is the purpose of this document to set forth the procedures by which student organizations can be officially registered, to

establish the rights and responsibilities of students acting in a group capacity, and to establish policies and regulations governing all group activities. In addition, administrative and judicial procedures are set forth whereby those registered student organizations and groups accused of violating the policies will be afforded due process, and if appropriate, fair and just penalties. The university may issue regulations governing the eligibility of students for participation in student organizations.

### **2. Definition of a Student Organization**

A student organization consists of at least five students joined together for a common lawful purpose and formally registered with the university.

### **3. Rights and Responsibilities of Student Organizations**

General rights of student organizations are the same as those granted to every citizen of the United States of America under the Bill of Rights. Individuals are subject to the penal and civil statutes of the city, state and federal government; regulations of the Board of Regents; and regulations of the university. The university may suspend recognition of a student organization for violating the Student Organization Policy. The following are the general rights and responsibilities of recognized student organizations.

#### **3.1 General Rights**

- a. Right to use university facilities under conditions established by the university Facilities Use Policy.
- b. Right to seek faculty and administrative advisement including a faculty/staff advisor.
- c. Right to freedom of choice in the selection of members, providing there is no discrimination on the basis of race, creed, color, religion, ethnic origin, or sex.
- d. Right to use campus news and publicity media including the right of public recognition in university catalogs, newspapers and other publications.

e. Right to indicate that the organization is officially registered with the university.

f. Right to invite off-campus guests to appear for regularly scheduled meetings and assemblies. Meetings and speakers must be scheduled in accordance with the Speech and Assembly Policy as approved by the Board of Regents.

g. Right to distribute organizational literature under conditions specified by the policy for the Distribution of Printed Materials and Subsection 6 (in the Student Guidelines) of the Student Organizations Policy.

h. Right to hold profit-making activities and to solicit funds for organizational activities in accordance with university regulations.

### 3.2 General Responsibilities.

a. The responsibility to manage itself and carry out its activities in accordance with its own constitution: local, state, and federal laws, and university regulations and policies.

b. The responsibility to conduct its business and fiscal operations in accordance with normal standards of good business management and practice, including, but not limited to, prompt discharge of all obligations.

c. The responsibility to be cognizant of the special role it enjoys as an integral part of the academic community of Sam Houston State University, and to act accordingly in the best interest of its members and the university.

d. The responsibility for any damages or injuries that occur during their events.

### 3.3 Specific Limitations on Rights and Responsibilities of Student Organizations.

a. While recognizing rights of student organizations, the university

does not grant to organizations the right, expressed or implied, to speak for the university.

b. The activity of student organizations or their individual members, taking place off university-owned or controlled property, are entirely the responsibility of the student organization. The university accepts no responsibility for off-campus activities by allowing advertising of such activities on the campus. However, the university will not ignore any activity off-campus that reflects adversely on the university or the community.

c. Activities of student organizations are subject to the provision of the university Facilities Use Policy.

d. Membership in an organization is limited to Sam Houston State University students, spouses of students, faculty and staff. The holding of offices is limited to registered SHSU students except when national regulations require that an office be held by a faculty member. Student membership in an organization must be no fewer than five. Membership is not denied to anyone on the basis of race, color, religion, creed, sex, or national origin.

e. Officers or student leaders representing the university in an official capacity (e.g., university committees, Board of Regents' Advisory Committees, off-campus conferences or programs, etc.) must be current students; or they must be members of the faculty or university staff. To be eligible to serve as an officer in a registered student organization a student must be enrolled full-time (12 hours undergraduate or 9 hours graduate), have and maintain a 2.0

SHSU grade point average (GPA) cumulatively, and must not be on disciplinary probation. When an election is held in a registered student organization, the names of the new officers must be transmitted to the Department of Student Activities within three days after the election.

f. Students who do not meet the minimum GPA requirements at the time of elections may not serve in a leadership capacity. In the event a student is elected to office without the minimum GPA requirements, the organization must hold a re-election immediately. Organizations not meeting the above requirements will be placed on probation and may have their registered status revoked.

g. Each registered organization is expected to include within its constitution and/or bylaws officer eligibility requirements which must at least match those required by the university. An organization may require additional academic requirements it deems appropriate to hold office or membership.

#### **4. Procedure for Formation and Registration of New Organizations**

##### **4.1 Permanent Organizations**

a. Any group of students having a purpose which is within the policies of this document may be registered with the university. Registration of a campus organization does not constitute endorsement of its program or purpose, but is simply a charter to exist on the university campus and may be withdrawn by the Student Organizations Board according to the specifications of this document.

b. The group will file the Sam Houston State University Student Organization Registration Application with the coordinator of the

student organizations as designated by the vice president of student services. The application shall include the organization's name, the constitution or statement of purpose, name of officers or contact persons, number of members, and intent to affiliate with off-campus organizations.

c. If formation of the organization is not complete at the time of filing of the Sam Houston State University Student Organization Registration Application, the coordinator of student organizations will assist in making arrangements for the organization to use university facilities for a limited amount of time for organizational purposes on a meeting-to-meeting basis until the organizational process is completed and the required information can be filed.

d. At the time of filing, the president or contact person for the organization will sign a statement indicating that he or she is familiar with and will uphold the aforementioned Rights and Responsibilities of Student Organizations (Section 3, Student Organizations Policy)

e. When the required application forms have been filed with the coordinator of student organizations, the coordinator will contact the Student Organizations Board to review the application.

After review, the coordinator will notify the president and faculty/staff advisor whether their application has been approved or denied.

(1) Upon approval of registration, the application will be signed by the coordinator of student organizations, the chairman of the Student Organizations Board, The

Director of Student Activities, the Vice President for Student Services, the President of the University or his appointed designee, and returned to the organization within 10 days as formal notification of registration. A copy of the approved application will be filed in the office of the coordinator of student organizations that the group is eligible for all of the rights of registered student organizations.

(2) Should the Student Organizations Board feel that the petitioning organization does not meet the requirements for registration, the coordinator of student organizations will notify the pending organization with the board's recommendations and its decision regarding their status. This notification will be stored on file in the coordinator's office. The organization may then work with the organizations' coordinator to review the requirements for registration established herein.

#### 4.2 Registration for a Limited Purpose (Ad Hoc Registration).

Registration for a limited purpose (ad hoc registration) is available for those groups which want to organize with some short-term goal in mind, that is, one which can be accomplished in less than one academic year. Their registration will expire on the date indicated on the registration form. It is anticipated that few ad hoc registrations will be granted. The board's decision will be contingent upon the extenuating circumstances of the application.

#### 4.3 Maintenance of Registered Status.

a. At the beginning of each fall, spring, and summer semesters,

all student organizations wishing to maintain their registered status for that semester will submit to the coordinator of student organizations (no later than the twelfth class day) a list of the new officers, number of members, and the faculty/staff advisor on the semester update form provided for that purpose. Once the information has been processed, registration may be automatic.

b. It is only necessary for an organization to resubmit information such as an organization's tax ID number, copies of the 501 C tax forms or the organization's constitution or statement of purpose when it has been requested by the coordinator of organizations or the Director of Student Activities. Both a National and an SHSU constitution may be requested. The organization has 2 business days to submit the most recent addition of their constitution and/or bylaws to the coordinator of organizations. Any documents requested by a university official must be provided within the given deadline.

c. Should the Organizations Board feel that the organization does not meet the requirements for continued registration, the coordinator of organizations will provide the necessary information to the student representatives and the organization advisor. Copies of this information will also be filed in the coordinator's office. The organization may then request through the coordinator a meeting with the Organizations Board to appeal the decision. The coordinator will assist in making provision for the group to continue to use university facilities for a designated period of time.

#### 4.4 Administrative Discipline.

a. Any member of the university community may file a complaint against a registered student organization when he or she feels that the organization has failed to comply with the Rights and Responsibilities of Student Organizations. The complaint may be registered with the coordinator of organizations, the Dean of Students or his/her designate the vice president for student services or designated appointee. If the vice president for student services or designated appointee investigates the complaint, the results will be reported to the Dean of Students' Office. The Dean of Students' may hear the case or refer it to the coordinator of organizations. If the incident is referred the coordinator of organizations will convene the Student Organizations Board who will determine the validity of the complaint by a two-thirds vote with all members voting. In the event that such a complaint is deemed valid, the coordinator will notify the organization in writing of the charge against it and will set up a hearing before the board.

b. The organization's hearing before the Student Organizations Board is informal and within fair and properly established procedures of due process. It provides a hearing for the organization's president, the faculty/staff advisor, persons who committed the alleged violation, witnesses, charges, defenses, rebuttal evidence, and arguments. The discipline committee shall consist of the organizations board and the Director of Student Activities. At the conclusion of the hearing, the committee shall deliberate in private to determine if the group

is responsible for any violation(s) of the Rights and Responsibilities of Student Organizations, and may dismiss the charges or take any of the action outlined in Section 5.2e. The organization shall be informed in writing, within 3 class days, of the decision by the organizations coordinator, and a copy of the decision shall be made a part of the organization's file in the office of the coordinator. The decision of the board is final.

#### 4.5 Organization Changes.

Registered organizations are required to submit to the coordinator of student organizations any changes in officers, advisers, and/or purposes of the organization within three class days of such a change. Failure to do so may result in withdrawal of registration.

### 5. The Student Organizations Board

#### 5.1 Composition.

a. The Student Organizations Board shall consist of five students, four faculty, and one member of the administration, who shall be selected as follows:

(1) The six student members, one representative from each of the five colleges and one representative at-large, shall be selected by the president of the Student Government Association with the approval of the senate. Each student member shall serve a term of one year.

(2) The four faculty members shall be appointed by the president of the university from a list of eight recommended by the Faculty Senate. Each faculty member shall serve for a two-year term and shall be eligible for reappointment. The terms shall be arranged to permit

the expiration of the terms of two faculty members each year.

(3) The administration member shall be the coordinator of student organizations. This member shall serve as a resource person and shall not vote.

b. The board chairman shall be appointed by the president of the university, and may be selected from either student appointees or faculty appointees. The secretary shall be the coordinator of student organizations.

c. The board shall hold open meetings, except that by a majority vote the board may close a meeting.

d. A quorum shall consist of five members, including a minimum of two faculty.

## 5.2 Responsibilities.

a. The board shall review applications for registration and maintenance of registration by student organizations.

b. The board shall review actions of student organizations. Actions for which all student organizations are subject to review by the board shall be:

(1) Noncompliance with the provisions of the university Student Organization Policy.

(2) Noncompliance with the provisions of the university Facilities Use Policy.

(3) Noncompliance with the university Speakers Policy.

(4) Noncompliance with the organization's stated purposes and goals or disruption of the educational process of the university.

(5) Violations of the laws of the State of Texas or of poli-

cies and regulations of the university and the Board of Regents.

c. The board reserves the right to refuse registration of an organization if the purposes and goals of the organization do not aid in providing a social and intellectual climate conducive to the fullest development of the student.

d. The board may grant registration to an organization for a limited time pending the compliance of the group with the purposes and goals as stated in their constitution.

e. The Student Organizations Board may impose the following penalties:

(1) Suspensions of the rights of the organization to:

(a) Use university facilities;

(b) Sponsor any activity;

(c) Participate in campus affairs;

(2) Suspension of Registration – This penalty shall be for a stated period of time but in no case less than the remainder of the academic year in which the offense is committed. An organization placed on Suspension of Registration may not function on campus in any manner and the general rights of registered student organizations are withdrawn.

(3) Revoke the action that prompted the complaint and instruct the organization to either present an acceptable solution or implement a solution that has been dictated by the Student Organizations Board.

## 7. Solicitation

The term “solicitation” as used herein means the sale or offer for sale of any property or service, whether for immediate or future delivery, and the receipt of or request for any gift or contribution.

7.1 Organizational Solicitation. Organizations soliciting on campus must comply with the guidelines below.

a. Organizations may solicit with approval of the director of the Lowman Student Center for their own projects or charitable activities. A Campus Reservation Form must be completed by the organization and approved by the director of the Lowman Student Center.

b. Any organizations collecting financial donations for which there is no exchange of merchandise or services shall be accountable for funds received to the coordinator of student organizations within five class days of the completion of the drive.

c. Any organization failing to comply with Section 6.1(1a) and Section 6.1(1b) above may be denied future solicitation privileges.

7.2 Distribution of Printed Materials. Officially registered campus organizations may distribute materials on campus provided they adhere to the Procedures for Distribution of Printed Materials Policy as printed in this handbook. Failure to comply with the policy and procedures may result in the cancellation of this privilege and/or the suspension of the organization. Distributing students and campus organizations will be responsible for cleaning up any litter that may result from such distributions.

## 8. Procedure for Amendment

Amendments to the Student Organizations Policy may be initiated by any member of the university community through the coordinator of student organizations. The coordi-

nator will forward the amendments through the appropriate channels with final approval granted by the university president.

## RISK MANAGEMENT GUIDELINES

### 1. Purpose

Every student organization no matter how large or small inherently possesses exposure to risk and safety concerns. Therefore the purpose of this policy is to assist in creating a safe environment where students, faculty and staff members can enjoy the benefits of membership, affiliation and participation in the activities and events of registered Sam Houston State University student organizations.

### 2. Review

These guidelines shall be reviewed annually by the Office of Student Activities.

### 3. Guidelines

These guidelines shall apply to all registered and unregistered student organizations and their members at Sam Houston State University. All student organization members, officers, advisors, and affiliated persons should emphasize safety during all club/organizations related activities.

### 4. Alcohol And Drugs

4.1 The possession, use, sale or consumption of Alcoholic Beverages during formal or informal organization events, or any activity (it is considered a Sam Houston State University event or activity if an observer would reasonably associate the event or activity with the organization) or situation sponsored, coordinated, endorsed, or associated by or with the organization must be in compliance with any and all applicable laws and policies of the State of Texas, Walker County, City of Huntsville, Sam Houston State University and The Texas State University System.

4.2 The purchase or use of a bulk quantity or common source containers of alcoholic beverages, (e.g. kegs, cases of beer, beer balls, party balls, bars,

or alcoholic punch) is prohibited at all events or activities.

4.3 All social events where alcohol is involved must be served by a licensed insured Third Party Vendor, and have appropriate security on the premises.

4.4. Purchasing alcohol with organization funds is prohibited.

4.5 No organization members, collectively or individually, shall serve to, purchase for, or sell alcoholic beverages to any persons under 21 years of age.

4.6 Open parties (not located at a third party vendor or those events with unrestricted access to the public without specific invitation) where alcohol is present, are strictly prohibited.

4.7 No organization may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of its annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.

4.8 No organization may co-sponsor or co-finance an event where alcohol is purchased by either of the host organizations or groups.

4.9 No organization or its members shall permit, encourage, tolerate, or participate in drinking games involving alcoholic beverages.

4.10 The possession, use, or sale of any **ILLEGAL DRUGS OR CONTROLLED SUBSTANCES** at any organization event or any activity that an observer would reasonably associate with the organization is strictly prohibited.

## **5. Hazing**

5.1 No student organization, its members or affiliates shall conduct or condone hazing activities.

5.2 All organizations and their leaders shall review annually the Hazing Act passed by the State Legislature, 1987. This Act is fully enumerated in the

“Student Guidelines” of Sam Houston State University and binding on all student organizations, their members and affiliates.

## **6. Sexual Abuse and Harassment**

6.1 No student organization should condone or tolerate any form of sexually abusive behavior on the part of its members or affiliates, whether physical, mental or emotional. This includes any actions that are demeaning to women or men including but not limited to date rape, gang rape, sexual assault, verbal harassment or threats.

6.2 All organizations and their leaders shall review annually the University’s policy on Sexual Harassment and Sexual Assault. These policies are found in “Student Guidelines” of Sam Houston State University and binding on all student organizations, its members and affiliates.

## **7. Travel**

All members of student organizations traveling in representation of SHSU should follow all safety and emergency procedures as established by the club/organizations advisor and university officials. Any accidents or incidents should be reported to the appropriate university official within 24 hours after the occurrence. Emergencies should be reported to the University Police Department at (936) 294-1794. This number is monitored 24 hours a day.

## **8. Education and Review**

Each student organization should annually educate and review with its officers, members and affiliates the Student Organization Risk Management Guidelines of Sam Houston State University. These Risk Management Guidelines are made available in the Dean of Students’ Office and the Office of Student Activities and reprinted in “Student Guidelines.” Copies should be obtained and distributed to all advisors, officers, members and affiliates before the start of classes each semester.

## **9. Violations**

The Student Organizations Board and/or the Dean of Students Office may review, in-

investigate and adjudicate possible violations of the Risk Management Guidelines or Code of Student Conduct by any organization, its members or affiliates. The procedures and sanctions for violations may be found in this publication.

## **STUDENT ABSENCE NOTIFICATION POLICY**

The student is responsible for communicating directly with his or her instructor(s) when he or she is going to miss or has missed class. If possible, students should notify instructors and make arrangements for missed assignments before the absence occurs. Official notification by the Dean of Students' Office to instructors when absence from classes is for a period of fewer than three (3) consecutive class days is generally not made. The Dean of Students' Office will not provide verification for an absence for non-critical or non-emergency situations.

When a student misses class for legitimate reasons/ emergency situations and when the absence from classes is likely to be for an extended period (generally three class days or more), students may contact the Dean of Students' Office by completing the "Absence Notification Request Form" (available in person or online at [www.shsu.edu/deanofstudents](http://www.shsu.edu/deanofstudents)) to request notification be sent to their instructors. If the student is physically unable to contact the office, a family member may submit the notification request.

Absence notices will not be granted after ten (10) business days from the last date of absence. The Dean of Students' Office reserves the right to grant or reject notification requests at any time for any student.

**Excusing the student is at the sole discretion of the faculty member.**

## **STUDENT GRIEVANCE PROCEDURES**

A grievance may arise out of a decision or action reached or taken in the course of official duty by a member of the faculty,

staff, administration, or student of Sam Houston State University. A grievable action is defined below. The purpose of the grievance procedures is to provide a process for an impartial review and to ensure that the rights of students are properly recognized and protected.

Students with academic grievances are directed to the Academic Grievance Procedures located in the Sam Houston State University Undergraduate Catalog.

Retaliation for filing a grievance will not be tolerated.

### **Definitions of Grievable Actions**

A grievable action is an action that:

- a. Is in violation of written campus policies or procedures, or
- b. Constitutes arbitrary, capricious, or unequal application of written campus policies or procedures.

The Dean of Students' Office provides Student Grievance Services to address concerns of currently enrolled SHSU students. The function of this service is to personally assist students in achieving satisfactory resolutions to university related challenges listed above. Additionally, the Dean of Students Office makes referrals to appropriate campus departments/offices when necessary [www.shsu.edu/~slo\\_www](http://www.shsu.edu/~slo_www).

# RELATED UNIVERSITY POLICIES

## **AIDS POLICY**

Sam Houston State University seeks to minimize the HIV/AIDS health risk on campus. To prevent the spread of AIDS, Sam Houston State University has adopted an educational program aimed at increasing faculty, staff, and student awareness. The university will respond to each AIDS case on an individual basis subject to prevailing medical research and current legal opinion, using as a guide the American College Health Association's General Statements on Institutional Response to AIDS. The University Health Center is the designated central source for AIDS educational materials, information regarding AIDS testing, counseling, and referral for medical care. In the event that a student, or a faculty or staff member, is known to have AIDS or is medically diagnosed as a carrier of the HIV virus, the university physician will make appropriate recommendations as may be medically necessary. The welfare of the student and the prevention of transmission of the disease are of primary concern in such cases. Students who fail to abide by such conditions and are found to endanger themselves or the campus community by such noncompliance, may be referred to the university Crisis Team. University employees who fail to abide by such recommendations will be subject to disciplinary actions on the same basis as any other work rule violation. The patient's rights of nondiscrimination, privacy and confidentiality shall be honored as provided for under State and Federal law. Because of

the extensive medical research currently underway on AIDS and the additional medical evidence which may become available with regard to AIDS, this policy statement is subject to change. Nothing herein shall be construed as an assumption of risk or of other legal responsibility by Sam Houston State University for the health or welfare of any individual beyond the limits of previously existing university policy or State law.

## **DRUG-FREE WORKPLACE POLICY**

The Board of Regents and the administration of SHSU support the national policy of the United States of America to stop the illicit use of drugs and the abuse of alcohol in our society. In keeping with The Drug-Free Schools and Communities Act, SHSU has adopted a Drug-Free Workplace Policy and implemented a Drug Awareness Program to prevent the illicit use of drugs and the abuse of alcohol by students and employees.

The SHSU Drug-Free Workplace Policy prohibits the unlawful possession, use, or distribution of drugs and alcohol by employees on university property or as any part of the university activity.

The unlawful use, possession, or distribution of drugs or alcohol will result in a disciplinary penalty of disciplinary probation, demotion, suspension without pay, or termination, depending upon the circumstances.

The SHSU Drug Awareness program is a three part program to inform employees about:

1. Health risk involved in the use of illicit drugs and the abuse of alcohol which often result in poor health and premature death.
2. Help available for drug and alcohol counseling, treatment, and rehabilitation that is offered to all SHSU employees.
3. Local sanctions which include fines and/or imprisonment for violation of local, state, or federal drug laws.

SHSU is obligated to uphold laws which prohibit the possession, use, or distribution of controlled substances. Any employee who is found to be in violation of these laws will be dismissed and referred to the appropriate legal authority for prosecution. The SHSU Human Resources Department is the source of information and confidential assistance for any employee who is seeking help for a drug or alcohol related problem. Please contact the Human Resources Department, located in the Estill Building, Suite 3344, phone number (936) 294-1069 if you need additional information about this program.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**

### **1. Access to Records**

Compliance with the Family Education Rights and Privacy Act requires that a university policy be provided to eligible students upon request. (Subpart A Section 99.5) The following information complies with this act. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- (1) The right to inspect and review the students' education records within 45 days of the day the university receives a request for access.

Students should submit to the registrar, dean, head of the department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official

will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. (2) The right to request amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance commit-

tee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon request, the university discloses education records without consent to officials of another school, in which a student seeks or intends to enroll. [Note: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request. The right to file a complaint with the U.S. Department of Education concerning alleged failures by State University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave., SW  
Washington, DC 20202-4605.

## **2. Directory Information**

Under the terms of the Family Educational Rights and Privacy Act, Sam Houston State University has established the following as directory information: (1) Name, (2) Local/Home Address, (3) Major, (4) Minor, (5) Local/Home Telephone Number, (6) Degrees, Diplomas, and Certificates and Date of Award, (7) Honors and Awards, (8) Classification, (9) Extracurricular Activities, (10) Birthdate and Place of Birth, (11) Names and Addresses of Parents/Legal Guardians, (12) Weight, Height, and Related Information of Athletic Team Member (13) Age, Race, Sex, and Marital Status.

The above directory information will be available for release to the general public. However, the act states that each student has the right to inform Sam Houston State University that any or all of the above information is not to be released. Sam Houston State University will honor the student's

request to restrict the release of "Directory Information" as listed above, but cannot assume responsibility to contact the student for subsequent permission to release the information. Regardless of the effect upon the student, the institution assumes no liability for honoring the student's instructions to restrict the release of "Directory Information." A student may restrict the release of directory information by either using the "SAMINFO" or submitting written notification to the Registrar's Office, in the Administration Building. Notification must be given prior to the twelfth class day of the Fall and Spring semesters and the fourth class day of each summer term. A student who has restricted the release of personal information (FERPA) will not have his or her name listed in the Dean's List of Academic Honors or the President's Honor Roll, the Commencement Program, and/or Honors List.

## **FRESHMAN REQUIRED HOUSING AND MEAL PLAN POLICY**

All freshman students are required to reside in university housing and to purchase a 7-day 20 or 15 meal plan during their freshman year, which will normally include the fall and spring semesters. Anyone signing an academic year housing/meal plan contract will be required to fulfill the terms of that contract. Exceptions to the Freshman Required Housing and Meal Plan Policy may be made by the Department of Residence Life. Please refer to the current Residence Life Handbook for complete information on Residence Life policies. You may also contact the Department of Residence Life at (936) 294-1812.

## **RACIAL HARASSMENT POLICY**

### **Policy on Prohibition of Racial Harassment**

System universities shall provide equal educational opportunities for all students and equal employment opportunities for all

applicants and employees, and otherwise foster an environment free of racial intimidation, humiliation, and harassment. Racial harassment, as defined herein, is expressly prohibited.

### **1. Definition of Racial Harassment**

“Racial Harassment” is defined as extreme or outrageous acts or communications that are intended to harass, intimidate, or humiliate students, faculty, staff, or visitors on account of race, color, or national origin and that reasonably cause them to suffer severe emotional distress.

a. It is a violation of the Texas State University System’s (TSUS) RULES AND REGULATIONS for any student, faculty, or staff employee to engage in racial harassment of any person on the campuses of the component universities or in connection with a university sponsored activity.

b. It is a violation of the RULES AND REGULATIONS for any student, faculty, or staff person to use authority granted by state law, by system rule, or by university policy to deprive any person of his or her civil rights on a component campus or in connection with a university sponsored activity.

c. If a violation of a TSUS’s rule and/or of a university regulation or policy is committed on campus and/or in connection with a university sponsored activity because of the race, color, or national origin of any person directly harmed by such violation, the violator’s discriminatory purpose shall be treated as an aggravating factor for the purpose of determining the appropriate penalty.

### **2. Disciplinary Rules**

Students, faculty, and staff employee offenders are subject to disciplinary action as appropriate under the circumstances for violation of this policy.

Procedures for Redressing Racial Harassment Complaints of Students, Faculty, Staff, or Visitors shall be in accordance with published procedures established by the com-

ponent universities. All complaints shall be considered informal until they are filed in writing.

Once a disciplinary penalty is imposed, the accused, whether a student or a faculty or staff employee, shall have his/her full right to invoke applicable appeal procedures according to existing university policies.

## **SEXUAL ASSAULT POLICY**

### **Statement of Policy**

Sam Houston State University is committed to creating and maintaining an environment that discourages sexual assault. Sexual assault is defined within the context of this policy as sexual intercourse or other sexual act committed against another without their consent.

### **What to do if you are sexually assaulted:**

A. If you believe that you are still in danger, you should call the University Police Department at 936-294-1000.

B. Seek medical attention as soon as possible. You can call the campus Health Center at 936-294-1805 during regular business hours or go to the Emergency Room at the Huntsville Memorial Hospital. Be sure to tell the examining physician or nurse that you were sexually assaulted.

### **Making a complaint of sexual assault:**

A. Sexual assault is a crime. If you have been sexually assaulted, SHSU strongly recommends that you make a report to the police who, where warranted, will pursue criminal charges. However, the decision to make a report to the police must be made by the victim. Except where the university believes there is a threat of imminent harm to the university, the university will not make a report of an alleged sexual assault to the police without the victim’s consent.

B. Sexual assault also violates SHSU’s rules and regulations governing student conduct. The university has instituted this policy to protect the accused, and

to maintain the confidentiality of the identity of those involved to the extent possible.

1. How to report sexual assault at SHSU:

A student who chooses to make a complaint through the University's internal disciplinary proceedings must make a report to one of the University's designated Sexual Assault Officers. These Officers are located in the Dean of Students' Office.

2. What happens once a complaint is made

The Office of Judicial Affairs will investigate the allegation. This will require interviews with the victim and the alleged assailant. In some circumstances, interviews with other persons who have knowledge of the circumstances surrounding the alleged incident may also be conducted. Whenever possible, the Sexual Assault Officer will not reveal the identity of the victim during the investigative process. In any event, the Sexual Assault Officer will not reveal the identity of the victim without the victim's consent.

**What to do if you are accused of sexual assault:**

- A. Take the allegation seriously.
- B. You may wish to consult an attorney, especially if a criminal complaint has or may be filed with the local police.

## **SEXUAL HARASSMENT**

It is the policy of Sam Houston State University to review and resolve complaints of sexual harassment by any member of the university community, including faculty, staff, students, or visitors. Sexual harassment is a form of sex discrimination and will be treated as such by the university. Sexual harassment occurs when any person, regardless of gender, is the recipient of unwelcome sexual

advances, unwelcome requests of sexual favors, or other unwelcome verbal, visual or physical conduct of a sexual nature.

Quid pro quo harassment occurs when submission to sexually harassing conduct (as stated above) is made either explicitly or implicitly a term or condition of an individual's education or employment, or when submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting the individual's education or employment. Quid pro quo harassment is equally unlawful whether the student resists and suffers the threatened harm or submits and thus avoids the threatened harm.

Hostile environment sexual harassment occurs when sexually harassing conduct (as stated above) by an employee, by another student, or by a third party is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from an education program or activity, or creates an intimidating, hostile, offensive or demeaning education or work environment.

Each supervisor has a responsibility to maintain the workplace free of all sex discrimination, including sexual harassment. This duty includes discussing this policy with all employees plus assuring students that they are not to endure sexual harassment from university employees or other students. Allegations of sex discrimination will be given immediate attention, and the person charging harassment may do so without fear of retaliation or reprisal. However, false accusations may result in disciplinary action up to and including termination.

Students wishing information and/or consultation concerning sexual harassment may obtain a complete unabridged copy of this policy (which is contained in the Administrative Policies and Procedures Manual in the Newton Gresham Library) or contact the Dean of Students' Office.

## **STUDENT RESIGNATION POLICY**

### **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.

## **TUITION REBATES FOR CERTAIN UNDERGRADUATES**

(a) A qualified student is eligible for a rebate of a portion of the undergraduate tuition the student has paid if the student:

(1) is awarded a baccalaureate degree from a general academic teaching institution within the period prescribed by Section 56.462(1)(A) or (B), as applicable, to qualify for forgiveness of a Texas B-On-time loan; and

(2) has attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree, including:

(A) transfer credits; and

(B) course credit earned exclusively by examination, except that, for purposes of this subsection, only the number of semester credit hours earned exclusively by examination in excess of nine semester credit hours is treated as hours attempted.

(b) The amount of tuition to be rebated to a student under this section is \$1,000, unless the total amount of undergraduate tuition paid by the student to the institution of higher education awarding the degree was less than \$1,000, in which event the amount of tuition to be rebated is an amount equal to the amount of undergraduate tuition paid by the student to the institution.

However, a student who paid the institution awarding the degree an amount of undergraduate tuition less than \$1,000 may qualify for an increase in the amount of the rebate, not to exceed a total rebate of \$1,000, for any amount of undergraduate tuition the student paid to other institutions of higher education by providing the institution with proof of the total amount of that tuition paid to other institutions of higher education.

(c) A student who has transferred from another institution of higher education shall provide the institution awarding the degree an official transcript from each institution attended by the student in order that the period during which the student has been enrolled in a general academic teaching institution and the total number of hours attempted by the student can be verified.

(d) To qualify for a rebate under this section, the student must have been a resident of this state and entitled to pay tuition at the rate provided by this chapter for a resident student at all times while pursuing the degree.

(e) All institutions of higher education shall notify each first-time freshman student of the tuition rebate program.

(f) The institution awarding the degree shall pay the rebate under this section from local funds.

(g) If a student entitled to a rebate under this section has an outstanding student loan, including an emergency loan, owed or guaranteed by this state, including the Texas Guaranteed Student Loan Corporation, the institution shall apply the amount of the rebate to the student's loan. If a student has more than one outstanding loan, the institution shall apply the amount of the rebate to the loans as directed by the student or, if the student fails to provide timely instructions on the application of the amount, the institution shall apply the amount of the rebate to the loans according to priorities established by the coordinating board. If the amount of the rebate exceeds the amount of the loan indebtedness, the institution shall pay the student the excess amount.

(h) The legislature shall account in the General Appropriations Act for the rebates authorized by this section in a way that provides a corresponding increase in the general revenue funds appropriated to the institution. It is the intent of the legislature that rebates authorized by this section shall be financed by savings to the state resulting from reductions in the number of courses taken by undergraduate students.

(i) The coordinating board, in consultation with the institutions of higher education, shall adopt rules for the administration of this section, including a rule to allow an otherwise eligible student to receive a rebate under this section if the student is not awarded a baccalaureate degree within the period required by Subsection (a)(1) solely as a result of a hardship or other good cause. The performance of active duty military service by a student shall be recognized as "good cause" for purposes of this section.

Added by Acts 1997, 75th Leg., ch. 1073, § 1.09, eff. Aug. 1, 1997. Amended by Acts 2003, 78th Leg., ch. 611, § 1, eff. June 20, 2003; Acts 2005, 79th Leg., ch. 292, § 3, eff. June 17, 2005.

## **EMERGENCY PROCEDURES QUICK REFERENCE**

**FIRE** – In case of fire or when the fire alarm sounds:

- Evacuate the building immediately
- Do not use the elevators
- Assist those with mobility problems
- Contact University Police at 936-294-1000 (4-1000 on campus)
- Report to supervisor at the designated site
- Do not re-enter the building until instructed

**SEVERE WEATHER:**

- Stay away from windows
- Take immediate shelter
- Monitor local radio and television stations

- Today @ Sam for University closings
- Contact University Police at 936-294-1000 (4-1000 on campus)

#### MEDICAL EMERGENCIES:

- Contact University Police at 936-294-1000 (4-1000 on campus)
- Provide your name, location, number injured and description of injuries
- Stay on the phone for instructions on what to do

#### DISRUPTIVE BEHAVIOR:

- Contact University Police at 936-294-1000 (4-1000 on campus)
- Give your name, location, what is happening and number of people involved (shooters/victims) if known
- If possible, exit the building or area immediately
- If exit is impossible, get to a room, lock or barricade the door, keep quiet, remain in place until all clear is given by law enforcement officials

#### BOMB THREATS/SUSPICIOUS ITEMS:

- Pay close attention to the exact words the caller is using, document the call
- Contact University Police at 936-294-1000 (4-1000 on campus)
- Do not touch or handle suspicious items or packages
- Keep others away from area
- Notify your supervisor

#### HAZARDOUS SITUATIONS:

- Contact University Police at 936-294-1000 (4-1000 on campus)
- Provide information on type and size of spill (if known)
- Evacuate the immediate area and building as directed
- Get decontamination instructions from authorities
- Do not re-enter area until all clear is given

To Know and Campus Security Act of 1990. Sam Houston State University is a state-assisted institution of higher education located in Huntsville, Texas. The campus, including its agriculture facilities, consists of approximately 225 acres in and outside the city of Huntsville, Texas, which has a population of approximately 35,000. The university enrolls approximately 15,000 students supported by 1,500 faculty and staff.

Sam Houston State University provides this report to comply with the Students Right

# STUDENT RIGHT TO KNOW AND CAMPUS SECURITY ACT OF 1990

## **STUDENT RIGHT TO KNOW**

The Student Right to Know and Campus Security Act, in Section 103, Title I requires institutions to provide information about the completion or graduation rate of degree seeking, full time undergraduate students entering the institution. In place of completion or graduation rates, institutions may elect to publish the percentage of students in each entering class who re-enroll each successive year until completion or graduation. These are called persistence rates. SHSU has elected to provide both forms of information.

The persistence rates for first time freshmen who entered Sam Houston State University in summer or fall semester and also who were enrolled for 12 or more hours of credit during their first fall semester are reflected in this table.

## **DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS**

Title II, § 204(A-I), Crime Awareness and Campus Security Act, provides for disclosure of the following:

### **Reporting Crimes and Emergencies**

[§ 204(A)] All criminal offenses that occur on campus should be reported to the University Police Department immediately. The Sam Houston State University Police is operational twenty-four hours a day,

year around. University Police is housed on campus. You have easy access either by telephone, (936) 294-1794, or by going to the University Police Building, Sam South, located at 843 South Sam Houston Avenue. This location is clearly marked on university campus maps. University Police officers are licensed police officers and are trained to respond to criminal actions or other emergencies that may occur on campus. All University Police reports are entered into computers and are printed on approved standard forms for criminal offense. A copy of every University Police offense report is forwarded to the Dean of Students' Office.

### **Emergency Call Boxes and Telephones**

The university currently has sixteen emergency free standing call boxes located at strategic locations on campus. In addition, most residence halls have emergency telephone boxes outside the main entrance to the halls. The call boxes allow direct communication with the police department and provide a rapid means for reporting emergencies and crimes, in addition to requesting police assistance. University telephones, after punching "9" for an outside line, may be used to dial 911 (i.e., 9,911).

### **Access to Campus Facilities**

[§ 204(B)] Section 51.209 of the Texas Educational Code states "The governing board of a state institution of higher education or it's authorized representatives may

refuse to allow persons having no legitimate business to enter on property under the board's control, and may eject any unauthorized person from the property on his refusal to leave peaceably on request. Identification may be required of any person on the property." It is advised that members of the university community should have their university issued identification card with them at all times. The Sam Houston State University Police have been vested with the above authority by the Board of Regents.

### **Patrol of Campus, Student Patrol, & Hall Safety Personnel**

Uniformed University Police officers patrol the campus area 24 hours each day in marked police units with a superior police radio system. In addition, during the day, uniformed student parking control personnel are on patrol in the parking areas; each person is issued a two-way radio for contact within the university police system. In the evening and early morning hours there are uniformed student foot patrol personnel patrolling the main campus who will provide escort service to anyone whom may be concerned with their safety. The university assigns housing safety personnel to each housing facility to unlock the entry for the residents. The housing units are locked from 11:00 p.m. - 7:00 a.m., except on Saturday when the buildings are locked at 1:00 a.m. Residents must have a key or be admitted by the housing safety personnel on duty. Housing managers and residents assistants are on duty in the Housing Units.

### **Electronic Alarm System**

The University Police monitor a comprehensive system of intrusion and fire alarms.

### **Operation Identification**

The University Police may provide, on loan, engravers for engraving driver's license numbers onto high-value items to deter theft.

### **Surveys**

The University Police conduct surveys of security and safety of buildings throughout the year, an annual lighting survey of the campus, and an annual survey to see that shrubbery, trees and vegetation are properly trimmed.

### **Crime Victims Assistance**

The SHSU Crisis Team is available to assist crime victims and family members in dealing with the emotional and psychological aftermath of violent crime.

### **Emergency Physical Plant Services**

The Physical Plant has an emergency after normal hours call out policy for maintenance and repair for educational and non-residence buildings on campus. These calls are received and processed through the University Police dispatcher. In residence halls, the hall director will determine if the physical plant personnel should handle the emergency. The responding physical plant personnel shall sign in at the University Police Department. In most cases this should be before responding to the emergency call. However, if this would cause an unnecessary delay resulting in further damages, injuries, losses, etc., the craftsmen may log in at the University Police upon completion of the emergency work. Every craftsman who is called out will log his or her arrival and exit times with the University Police. A call-out sheet is provided to the University Police for the purpose of logging all information regarding an emergency call-out. Physical Plant personnel will at all times, while on duty wear their photo identification badge in a manner that it is plainly visible to others.

### **Law Enforcement Authority**

[§ 204(C)(i)] University Police officers have full law enforcement authority on property owned and controlled by the university, including streets contiguous to and running through the campus. University Police officers are licensed "Peace Officers" by the state of Texas. University Police officers are

authorized by State statute to enforce federal and state laws within their jurisdiction, in addition to rules and regulations issued by the Board of Regents of Sam Houston State University on property under the control and jurisdiction of Sam Houston State University. Under Section 51.203, Texas Education Code; Campus Peace Officers, states in part, “The governing boards of each state institution of higher education and public technical institute may employ and commission peace officers for the purpose of carrying out the provisions of this subchapter. The primary jurisdiction of a peace officer commissioned under this section includes all counties in which property is owned, leased, rented, or otherwise under the control of the institution of higher education or technical institute that employs the peace officer or otherwise in the performance of their duties.”

The University Police enjoy a good working relationship with federal, state, local, city and county law enforcement authorities. The University Police Department’s working relationship with other area law enforcement agencies ensures that crimes and alcohol violations at these off-campus sites may be reported to the University Police.

### **Code of Conduct Requirement**

[§ 204(C)(ii)] Sam Houston State University’s Code of Student Conduct and Discipline 5.1, Acquaintance with Policies, Rules, and Regulations, states the following: Each student is expected to be fully acquainted with all published policies, rules, and regulations of the university, copies of which shall be available to each student for review in a specific place on each campus. The university will hold each student responsible for compliance with these policies, rules, and regulations. Students are also expected to comply with all federal and state laws. THIS PRINCIPLE EXTENDS TO CONDUCT OFF CAMPUS WHICH IS LIKELY TO HAVE AN ADVERSE EFFECT ON THE UNIVERSITY OR ON THE EDUCATIONAL PROCESS.

### **Rights and Responsibilities on Campus**

Students, faculty, staff, and visitors are expected to maintain standards of personal discipline that are in harmony with the educational goals of Sam Houston State University, to observe federal, state, and local laws, university rules and regulations, and to respect the rights, privileges, and property of others. Students, staff, and faculty are encouraged to give accurate information to the University Police when reporting crimes, as The Texas Penal Code, Chapter 37., Section 37.08. False Report to Peace Officer, states: (a) A person commits an offense if he: (1) reports to a peace officer an offense or incident within the officer’s concern, knowing that the offense or incident did not occur; or (2) makes a report to a peace officer relating to an offense or incident within the officer’s concern knowing that he has no information relating to the offense or incident. An offense under this section is a Class B misdemeanor.

Filing a false report to the University Police could place a student in violation of the Code of Student Conduct and Discipline, under section 5.2, (1). The University Police may request a copy of an offense report from any law enforcement agency, if such report reflects conduct of a student which is deemed to have an adverse effect on Sam Houston State University or the educational process. The University Police may forward a report regarding such incident to the Dean of Students’ Office.

### **Security Awareness and Presentations**

[§ 204(D)] An example of the type of information given to students during each semester is provided below. This information is presented by the Residence Life Department during their housing unit group meetings with residents. Officers meeting with students on campus supply this information also. This type information is also published in the campus newspaper. Dean of Students personnel also discuss this information at all orientation sessions for new students.

## **Crime Prevention on Campus**

If a crime is to be committed, the offender must have the desire, ability, and opportunity to commit the crime. Law enforcement can do little to remove the offender's desire and ability to commit crimes, but together WE can remove the element of opportunity. THIS IS CRIME PREVENTION. Together we can remove the temptation of opportunity by taking a few simple precautions.

### ***Protect Your Property:***

1. Lock your residence every time you leave, even for a short time. This includes your motor vehicle.
2. Do not leave valuables lying out in the open or in unlocked vehicles.
3. Engrave your driver's license number on all valuable property.
4. Record the serial numbers and brand names of all property of value.

### ***Protect Yourself:***

1. Lock your doors when you take a nap or retire for the evening. Do not block open entry doors to residence halls after hours.
2. Require identification before admitting someone unfamiliar into your residence or your vehicle.
3. Avoid walking alone at night, if possible, and stay on lighted routes.
4. Report suspicious persons or circumstances. This could stop a crime before it happens. You may offer confidential assistance to the University Police directly or through the Dean of Students' Office.

Crime prevention is important to the campus community and you can help by reporting any crime or suspected crime to your University Police immediately. By doing so, you may be preventing someone from becoming a victim of a serious crime.

## **Crime Prevention Programs and Other Law Enforcement Interaction**

[§ 204(E)] Throughout the academic year there will be group programs and individual counseling on crime prevention presented by the University Police, Huntsville Police,

the local Sheriff's Department, Residence Life, and the Dean of Students' Office. There are also programs given by the College of Criminal Justice.

## **Disseminating Information on Campus Crime**

The university has taken measures to ensure that the university community is fully aware of campus crime. These measures include:

**Media Relations:** Public Information prepares news release on crimes for distribution to campus and Huntsville news media or U.P.D. web page at [www.shsu.edu/~upd\\_www/](http://www.shsu.edu/~upd_www/).

**University Newspaper:** The *Houstonian* carries stories on serious criminal offenses.

**Crime Stoppers:** Huntsville Police, working with the University Police, develop Crime Stopper information for local news media.

## **Monitoring of Criminal Activity**

[§ 204(G)] The Dean of Students' Office attempts to monitor any criminal activity of off-campus student organizations which are recognized by the institution and that are engaged in by students attending the institution, including those student organizations with off-campus housing facilities. Refer to university's Code of Student Conduct and Discipline 5.1, which states in part, Students are also expected to comply with all federal and state laws. THIS PRINCIPLE EXTENDS TO CONDUCT OFF CAMPUS WHICH IS LIKELY TO HAVE AN ADVERSE EFFECT ON THE UNIVERSITY OR ON THE EDUCATIONAL PROCESS.

## **Nonviolent Crimes Reported, Sam Houston State University Campus**

Under Texas Penal Code § 46.03 "Places Weapons Prohibited," it is a FELONY OFFENSE to go on a school or educational institution with a firearm.

## **DRUG FREE SCHOOLS AND COMMUNITIES**

Information for Students and Staff Regarding Illicit Drugs and Alcohol Abuse.

### **STANDARDS OF CONDUCT**

Section 5.9 (20) of Chapter VI of the Rules and Regulations of the Board of Regents, Texas State University System provides for disciplinary action against any student who engages in conduct that is prohibited by state, federal, or local law and for illegal use and for unauthorized use of intoxicating beverages, and illegal use of any drug, narcotic or controlled substance.

A student who, by a preponderance of the evidence, under these Rules and Regulations, is found to have illegally possessed, used, sold or distributed any drug, narcotic, or controlled substance, whether the infraction is found to have occurred on or off campus, shall be subject to discipline, ranging from mandatory, university or college approved counseling to expulsion. Mitigating or aggravating factors in assessing the proper level of discipline shall include, but not necessarily be limited to, the student's motive for engaging in the behavior; disciplinary history; effect of the behavior on safety and security of the university or college community; and the likelihood that the behavior will recur. A student who has been suspended, dismissed, probated or expelled from any system component shall be ineligible to enroll at any other system component during the applicable period of discipline. The registrar of each component is authorized to make an appropriate notation on the student's transcript to accomplish this objective and to remove the notation when the student's disciplinary record has been cleared. A second infraction for a drug-related offense shall result in permanent expulsion from the component and from all other institutions in The Texas State University System.

The Sam Houston State University Drug-Free Work Place Policy (ER-10), which became effective March 1989, prohibits the

unlawful use, possession, or distribution of illicit drugs and alcohol by employees. University employees who violate this prohibition are subject to the sanctions set out in the policy, including possible discharge.

### **HEALTH RISKS OF ALCOHOL AND DRUGS**

#### **Alcohol**

Alcohol consumption causes a number of marked changes in behavior. Even low amounts significantly impair the judgment and coordination required to drive a car safely. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts. Moderate to high levels of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high levels cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower levels of alcohol use can lead to dependence on alcohol. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long term consumption of large quantities of alcohol can lead to permanent damage to vital organs such as the brain and the liver. Prolonged alcohol abuse causes bleeding from the intestinal tract, damage to nerves and the brain, psychotic behavior, loss of memory and coordination, damage to the liver often resulting in cirrhosis, impotence, severe inflammation of the pancreas, and damage to the bone marrow, heart, testes, ovaries, and muscles. Damage to the nerves and organs is usually irreversible. Cancer is the second leading cause of death in alcoholics and is 10 times more frequent than in non-alcoholics. Females who drink during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic

parents are at a greater risk than other children of becoming alcoholics.

### **Tobacco (Nicotine)**

The smoking of tobacco products is the chief avoidable cause of death in our society. Smokers are more likely than nonsmokers to contract heart disease. Some 30 percent of cancer deaths are linked to smoking. Chronic obstructive lung diseases such as emphysema and chronic bronchitis are 10 times more likely to occur among smokers than among nonsmokers. Smoking during pregnancy poses serious risks such as spontaneous abortion, preterm birth, low birth weights, and fetal and infant deaths. Because nicotine is highly addictive, addicts find it very difficult to stop smoking. Fewer than 20 percent of typical smokers succeed in stopping on the first try.

### **Designer Drugs**

Illegal drugs are defined in terms of their chemical formulas. To circumvent these legal restrictions, underground chemists modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate. Many of the so-called designer drugs are related to amphetamines (MDMA, X, speed). Bootleg manufacture creates overdose and contamination risks. These substances can produce severe neurochemical damage to the brain. The narcotic analogs (fentanyl, china white) can cause symptoms such as those seen in Parkinson's disease: uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine cause illusions, hallucinations, and impaired perception.

### **Cocaine**

Cocaine stimulates the central nervous system. The use of cocaine can cause death by cardiac arrest or respiratory failure. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with contaminated equipment can increase the risk of AIDS, hepatitis, and other diseases. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly. Crack or freebase rock is extremely addictive, and its effects are felt within ten seconds. The physical effects include dilated pupils, increases pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures.

### **Other Stimulants**

Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils, and decreased appetite. In addition, users may experience sweating, headaches, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause a rapid or irregular heart-beat, tremors, loss of coordination, and even physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. In addition to the physical effects, users report feeling restless, anxious and moody. Higher doses intensify the effects. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions and paranoia.

### **Anabolic Steroids**

Anabolic steroids are a group of powerful compounds closely related to the male sex hormone testosterone. Steroid users subject themselves to more than 70 side ef-

fects ranging in severity from liver cancer to acne, as well as psychological as well as physical reactions. The liver and cardiovascular and reproductive systems are most seriously affected by steroid use. In males, use can cause withered testicles, sterility, and impotence. In females, irreversible masculine traits can develop along with breast reduction and sterility. Psychological effects include very aggressive behavior known as “roid rage” and depression. While some side effects appear quickly, others, such as heart attacks and strokes, may not show up for years.

### **Hallucinogens or Psychedelics**

Lysergic Acid (LSD), mescaline, peyote, and phencyclidine (PCP or “angel dust”) cause illusions and hallucinations, and their use impairs and distorts one’s perception of surroundings, causes bizarre mood changes and results in visual hallucinations that involve geometric forms, colors, and persons or objects. The physical effects may include dilated pupils, elevated body temperatures, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors. It is common to have bad psychological reactions to LSD, mescaline, and psilocybin. The user may experience panic, persistent memory problems, and speech difficulties. Users who discontinue use experience “flashback” consisting of distortions of virtually any sensation for long periods after discontinued use. Mood disorders, such as depression, anxiety and violent behavior, also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior. Large doses may produce convulsions and coma, as well as heart and lung failure. Withdrawal may require psychiatric treatment for the accompanying persistent psychotic states. Suicide is not uncommon.

### **Solvent Inhalants, e.g., Glue, Lacquers, Plastic Cement**

The immediate negative effects of inhalants include nausea, sneezing, coughing,

nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays also decrease the heart and respiratory rates and impair judgement. Amyl and butyl nitrite cause rapid pulse, headaches, and involuntary passing of urine and feces. Long term use may result in hepatitis or brain damage. Deeply inhaling the vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness, or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or by depressing the central nervous system to the point that breathing stops. Long term use can cause weight loss, fatigue, electrolyte imbalance, and muscle fatigue. Repeating sniffing of concentrated vapors over time can permanently damage the nervous system. Fumes from these substances cause problems similar to alcohol. Incidents of hallucinations and permanent brain damage are more frequent.

### **Marijuana (Cannabis)**

All forms of cannabis have negative physical and mental effects. Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Research also shows that students do not retain knowledge when they are “high.” Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer causing agents than tobacco smoke. Long term users of cannabis may develop psychological dependence and require more of the drug to get the same effect. The drug can become the center of their lives.

## **Narcotics**

Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. Users may experience constricted pupils, watery eyes, and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and possible death. Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may increase the risk of such diseases as AIDS, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms.

## **UNIVERSITY PENALTIES**

### **Students**

The university will impose a minimum disciplinary penalty of suspension for a specified period of time or suspension of rights and privileges, or both, for conduct related to the use, possession, or distribution of drugs that are prohibited by state, federal, or local law. Other penalties that may be imposed for conduct related to the unlawful use, possession, or distribution of drugs or alcohol include disciplinary probation, payment for damage to or misappropriation of property, suspension of rights and privileges, suspension for a specified period of time, expulsion, or such other penalty as may be deemed appropriate under the circumstances.

### **Employees**

The unlawful use, possession, or distribution of drugs or alcohol will result in a disciplinary penalty of disciplinary probation, demotion, suspension without pay, or termination, depending upon the circumstances.

## **AVAILABLE DRUG COUNSELING OR REHABILITATION SERVICES**

### **CAMPUS SERVICES**

#### **Students**

The university Counseling Center is available to assist students in dealing with alcohol and substance abuse problems. Confidential treatment, education, and referrals are available to students at no cost. The Counseling Center may be reached by dialing (936) 294-1720.

#### **Employees**

The Texas State University System group health insurance program provides for treatment of drug and alcohol abuse for all benefits eligible employees. Human Resources Department will provide assistance to employees seeking treatment for drug or alcohol abuse.

### **COMMUNITY SERVICES**

- Alcoholics Anonymous, 1214 12th Street, Huntsville, Texas; (936) 291-3376
- Montgomery-Walker County Council on Alcohol and Drug Abuse, 724 Thomason, Huntsville, Texas; (936) 291-7433

# CRIME STATISTICS

The following crime statistics are recorded from August 1, 2006 to July 31, 2007.

## University Police Department Criminal Offenses 2006-2007

	On-Campus	Residential Halls	Non-Campus Buildings	Public Property	Hate Crimes
Murder	0	0	0	0	0
Manslaughter	0	0	0	0	0
Sexual Assault/Forcible	1	1	0	0	0
Sexual Assault/Non Forcible	0	0	0	0	0
Robbery	1	0	0	0	0
Aggravated Assault	1	0	0	0	0
Burglary	4	3	0	0	0
Arson	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0

## University Police Department 2006-2007 Arrest- On-campus\*

	On-Campus	On-Campus/ Residence Halls	Disciplinary Actions/ Judicial Referrals
Liquor-Law Violations	76	66	5
Drug Abuse Violations	22	12	7
Weapons Possessions	0	0	0

## University Police Department 2006-2007 Arrest-Non-campus\*

	Non-Campus/ Building	Public Property	Disciplinary Actions/ Judicial Referrals
Liquor-Law Violations	0	18	0
Drug Abuse Violations	0	16	0
Weapon Possessions	0	0	0

\*Statistics Do Not Include The Following: Public Intoxication; Driving Under The Influence/Minor; Driving While Intoxicated

## Previous Academic Years

University Police Department Criminal Offenses	2001-02	2002-03	2003-04	2004-05	2005-06
Murder/Non-Negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sexual Assault/Forcible	1	0	0	0	0
Sexual Assault/ Non Forcible	0	0	0	0	0
Robbery	0	0	0	0	1
Aggravated Assault	0	0	0	1	0
Burglary	5	6	4	10	7
Motor Vehicle Theft	1	2	1	10	1
Arson	0	0	0	1	0

University Police Department Arrest For:	2001-02	2002-03	2003-04	2004-05	2005-06
Liquor-Law Violations	85	53	33	172	95
Drug Abuse Violations	59	54	20	40	38
Weapons Violations	2	5	0	3	0

**PENALTIES UNDER STATE AND FEDERAL LAW**

**I. Texas Law**

<b>Offense/Authority</b>	<b>Minimum Punishment</b>	<b>Maximum Punishment</b>
Manufacture or delivery of controlled substances (drugs) <i>Health &amp; Safety Code § 481.113</i>	Confinement in the Texas Department of Corrections (TDCJ) for a term of not more than 10 years or less than 2 years, or confinement in a community correctional facility for not more than 1 year, and a fine not to exceed \$10,000.	Confinement in TDCJ for life or for a term of not more than 99 years or less than 20 years, and a fine not to exceed \$500,000.
Possession of controlled substances (drugs) <i>Health &amp; Safety Code § 481.115</i>	Confinement in jail for a term of not more than 180 days, and a fine not to exceed \$1,000.	Confinement in TDCJ for life or for a term of not more than 99 years or less than 10 years, and a fine not to exceed \$100,000.
Delivery of Marijuana <i>Health &amp; Safety Code § 481.120</i>	Confinement in jail for a term of not more than 180 days, and a fine not to exceed \$1,000.	Confinement in TDCJ for life or for a term of not more than 99 years or less than 15 years, and a fine not to exceed 250,000.
Possession of Marijuana <i>Health &amp; Safety Code § 481.120</i>	Confinement in jail for a term not to exceed 180 days, and a fine not to exceed \$1,000.	Confinement in TDCJ for life or for a term of not more than 99 years or less than 15 years, and a fine not to exceed \$250,000.
Driving While Intoxicated (Includes intoxication from alcohol, drugs, or both) <i>Penal Code § 49.04, 49.09, and 12.34, TABC § 106.041</i>	Confinement in jail for a term of not more than two years or less than 72 hours, and a fine of not more than \$2,000 or less than \$100.	Confinement in jail for a term of not more than two years or less than 30 days, or confinement in TDCJ for a term of not more than 5 years or less than 60 days, and a fine of not more than \$2,000 or less than \$500.
Public Intoxication		A fine not to exceed \$200.
Purchase of alcohol by a minor	Fine of not less than \$25 nor more than \$200.	For a subsequent offense, a fine of not less than \$100 nor more than \$500.
Consumption of alcohol by a minor	Fine of not less than \$25 nor more than \$200.	For a subsequent offense, a fine of not less than \$100 nor more than \$500.
Possession of alcohol by a minor	Fine of not less than \$25 nor more than \$200.	For a subsequent offense, a fine of not less than \$100 nor more than \$500.
<i>Alcoholic Beverage</i>		
Purchase of alcohol by a minor <i>Alcoholic Beverage Code § 106.06</i>	Fine not less than \$100 nor more than \$500 or confinement in jail for not more than 1 year, or both.	For a subsequent offense, a fine of not less than \$500 nor more than \$1000 or confinement in jail for not more than 1 year, or both.
<b>II. Federal Law</b>		
<b>Offense/Authority</b>	<b>Minimum Punishment</b>	<b>Maximum Punishment</b>
Manufacture, distribution or dispensing drugs (includes marijuana) <i>21USCS § 841</i>	A term of imprisonment not more than 1 years, and a minimum fine of \$1000.	A term of life imprisonment without release (no eligibility for parole) and a fine not to exceed \$800,000 (for an individual) or \$20,000,000 (it other than an individual).
<i>Possession of drugs (including marijuana)</i> <i>21USCS § 844</i>	Imprisonment for not less than 1 year or a fine of not more than \$1000.	Imprisonment for not more than 20 years or less than 5 years, and a fine of not less than \$5000 plus costs of investigation and prosecution.
Operation of a Common Carrier under the influence of alcohol or drugs <i>18USCS Appx. 2D2.3 and 18 USCS Appx. 5A</i>	Imprisonment for not less than 1 year.	Imprisonment for up to 15 years, and a fine not to exceed \$250,000.

# IMPORTANT INFORMATION FROM YOUR UNIVERSITY HEALTH CENTER

## IMMUNIZATION IS AN INTEGRAL PART OF YOUR HEALTH CARE

Although Sam Houston State University does not have mandatory immunization requirements at this time, we encourage all students entering the university to check immunization records to ensure that they have met all of the minimum requirements for these immunizations.

### **Measles (Rubella, Red Measles, Hard Measles, 10-Day Measles)**

Measles is a highly contagious viral disease. Antibiotics are not available to treat persons infected with this organism. Recent outbreaks of this illness have resulted in hospitalization and some deaths among college-aged persons. For these reasons it is strongly recommended that students in Texas have two doses of the vaccine prior to entering college. Most young adults have had only one dose. The measles vaccine is most often given in combination with the vaccines for mumps and rubella, which are also caused by viruses. This combination vaccine is referred to as MMR (Measles, Mumps, and Rubella).

### **Tetanus (Lockjaw)**

The illness caused by tetanus results from the poison produced by bacteria. Again, this is a very difficult illness to treat once it occurs and prevention is the most appropriate choice. The vaccine is effective for about 10 years and needs to be boosted at that interval. The tetanus vaccine should be given in combination with the diphtheria vaccine.

### **Poliomyelitis (Polio)**

In the United States, polio immunization is not routinely recommended for people 8 years of age or older. However, if travel to other parts of the world is planned, a physician should be contacted for specific recommendations.

### **Tuberculosis (TB)**

Due to the reappearance of tuberculosis as a major public health issue in the United States and particularly Texas, it is recommended that all students have a yearly Mantoux skin test to assure that they are free of the disease. Main symptoms are persistent heavy cough, cough with sputum or blood, fatigue, distressed breathing, fever, or weight loss. Students doing observation, volunteer work, field placement, student teaching, or employment in a Texas school district, correctional facility or medical facility will be required to have a negative TB test before entering some placement sites.

### **Varicella (Chickenpox)**

Varicella is a highly contagious virus of the herpes family that is spread by coughing and sneezing. The symptoms include a skin rash of blister-like lesions, usually on the face, scalp, or trunk with an increased potential for serious complications in children 13 or older and adults.

### **Hepatitis B**

Hepatitis B is caused by a virus that attacks the liver. It is spread by exposure to contaminated blood or body fluids. This virus (HBV) can cause lifelong infection, cirrhosis of the liver, liver cancer, liver failure, and death. HBV is spread when blood from an infected person enters the body of a person who is not infected. Hepatitis B vaccine is available for all age groups to prevent Hepatitis B virus infection.

### **Meningitis**

Meningitis is an infection of the fluid of a person's spinal cord and the fluid that surrounds the brain. People sometimes refer to it as spinal meningitis. Meningitis is caused by a viral or bacterial infection. Viral meningitis is generally less severe and resolves without specific treatment, while bacterial meningitis can be quite severe and may result in brain damage, hearing loss, learning disability, or even death. Bacterial meningitis is spread through the exchange of respiratory and throat secretions (i.e., coughing, kissing).

Symptoms may include high fever, headache, and stiff neck, nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. Early diagnosis and treatment are very important. If symptoms occur, the patient should see a doctor immediately. There are vaccines against some types of meningitis. The vaccine is recommended for college students, particularly freshmen residing in residence halls.

### **Influenza**

The flu is a contagious respiratory illness caused by influenza viruses. It can cause mild to severe illness, and at times can lead to death. Symptoms of flu include fever, headache, extreme tiredness, dry cough, sore throat, runny or stuffy nose, and muscle aches. The best way to prevent this illness is by getting a flu vaccination each fall.

### **Vaccine Availability**

The Health Center can provide most of these immunizations and tests at a reduced rate. For more information on immunizations contact the University Health Center at 294-1805.

The absence of mandatory immunization requirements at Sam Houston State University is, by no means, an indication of their importance. On the contrary, immunization can mean the difference between life and death. Students are strongly encouraged to review their immunization records to ensure they have received the following vaccines recommended by the American College Health Association (ACHA).

<b>Vaccine</b>	<b>Age Indicated</b>	<b>Major Indications</b>
<b>Measles, mumps and rubella (MMR)</b>	1st dose at age 12-15 months or later, 2nd dose at age 4-6 years or later.	All entering college student born after 1956.
<b>Tetanus, Diphtheria, Pertussis (DTP) (Td)</b>	Primary series in childhood with DTaP or DTP booster at age 11-12 years with Td, then every 10 years.	All college students.
<b>Varicella</b>	Childhood, adolescence, young adulthood. Two doses at least one month apart, if over age 13.	All students without history of the disease or without age appropriate immunization or with a negative antibody titer.
<b>Hepatitis B</b>	Series of three doses given at 0, 1-2 months, and 6-12 months.	All college students.
<b>Meningococcal</b>	Single vaccination.	Recommended for college students particularly freshmen living in dormitories.
<b>Influenza</b>	Each fall for college students.	Encouraged for all students.

The table below is the Texas Board of Health immunization requirement for any student doing an internship in a health care facility of any kind as part of their educational program. These Allied Health students must have the following immunizations prior to their entering the health care facility. These immunizations are not required at this time for the general student population of Sam Houston State University. However, each student at Sam Houston State University is urged to use this table to determine their individual immunity to the diseases below. If you do not meet each of the criteria in the "Schedule for Immunization," we recommend that you update your immunizations immediately.

<b>Student Classification</b>	<b>Immunization Needed</b>	<b>Schedule for Immunization</b>
Medical Interns and Residents, Fellows and students enrolled in health-related courses who have or will have any direct patient contact.	Tetanus/Diphtheria	Must have had one dose within past 10 years.
	Measles	Those born since January 1, 1957 must have two doses since 12 months of age. The two doses must be at least 30 days apart.
	Mumps	Those born since January 1, 1957 must have at least one dose since 12 months of age.
	Rubella	At least one dose since 12 months of age is required.
Dental students and medical students, interns, residents, and fellows	Hepatitis B	A primary series must be begun or, preferably completed prior to beginning direct patient care (if not already immune).
All students enrolled in health-related courses which have or will have direct patient contact, especially contact with patient's blood.	Hepatitis B	A complete series of proof of immunity is encouraged prior to beginning direct patient care.
Student enrolled in school of veterinary medicine.	Rabies	A primary series is required prior to contact with animals or their remains. Also a booster dose is needed every two years (or documentation of protective antibodies).

For more information see the amended Sections 2.09 and 2.09a of the Texas Education Code and the Texas Board of Health rules including the revision adopted July 20, 1991, or call the Texas Department of Health, Immunization Division, 1-800-252-9152.

## **UNDERSTANDING AND PREVENTING HIV/AIDS INFECTION**

You may be among the increasing number of people who are worried about AIDS. Although there is cause for concern, the fact is you have more control over this deadly disease than you may realize. AIDS stands for Acquired Immune Deficiency Syndrome. It is caused by a virus (HIV VIRUS) that attacks the body's immune system. As the immune system becomes weaker, the body becomes more vulnerable to infections, pneumonia, and cancer. Eventually, a person becomes overwhelmed by these diseases and dies.

The HIV virus is transmitted through blood, semen, and vaginal fluids. During sexual relations it enters the body through the vagina, penis, mouth, rectum, or through a needle puncture during injectable drug use. In very remote cases, infection occurs through blood transfusions. It may also be transmitted from an infected mother to her child during pregnancy, birth, or breast-feeding. The virus is transmitted from male to male, female to male, and male to female. It is not transmittable by everyday casual contact with a person who is infected. There is currently no known cure once infected with the HIV virus. It is estimated that well over one million Americans have the HIV virus. Your behavior determines the degree of risk that you run in becoming infected.

### **Maintain control of your own sexual behavior**

Sexual abstinence is the only foolproof way of avoiding HIV infection. Abstinence until marriage is still very acceptable, even

if some of your peers say otherwise. We strongly urge that this be the choice of all students.

However, we know that some students will not follow this advice and choose to be sexually active. If you are active, be responsible. Limit the number of sexual partners. There is a lot to be said for a monogamous relationship. Do not exert pressure upon a significant person in your life, nor allow yourself to be pressured, to engage in any activity with which you/they are uncomfortable. **THINK OF THE CONSEQUENCES OF YOUR ACTIONS!**

### **Use protection**

Always use protection if you are sexually active. Proper use of latex condoms containing spermicide lowers the risk of transmission of HIV and other sexually transmitted diseases. However, they do not eliminate the risk entirely.

### **Do not use injectable drugs**

Sharing needles and syringes greatly increases your risk of infection.

### **Avoid all drugs**

Alcohol and other drugs affect your judgment and reduce your inhibitions, leaving you vulnerable to behaviors that you may not otherwise engage in.

### **You can Prevent Yourself from Becoming Infected!**

For further information and HIV antibody testing, contact the Health Center at 294-1805.

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