

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 College of Humanities & Social Sciences Building, Suite 410, phone number (936) 294-1070 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 dis-

closure 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 committee, 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.

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.

## **FIRST YEAR REQUIRED HOUSING AND MEAL PLAN POLICY**

All first year students are required to reside in university housing and to purchase a specific day 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 First Year Required Housing and Meal Plan Policy may be made by the Department of Residence