

TABLE OF CONTENTS

WELCOME	
Greetings from Dr. Gaertner and Mr. Whitaker	3-4
INTRODUCTION	
Mission Statement5
University Goals5
Bearkat5
School Seal5
School Logo6
School Colors6
Alma Mater6
Fight Song6
Motto6
ACADEMIC POLICIES/PROCEDURES	
Academic Grievances7
UNIVERSITY SERVICES	
Office of the Vice President for Student Services	11
Bookstore	11
Career Services	11
Computer Services	12
Counseling Center and ADA Services	12
Dining Services	14
Health Center	14
Bearkat OneCard	15
Lowman Student Center	16
Physical Plant	16
Public Safety Services	17
Recreational Sports and Activities	17
Residence Life	18
Sam Houston Memorial Museum	18
Sam Houston Press & Copy Center	19
Students' Legal and Mediation Services	19
Veterans Assistance Office	19
CAMPUS LIFE	
Athletics	21
Office of Alumni Relations	21
Dean of Students' Office	22
Student Government Association	23
Department of Student Activities	24
Spirit Programs	24
Multicultural and International Student Services	25
Policy For The Use of the Bearkat Plaza and LSC Mall	26

DEAN OF STUDENTS' POLICIES	
Alcoholic Beverage Distribution Policy	27
Policy on Bikes, Skateboards, In-line Skates, etc	28
Code of Student Conduct and Discipline.	29
Computer Use Policy	38
Debts of Students	38
Co-curricular Use of University Facilities.	39
General Provisions for Campus Activities.	42
Parades, Demonstrations, and Rallies	48
Students with Disabilities	48
Hazing Act	49
Parking and Traffic.	51
Posting and Distribution of Printed Materials	52
Publications of Student Groups	53
Student Organizations Policy.	54
Risk Management Guidelines	60
Student Absence Notification Policy	62
Student Grievance Procedures	62
RELATED UNIVERSITY POLICIES	
AIDS Policy	63
Drug Free Work Place Policy.	63
Family Educational Rights and Privacy Act of 1974.	64
Freshman Required Housing and Meal Plan Policy	65
Racial Harassment Policy	65
Sexual Assault Policy.	66
Sexual Harassment.	67
Student Resignations	68
Tuition Rebate for Certain Undergraduates	68
Emergency Procedures Quick Reference.	69
STUDENT'S RIGHT TO KNOW AND CAMPUS SECURITY ACT OF 1990	
Student Right to Know.	71
Disclosure of Campus Security Policy and Crime Statistics	71
Drug Free Schools and Communities	75
• Standards of Conduct.	75
• Health Risks of Alcohol and Drugs	75
• University Penalties	78
• Available Rehabilitation and Counseling Services	78
• Crime Statistics	79
• Penalties Under Federal and State Law	80
IMPORTANT INFORMATION FROM YOUR UNIVERSITY HEALTH CENTER	
Immunization Information	81
Understanding and Preventing HIV/AIDS Infection.	83

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,

James F. Gaertner
President

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) 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.