

SAM HOUSTON STATE UNIVERSITY

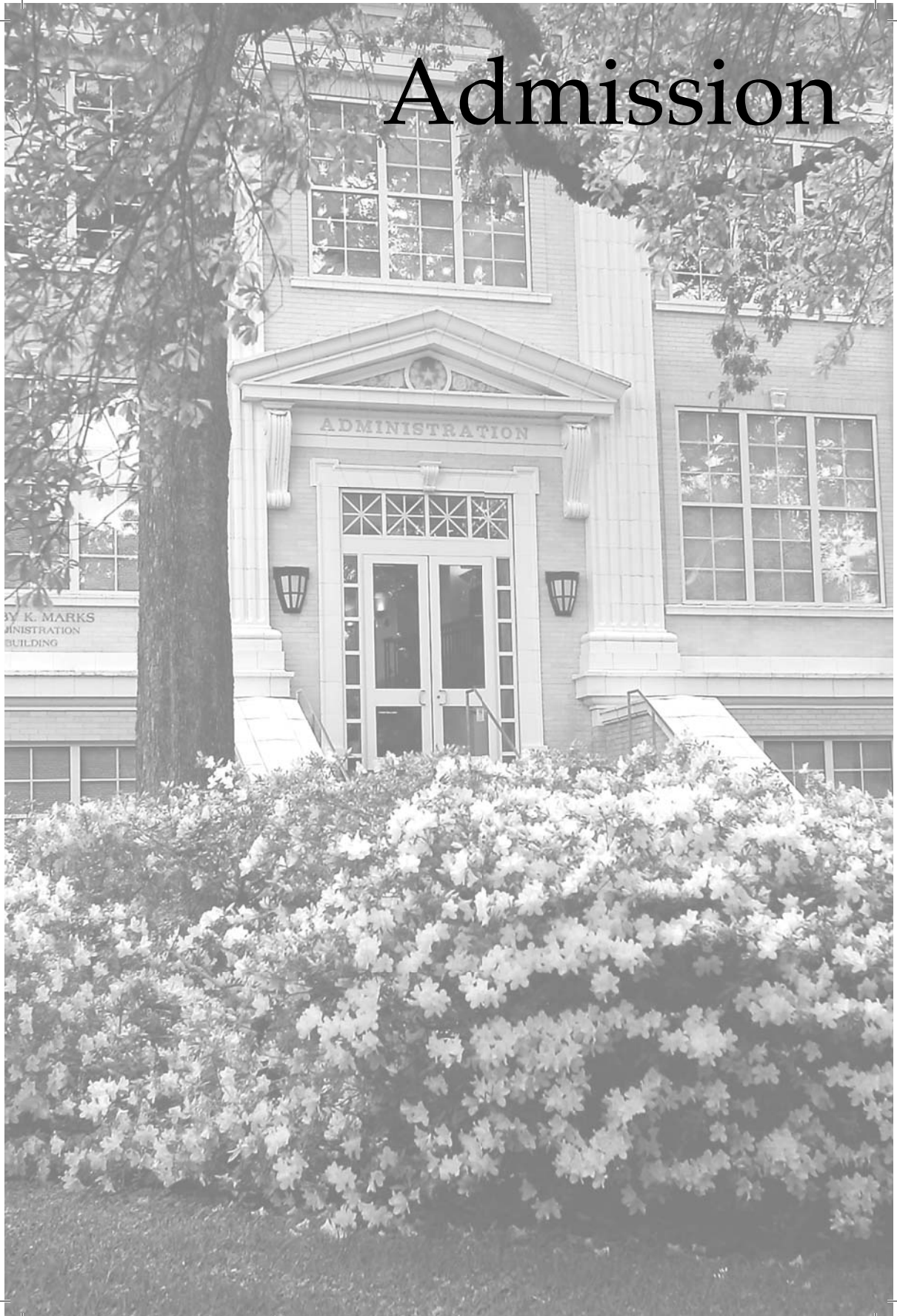
HUNTSVILLE, TEXAS 77341

Graduate Catalog

RECORD OF 2005-2007 SESSIONS
ANNOUNCEMENTS FOR 2007-2009 SESSIONS

Sam Houston State University
A Member of The Texas State University System

Admission



ADMISSION

Application Process

Consideration for admission to Graduate Studies at Sam Houston State University requires an applicant to:

- hold a baccalaureate degree from a college or university of recognized standing;
- show promise of ability to satisfactorily pursue advanced study and research; and
- have adequate preparation to enter graduate study in the chosen field.

Admission to graduate studies at Sam Houston State University and any of its sponsored programs is open to qualified individuals without regard to race, color, national origin, religion, gender, sexual orientation, disability, or age.

Required Admission Materials

Admission materials may vary by college and/or program. For the most up-to-date and program specific information, please visit www.shsu.edu/graduate.

- **Submit the *Graduate Studies Application for Admission to the Office of Graduate Studies*.** An application may be accessed online at www.shsu.edu/graduate. Applications should be submitted by the following dates: Fall – August 1; Spring – December 1; Summer I – May 15; Summer II – June 15; and at least 60 days prior to the start of the semester for international students. Some programs have earlier submission deadlines and require an additional program-specific application.
- **Submit Application Fee.** A nonrefundable, one-time application fee must accompany the application form and may be paid by check, money order, or credit card (Visa or MasterCard only). Credit card payments may be made online at www.shsu.edu/graduate/application/. Checks drawn on U.S. bank or U.S. money orders must be payable to Sam Houston State University. **DO NOT MAIL CASH OR BANK DRAFTS.**
- **Submit official transcripts of all college-level work, including the transcript that shows the date the undergraduate degree was conferred.** Students applying to graduate school prior to completing their baccalaureate program should submit the most up-to-date transcript during the admission process. A final transcript **MUST** be submitted upon completing the baccalaureate program.
- **Submit official scores of the appropriate entrance exam required by the respective college and/or department.** The GRE is required for most graduate programs. Students seeking the MBA or the MS in Finance or Accounting should submit the GMAT.
- **Submit other program-specific admission materials.** Some programs require additional information such as letters of recommendation, essays, and documentation of experience.

ADMISSION EXAMINATIONS. The Graduate Record Examination (GRE), Graduate Management Admission Test (GMAT), Miller Analogies Test (MAT) and Test of English as a Foreign Language (TOEFL) are given at various centers throughout the United States and in other countries. To determine the most convenient locations, prospective applicants should visit www.ets.org or write to Educational Testing Service, Rosedale Road, Princeton, New Jersey 08541. Information may also be obtained through the office of the appropriate academic dean or the Testing Center in Academic Building IV.

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- **Graduate Record Examination (GRE).** This test is required for admission to most programs of graduate study at Sam Houston State University. Registration for the computer-based examination may be scheduled by calling 1-800-GRE-CALL or by visiting www.gre.org. Subject to action of Education Testing Service, the GRE may be offered on the University campus.
- **Graduate Management Admissions Test (GMAT).** This test is required for admission to graduate study in the College of Business Administration at Sam Houston State University. Registration for the test may be arranged by calling 1-800-GMAT-NOW (1-800-462-8669) or by visiting www.gmac.com.
- **Miller Analogies Test (MAT).** This test is accepted as an admission test by some programs of study at Sam Houston State University. The MAT is administered by the Counseling Center, and individuals may call for an appointment, (936) 294-1721. There is a fee for administration and scoring services.
- **Test of English as a Foreign Language (TOEFL).** The Test of English as a Foreign Language (TOEFL) is required of non-native speakers of English. The TOEFL is administered several times per year, and there is a fee for administration and scoring services. For further information, contact the English Language Institute, Sam Houston State University, Box 2030, Huntsville, Texas 77341; TOEFL, P.O. Box 6155, Princeton, NJ 0845-6155; or visit www.toefl.org.

International Students: Additional Application Requirements

- Original evaluation of foreign educational credentials (except for College of Business Administration graduate programs)
- Translation of official transcripts if original is printed in a language other than English
- Proof of financial support (Please visit www.shsu.edu/~int_www/prospective/ for further details)
- Prospective international students must demonstrate the ability to speak, write, and understand the English language. Prospective students whose native language is not English must take the Test of English as a Foreign Language (TOEFL). **All** applicants for admission from non-English-speaking countries must present a score of at least 79 (internet-based), 213 (computer-based), or 550 (paper-based) on the Test of English as a Foreign Language (TOEFL).

For additional admission requirements, international students should contact:

Office of International Programs

Sam Houston State University
Box 2150
Huntsville TX 77341-2150
(936) 294-3892
www.shsu.edu/oip

Sam Houston State University has an English as a Second Language Program for non-English-speaking international students. Information about this program may be obtained by contacting:

English Language Institute

Sam Houston State University
Box 2030
Huntsville, Texas 77341
(936) 294-1028
E-mail: www_eli@shsu.edu
Website: www.shsu.edu/~www_eli/

Admission Types

A student applying for admission for graduate studies at SHSU may be considered for six types of admission. Details of the possible admission types follow. **The final admission decision rests with the respective academic dean.**

REGULAR ADMISSION

Regular admission may be granted to a degree-seeking student who meets all of the University and program specific admission requirements. The minimum University requirements to be considered for regular admission follow. **Meeting stated minimum admission requirements does not constitute automatic admission to a graduate program at Sam Houston State University.** Any inquiries regarding program specific admission requirements should be directed to the graduate advisor (access advisors at www.shsu.edu/graduate/programs) or the dean of the appropriate college in which the department is housed.

- A minimum undergraduate GPA from the baccalaureate-granting institution of 2.5 (on a 4.0 point scale) or an advanced hours GPA of at least 2.8 from courses taken at the baccalaureate degree-granting institution. The minimum GPA may be waived for programs utilizing a sliding scale for admission consideration incorporating both the graduating undergraduate GPA and the admission test score.
- Submission of the appropriate admission test required for the graduate program.
- Fulfillment of program specific admission requirements as indicated by the department or college for the pursuit of graduate study.
- **International students** must submit an official TOEFL score of at least 79 on the internet-based exam, 213 on the computer-based exam, or 550 on the paper-based exam.

CONDITIONAL ADMISSION

Conditional admission may be granted to a degree-seeking student who has not yet submitted ALL of the required admission materials to allow an admission decision to be made but is being allowed to enroll in classes pending receipt of the missing material(s). Conditional admission is valid for **ONLY ONE SEMESTER**. A subsequent admission decision will be made upon receipt of the missing admission material. **Conditional admission does NOT guarantee regular admission upon receipt of the missing material**, regardless of the student's performance in classes taken during the one semester of conditional admission. Some programs do not grant conditional admission. International students are not eligible for conditional admission. At the discretion of the appropriate academic dean, a conditionally admitted student may be limited to fewer than the normal maximum semester load of 12 graduate credit hours.

PROBATIONARY ADMISSION

Probationary admission may be granted, at the discretion of the appropriate academic dean, to a degree-seeking student who has submitted all of the required admission materials to allow for an admission decision to be made **BUT** does not qualify for regular admission. Probationary admission allows a student to enroll in courses to demonstrate his/her ability to do graduate work. A student may complete a maximum of 12 graduate semester credit hours with probationary admission. A student with probationary status may be limited to fewer than 12 graduate credit hours by the appropriate academic dean. To petition for regular admission a student must earn a grade of "B" or better in each course completed under probationary admission type. A program may set a higher standard. The final decision rests with the appropriate academic dean. A maximum of 12 credit hours completed in probationary status may be applied to a graduate

program, but the department concerned may choose not to accept some credit hours taken prior to regular admission. International students are not eligible for probationary admission. **Probationary admission does NOT guarantee regular admission upon completion of the requisite coursework.**

PREPARATORY ADMISSION

Preparatory admission may be granted to a degree-seeking student who has NOT qualified for regular admission AND needs to complete one or more prerequisite (stem) courses. The student is being allowed to enroll in prerequisite (stem) courses. At the discretion of the appropriate academic dean, a student granted preparatory admission may be limited to a specified number of credit hours and to remain in good standing be subject to a minimum GPA requirement in the prerequisite (stem) courses. **Preparatory admission does NOT guarantee regular admission upon completion of the stem courses**, regardless of the student's performance in the preparatory (stem) courses taken. International students are not eligible for Preparatory Admission.

NON-DEGREE ADMISSION

Non-degree admission may be granted to a student who does not intend to pursue a graduate degree from SHSU but who wishes to take courses for professional advancement, licensure, certification, or self-edification purposes, and who holds a baccalaureate degree or higher from a regionally accredited institution. An applicant for non-degree admission must submit the following documents to the Office of Graduate Studies: the general application for admission, an application fee, and an official copy of the transcript from the school which awarded the highest degree. A non-degree student who later applies for regular admission to seek a graduate degree may apply a maximum of 12 credit hours of coursework taken in non-degree status toward a graduate program at the discretion of the appropriate academic dean. International students are not eligible for non-degree admission.

GRADUATE TRANSIENT ADMISSION

Transient admission may be granted to a student who is accepted in good standing at a regionally accredited graduate school and who wishes to enroll for one semester at Sam Houston State University. An applicant requesting this status must submit the following to the Office of Graduate Studies: the general application for admission, an application fee, and certification of graduate standing in a regionally accredited institution. Some departments may require additional information for transient admission; therefore, applicants should contact the appropriate academic department. A student admitted with this admission type who later wishes to seek a degree at Sam Houston State University must submit a formal application for admission. A maximum of 12 credit hours taken as a graduate transient may be applied to a graduate degree program at the discretion of the appropriate academic dean.

Admission Classifications

A student admitted into a graduate or post-baccalaureate program at SHSU may be considered for three distinct classifications. Details of the possible classifications follow.

POST-BACCALAUREATE

Post-baccalaureate classification is assigned to a student possessing a baccalaureate degree who has not been regularly or conditionally admitted into a graduate program

(master's or doctoral) at SHSU. A student who is classified as a post-baccalaureate is typically:

- taking undergraduate classes to raise an undergraduate GPA,
- seeking certification but not seeking a degree,
- taking prerequisite courses for a degree program and does not yet meet the admission requirements for the degree program, or
- taking courses for self-edification.

MASTER'S

Master's classification is assigned to a degree-seeking student possessing a baccalaureate degree or the equivalent and who has been regularly or conditionally admitted to an approved master's degree program at SHSU. Master's classification is also granted to a degree-seeking student admitted to a doctoral program who has not yet earned the required master's degree or 30 hours toward the doctorate degree.

DOCTORAL

Doctoral classification is assigned to a degree-seeking student who has been regularly or conditionally admitted to an approved doctoral degree program at SHSU and who has completed a master's degree (recognized as the equivalent of one year's full-time work) toward the doctoral degree the student is seeking or at least 30 graduate hours of work toward the proposed doctorate degree.

Subsequent Application

Admission to graduate studies remains valid for one long semester only, unless the student, during this period, engages in active graduate work. A student must submit a new application requesting admission into a different degree program or if he/she does not attend during a fall or spring semester. One of two forms, the Graduate Studies Application for Reinstatement or the Graduate Studies Application for Admission, must be submitted. In either case, the application fee does not need to be paid a second time.

The Graduate Studies Application for Reinstatement is used if:

- the student wishes to continue in the same degree program, and
- the student's absence from the program has been for less than three years.

The Graduate Studies Application for Admission is used if:

- the student wishes to change degree/major sought, degree-seeking status, or certification-seeking status, or
- the student's absence from the program has been for three years or more.

A Graduate Studies Application for Reinstatement and a Graduate Studies Application for Admission may be obtained through the Graduate Studies home page at www.shsu.edu/graduate. For more information, please call 936-294-1971.

Dual Enrollment

An undergraduate student may be enrolled in graduate coursework for graduate credit if the student:

- is in the graduating semester; and
- has applied for graduation; and
- has submitted an application for graduate study for the semester following his/her graduation; and

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- meets the appropriate entrance examination requirements; and
- has at least a 3.0 GPA for the last three semesters of coursework.

The student must complete undergraduate work and obtain the bachelor's degree during the first semester or summer session of dual enrollment.

Upon admission to graduate studies, an undergraduate student may enroll in a graduate course for graduate credit only with the written approval of the appropriate academic dean.

The combined undergraduate and graduate course load shall not exceed fifteen semester hours in a fall or spring semester or nine semester hours in a summer semester. Neither a graduate nor undergraduate course may simultaneously count toward a graduate and undergraduate degree.

Second Master's Degree

(Refer to Academic Policy Statement 801215)

A student may seek a second master's degree at Sam Houston State University, provided the field of concentration differs from the field of concentration for the first master's degree.

Upon the written recommendation of the appropriate departmental chair(s) and academic dean, the following maximum number of hours may be applied to the second master's degree:

2nd Master's Degree Program Credit Hours	Maximum Semester Credit Hours Applied
30-35	6
36-44	9
45-59	12
60 or more	15

Personal Standards

The personal standards of conduct expected of students who enroll at Sam Houston State University are provided in the *Student Guidelines*. The University reserves the right to refuse acceptance to prospective or former students who have criminal records including conviction of a felony, offenses involving moral turpitude, or other serious offenses.

Each graduate student is responsible for becoming familiar with the rules and regulations pertaining to graduate study and the requirements for advanced degrees.

Contact information:

The website for Graduate Studies is www.shsu.edu/graduate/. Mailing address: Office of Graduate Studies, Box 2478, Sam Houston State University, Huntsville, TX 77341-2478; telephone: (936) 294-1971; email: graduate@shsu.edu. Physical address: Office of Graduate Studies, Administration Bldg., Rm. 203, Sam Houston State University, Huntsville, TX 77341

Registration



REGISTRATION

Graduate Advising

Before the initial registration, the student should consult with the graduate advisor representing the field of his/her major interest. Academic advisement is encouraged prior to each registration. All students should confer with graduate advisors on a regular basis, monitor their own academic progress, and review the study plan on a continuous basis. A list of graduate advisors and e-mail addresses is available on the Graduate Studies webpage at www.shsu.edu/graduate/programs/.

REG

Registration

Once accepted to Sam Houston State University, students may register for classes during the scheduled registration periods. Registration schedules may be found in the Schedule of Classes at www.shsu.edu/schedule/.

During scheduled periods of registration, students may register via the internet. Internet registration may be accessed by selecting the SamInfo link on SHSU's homepage (www.shsu.edu) and then Registration. Students will need their Sam ID number and PIN (Personal Identification Number) in order to access the registration menu. For further information please contact the Office of the Registrar at (936) 294-1528.

Graduate Courses

A graduate course is an advanced course requiring critical analysis and study. Typically, courses with numbers of 500- or 600-level are master's-level courses and 700-level or higher are doctoral-level courses. To provide a greater range of academic course offerings, some graduate programs allow students to take a limited number of approved 400-level courses for graduate credit. In order to receive graduate credit for an undergraduate-level course, the student must receive prior approval from the department chair and the dean of the college and complete additional requirements as outlined by the professor. Please see the specific degree programs within this catalog for more details on taking 400-level courses for graduate credit.

Course Load

Normal Load. The normal load for a full-time graduate student is nine to twelve hours per fall or spring semester and six hours in the summer. Students enrolled in master's and doctoral degree programs should enroll in a minimum of nine graduate hours in both the fall and spring semesters and six hours in the summer to be considered a full-time graduate student.

Master's degree students desiring to enroll in more than twelve graduate hours in any one semester must obtain approval from the dean of the college in which they are enrolled. Doctoral students desiring to enroll in more than nine graduate hours in any one semester must obtain approval from the dean of the college in which they are enrolled.

It is important to note that the University requirements for full-time status and requirements of various financial aid programs may differ. It is recommended that students consult with the University Student Financial Aid Office to determine how assistantships and fellowships may impact financial aid.

Course Load for Graduate Assistants. Graduate students employed by the University at least half-time as assistant instructors, research assistants, or teaching assistants should enroll in a minimum of six graduate hours per semester to be considered a full-time graduate student. The maximum course enrollment load for graduate assistants on one-half time employment is nine hours per fall or spring semester or six hours during the summer. Graduate assistants on less than a half-time assistantship may have the maximum course load authorization increased proportionately by the appropriate department/school chair. For more information on the employment of graduate assistants refer to Academic Policy Statement 890303 at www.shsu.edu/~vaf_www/aps/890303.html.

Change of Schedule (Adding and Dropping Courses)

To add or drop courses, visit the registration website through the University fast links. Enrollment periods are stated in the Schedule of Classes which can be found online by selecting Class Schedule on the University Fast Links from the homepage (www.shsu.edu). No schedule changes may be made after the deadline specified in the Academic Calendar.

After changing a schedule students are encourage to **verify the class schedule** by following instructions found on the Registrar's web page.

After the initial payment of tuition, those students who make schedule changes resulting in enrollment for additional semester credit hours are responsible for **payment of additional tuition and fees**. Additional costs incurred for classes added after established payment dates are due on the day they are added. Failure to meet these payment deadlines will result in the classes being dropped from the student's schedule or resignation of the student from the University by the Business Office.

Off-Campus Courses

Students may register for off-campus courses during the regular registration periods as listed in the current Schedule of Classes. Courses taught by SHSU at a location away from the main campus carry residence credit. Off-campus procedures for resignations and schedule changes (adds or drops) are the same as for students attending classes on campus. See the current Schedule of Classes for a complete listing of courses and locations.

Sam Houston State University has approval from the Texas Higher Education Coordinating Board to offer various degree programs at The University Center in The Woodlands, Texas. Courses completed as part of these programs carry residence credit.

Correspondence Courses

Correspondence courses are not offered at the graduate level, nor can any correspondence course taken at any level or at any institution count toward a graduate degree at Sam Houston State University.

Correct Addresses

It is necessary to have on file with the University a correct residency address. A student who changes an address after completing registration should immediately update their address by logging on to SamWeb and selecting Address Change under Student Records. The University assumes no obligation for failure of a student to receive communications.

International students must contact:

Office of International Programs
Sam Houston State University
Box 2150
Huntsville TX 77341-2150
(936) 294-3892
www.shsu.edu/oip

Name Change

Appropriate documentation substantiating a legal name change for a student must be submitted to the Registrar prior to the student's next registration. Registration under a name different from that used in the student's last enrollment cannot be accomplished without the above certification, which becomes a part of the student's permanent file. All degrees, grade reports and transcripts are issued under the student's legal name as recorded in the Registrar's Office.

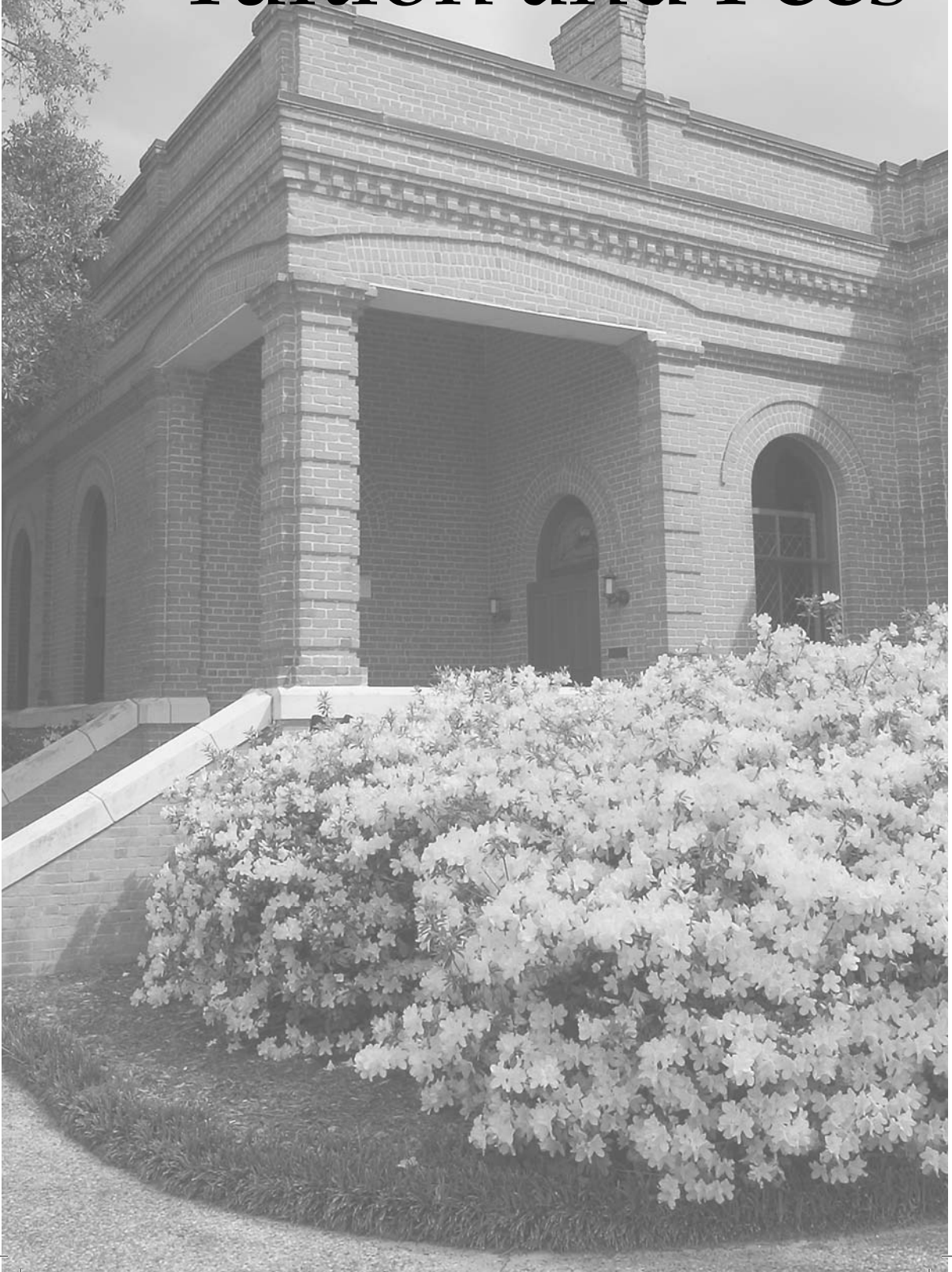
International Students: Requirements for Registration

Immediately upon arrival on campus, international students should make contact with the Office of International Programs to ensure that all admission and immigration papers are in order. Students must bring with them their I-20A/B, passport, visa and I-94 card. Visit or call:

Office of International Programs
Sam Houston State University
Farrington, Room 116
Box 2150
Huntsville TX 77341-2150
(936) 294-3892
www.shsu.edu/oip

All international students are required to purchase the Group Hospitalization, Medical Evacuation, and Repatriation Insurance available to all eligible SHSU students or present proof of coverage by an equivalent policy. Proof of this insurance must be presented to designated University officials each semester before the registration process can be completed. Purchase of this insurance is coordinated through the University Health Center.

Tuition and Fees



TUITION AND FEES

Residence Classification for Tuition Purposes

The Texas Legislature and the Texas Higher Education Coordinating Board establish the rules and regulations for determining residence classification. Texas residency for tuition purposes is generally obtained by residing and/or being gainfully employed in Texas for 12 consecutive months immediately prior to enrollment in any college or university, by being a dependent of a Texas resident (individual who is claimed as a dependent for federal income tax purposes by the individual's parent or legal guardian at the time of registration and for the tax year preceding the year in which the individual registers), or by being classified as a Texas Resident for the first five of the six years immediately preceding registration (not living out of the state more than 12 months immediately prior to registration).

A nonresident student may qualify to pay in-state tuition by meeting the requirements of a tuition waiver. Current tuition waiver options include but are not limited to: 1) the student or his/her spouse or parent is a member of the U.S. Armed Forces and is stationed in Texas; 2) the student or his/her spouse or parent is employed at least half-time by an institution of higher education in Texas as a teacher or professor; 3) the student or his/her spouse or parent has a teaching or research assistantship at any Texas institution of higher education on at least a half-time basis; 4) the student holds a competitive scholarship awarded by the University of at least \$1,000 for the academic year or summer; or 5) the student or student's family has been transferred to Texas by a company in keeping with the state's Economic Development and Diversification Program.

By state law, the student has the responsibility of registering under the proper residence classification. If a student has knowledge of an error in his/her residence classification for tuition purposes, it is the student's responsibility to notify the Residence Classification Officer immediately. For more information concerning the rules and regulations for determining Texas residence classification, please contact the Residence Classification Officer, Sam Houston State University, Box 2418, Huntsville, Texas 77341-2418, or call (936) 294-3783 or 294-1828.

Tuition and Fees Schedule Fall 2007-Spring 2008

All tuition and fees are correct as of the date of printing but are subject to change by action of the State Legislature or the Board of Regents of The Texas State University System. Nonresident tuition (out-of-state and international) is calculated each year by the Texas Higher Education Coordinating Board.

Tuition and Fees Per Semester Fall 2007 & Spring 2008

Subject to additional fees, see below.

TEXAS RESIDENT				NONRESIDENT			
Sem. Hours	Amount	Sem. Hours	Amount	Sem. Hours	Amount	Sem. Hours	Amount
1	\$ 493	10	\$ 2513	1	\$771	10	\$ 5293
2	720	11	2717	2	12760	11	5775
3	947	12	2921	3	17811	12	6257
4	1174	13	3125	4	2286	13	6739
5	1401	14	3329	5	2791	14	7221
6	1628	15	3533	6	3296	15	7703
7	1855	16	3737	7	3801	16	8185
8	2082	17	3941	8	4306	17	8667
9	2309	18	4145	9	4811	18	9149

Tuition and Fees Per Summer Session Summer 2008

Subject to additional fees, see below

TEXAS RESIDENT				NONRESIDENT			
Sem. Hours	Amount	Sem. Hours	Amount	Sem. Hours	Amount	Sem. Hours	Amount
1	\$ 360.50	7	\$ 1676.50	1	\$ 638.50	7	\$ 3622.50
2	587.50	8	1880.50	2	1143.50	8	4104.50
3	814.50	9	2084.50	3	1648.50	9	4586.50
4	1041.50	10	2288.50	4	2153.50	10	5068.50
5	1268.50	11	2492.50	5	2658.50	11	5550.50
6	1472.50	12	2696.50	6	3140.50	12	6032.50

Included in the amounts above are Tuition, Designated Tuition, Graduate Tuition, Student Service Fee, Student Center Fee, Computer Use Fee, Library Fee, Recreational Sports Fee, International Education Fee, Advising Center Fee, Medical Fee, and Records Fee.

Program related fees are examples of fees not included in the above estimates. The reader is directed to review Explanation of Fees in this catalog. Additional information is available at www.shsu.edu/schedule.

Tuition and Fees Schedule Fall 2008-Spring 2009

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Tuition and Fees Per Semester Fall 2008 & Spring 2009

Subject to additional fees, see below

TEXAS RESIDENT				NONRESIDENT			
Sem. Hours	Amount	Sem. Hours	Amount	Sem. Hours	Amount	Sem. Hours	Amount
1	\$493	10	\$ 2513	1	\$ 771	10	\$ 5293
2	720	11	2717	2	1276	11	5775
3	947	12	2921	3	1781	12	6257
4	1174	13	3125	4	2286	13	6739
5	1401	14	3329	5	2791	14	7221
6	1628	15	3533	6	3296	15	7703
7	1855	16	3737	7	3801	16	8185
8	2082	17	3941	8	4306	17	8667
9	2309	18	4145	9	4811	18	9149

Tuition and Fees Per Summer Session Summer 2009

Subject to additional fees, see below

TEXAS RESIDENT				NONRESIDENT			
Sem. Hours	Amount	Sem. Hours	Amount	Sem. Hours	Amount	Sem. Hours	Amount
1	\$ 360.50	7	\$ 1676.50	1	\$ 638.50	7	\$ 3622.50
2	587.50	8	1880.50	2	1143.50	8	4104.50
3	814.50	9	2084.50	3	1648.50	9	4586.50
4	1041.50	10	2288.50	4	2153.50	10	5068.50
5	1268.50	11	2492.50	5	2658.50	11	5550.50
6	1472.50	12	2696.50	6	3140.50	12	6032.50

Included in the amounts above are Tuition, Designated Tuition, Graduate Tuition, Student Service Fee, Student Center Fee, Computer Use Fee, Library Fee, Recreational Sports Fee, International Education Fee, Advising Center Fee, Medical Fee and Records Fee.

Program related fees are examples of fees not included in the above estimates. The reader is directed to review Explanation of Fees in this catalog. Additional information is available at www.shsu.edu/schedule.

Explanation of Fees

Tuition and Designated Tuition: Resident students pay \$50 tuition per semester credit hour during fiscal year 2007-08; and \$50 tuition per semester credit hour during fiscal year 2008-09. Nonresident and foreign students currently pay \$328 tuition per semester credit hour during fiscal year 2007-08 and \$328 tuition per semester credit hour during fiscal year 2008-09. The Texas Higher Education Coordinating Board calculates each year the nonresident and foreign tuition. The designated tuition is \$89 per semester credit hour for fiscal year 2007-08 and \$89 per semester credit hour for fiscal year 2008-09. Students enrolled in the same course for the third or more time will be charged the non-resident tuition rate for the hours associated with the course even if the student normally qualifies for in-state tuition.

Graduate Tuition: A graduate tuition differential of \$50 per semester credit hour will be assessed for fiscal years 2007-08 and 2008-09.

Student Service Fee: The student service fee is \$23 per semester credit hour for fiscal years 2007-08 and 2008-09 (not exceeding \$207 per each fall and spring semester and \$115 per summer session). The fee covers services at the University Health Center, Intramural Program, Student Life Support Programs, and Extramural Programs. The fee provides admission to athletic events at Sam Houston State University under the auspices of the Department of Athletics.

Student Center Fee: The student center fee is \$60 per semester (\$30 per summer session) for fiscal year 2007-08 and fiscal year 2008-09 and is used to fund Lowman Student Center programs and activities.

Medical Fee: A Medical Fee of \$33 is charged per student for each fall and spring semester and \$16.50 per student for a summer session in accordance with the provisions of V.T.C.A. Education Code, Section 54.5089. This fee is assessed and collected to update clinical services, to make additional medications available for pharmacy services, and to increase health education.

Computer Use Fee: The computer use fee is \$15 per semester credit hour for fiscal years 2007-08 and 2008-09 and is issued for the training of students, faculty and staff, and for providing support services for operation, maintenance, and replacement of computer hardware and software.

Recreational Sports Fee: The recreational sports fee is \$75 per each fall and spring semester (\$37.50 per summer session) for fiscal years 2007-08 and 2008-09. It is used to purchase equipment and/or construct, operate, and maintain recreational sports facilities and programs.

International Education Fee: The international education fee is \$1 per semester or summer session and will be used only to assist students participating in international student exchange or study abroad programs.

Library Fee: The library fee is \$35 per each fall and spring semester and \$17.50 per summer session for fiscal years 2007-08 and 2008-09. The Newton Gresham Library uses this fund to purchase books, electronic databases, and journal subscriptions.

Advising Center Fee: The Advising Center fee is \$50 for each fall and spring semester and \$25 for each summer term (session). The fee is used to fund the Student Advising and Mentoring Center (SAM Center).

Records Fee: The records fee is \$12 per each fall and spring semester (\$6 per summer session) for fiscal years 2007-08 and 2008-09. It is used to provide official transcripts to enrolled students and eliminates the add/drop fee and late registration fee. The enrolled student may receive five official transcripts per semester and five official transcripts over the course of a year following a confirmed degree from SHSU.

Matriculation Fee: A matriculation fee of \$15 is charged if a student resigns before the 1st class day of the semester or summer session.

Miscellaneous Fees (not included in the previously listed Tuition and Fees Schedules):

Audit Fee (per course)	\$50
Distance Learning (per course and in addition to tuition and fees)	\$303
(Student Service, Student Center, and Recreational Sports fees are waived if only on-line courses are taken and the Distance Learning fee is charged).	
Laboratory Course Fee (per course)	\$8
Music Fee for Individual Instruction (per course with suffix of "X"):	
1 semester credit hour	\$30
2 semester credit hours	\$60
3 semester credit hours	\$75
4 semester credit hours	\$75
University Center Fee: Classes provided at The University Center in The Woodlands will have an additional fee of \$50 per credit hour for FY 2007-08 and \$50 per credit hour for FY 2008-09.	

General Property Deposit. Each student is required to make a General Property Deposit of \$10 which will remain with the University through his/her career here except as noted below. All charges for property losses, damages, and breakages in libraries or laboratories must be settled promptly. However, any unpaid current charges will be deducted from the deposit before a refund is made.

Refund of General Property Deposit. The General Property Deposit, less charges, will be returned to the student at the end of his/her career as a student. However, any General Property Deposit which remains without call for refund for a period of four years from the date of last attendance at this university shall be forfeited. The deposit will then become a part of, and operative to, the permanent use and purpose of the University Student Deposit Fund.

Payments

The Texas Legislature has authorized collection of tuition and fees during a fall or spring semester by one of two methods: payment in full or in an installment plan (one-half payment of the tuition and fees at registration and separate one-quarter payments due prior to the sixth and eleventh class weeks). By state code, some fees can not be paid by installment and are due in the initial payment. Parking permits and late registration fees are examples of charges which must be paid in full and are not eligible for installment payment. There is a processing fee for administration of the installment payment plan. Failure to make timely installment payments will cause accrual of late charges. Installment payment plans are not available during the summer sessions; payment is due in full at registration.

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Payments made for registration purposes may be made by cash, cashier's check, personal check, money order, or credit card (VISA or MasterCard only). All checks and money orders are accepted subject to final payment. Students may access account balances online. For additional information, see www.shsu.edu/saminfo/financial-menu.html. To make credit card payments online, visit www.shsu.edu/saminfo/credit.cgi.

Payments may be mailed to the Cashier's Office, Sam Houston State University, Box 2273, Huntsville, TX 77341-2273 or paid in person in the Cashier's Office, Estill Building, Suite 103, 1903 University Avenue, Huntsville, TX 77341.

Payment Deadlines

To avoid loss of classes, students should refer to the payment deadlines listed in the online Schedule of Classes. Students who do not make a payment by the specified payment deadline will have schedules deleted; such students must then repeat the registration process for re-enrollment.

A student who fails to make full payment of tuition and fees, excluding that portion of the registration fee that may be temporarily deferred, but payable later in the scheduled payments as part of an installment payment agreement, and including any incidental fees by the due date, may be prohibited from registering for classes until payment is made. A student who fails to make full payment prior to the end of the semester may be denied credit for work completed that semester.

Financial Responsibility

Students are expected to meet financial obligations to the University within the designated time allowed. Payment deadlines are listed in the academic calendar and available through the Cashier's Office. **Students will not be admitted to classes until their financial obligations are met.**

Failure to pay the amount owed in full, including appropriate penalty and late fee charges, prior to registration for a future semester or prior to the last class day for the current semester or summer session can result in any or all of the following sanctions: 1) withholding of future registration privileges; 2) withholding award of degree; and 3) withholding of an official transcript.

Students who pay fees with a returned check may suffer the above sanctions as well as those shown in the Returned Check Policy section of this catalog.

Student Accounts. Students may contact the Office of Student Accounts to discuss the status of their University financial records (e.g., payments made or owed, due dates for payments). For more information, call (936) 294-1089 or visit www.shsu.edu/saminfo/financial-menu.html.

Any financial aid, tuition waivers, grants or deferments will be used to reduce the amount owed by the student, with the remaining balance eligible for the installment payment plan. There is no installment payment plan during the summer sessions; payment in full is due at registration. The Texas Legislature has reserved the right to discontinue the installment payment plan.

Collections for Nonpayment

Nonpayment by the end of the semester may result in transfer of the student's account to a contracted collection agency and assessment of a collection fee of at least 25 percent of the outstanding balance. The University may also choose to litigate an account on advice of University legal counsel. Should an account be litigated, the student

will be responsible for all litigation expenses including attorney's fees and court costs. Accounts that are referred to a contracted collection agency may also be reported to credit bureaus.

Returned Check Policy

A returned check, written by the student or on behalf of the student by another party, is defined as one returned to the University rightfully unpaid due to no fault of the bank or the University. **The University reserves the right to refuse personal checks of any student who previously has had checks returned.**

Each returned check is subject to a \$25 check processing fee. Students have 10 days from the date on which notice is sent from the Business Office in which to pay the returned check and the returned check processing fee or inform the Business Office of their intent. Thereafter, the student may be resigned from the University. It should not be assumed the University will resign the student. A student who discontinues going to class without officially resigning from school, will be subject to the grade of "F.") Students who have been resigned are eligible for reinstatement upon redemption of such check or checks, plus the returned check processing fee and the payment of a reinstatement charge of \$50. A student who fails to make payment prior to the first day of final exams may not receive credit for the work done that semester and will not be allowed to register for future semesters until the delinquent amount is paid. In addition, unpaid returned checks may be turned over to other agencies for prosecution and collection.

Students will be given the opportunity to be heard regarding any special circumstances. Such circumstances will be given full and fair consideration, and exceptions to the returned check policy may be granted by the Director of the Business Office or a delegated employee, based on the evidence presented.

Tuition and Fees Refund Policy

A student enrolled at Sam Houston State University may receive financial refund of tuition and fees as outlined in the following schedules.

Refunds and credits from one department will be applied to any other outstanding balances in other departments. Any remaining refund will be distributed per the student's Bearkat OneCard preferences. The University may refund tuition and fees paid by a sponsor, donor or scholarship to the source rather than directly to the student who has withdrawn if the funds were made available to the University.

Refund policies were established by Senate Bill No. 604 of the 65th Legislature and adopted by the Board of Regents, The Texas State University System, in August of 1977 and by the applicable federal regulations dealing with first semester financial aid students.

Dropping Courses

A student who submits a request to drop one or more courses in any given semester or summer session but remains enrolled in at least one course may be eligible for refunds. The refund schedule for dropping courses follows.

Fall and Spring Semesters

First 12 class days	100%
After 12th class day	none

Summer Sessions

First 4 class days	100%
After 4th class day	none

NOTE: Class days are university class days, not the number of days an individual class meets. Class days are to be counted from the first class meeting of on-campus daytime courses as indicated in the Academic Calendar.

Resignations/Withdrawals

A student who officially withdraws from all courses at Sam Houston State University in a given semester or summer session may be eligible for a refund of tuition and the specified fees, based upon the courses in which the student is enrolled on the official date of withdrawal. Refunds are made in accordance with the following schedules.

State Statutory Refund Schedule of Tuition and Fees

Fall and Spring Semesters Refund Schedule

Before the 1st class day	100% (Less \$15 Matriculation Fee)
1st class day through 5th class day	80%
6th class day through 10th class day	70%
11th class day through 15th class day	50%
16th class day through 20th class day	25%
Thereafter	No refund

Summer Session Refund Schedule

Before the 1st class day	100% (Less \$15 Matriculation Fee)
1st class day through 3rd class day	80%
4th class day through 6th class day	50%
Thereafter	No refund

NOTE: Class days are university class days, not the number of days an individual class meets. Class days are to be counted from the first class meeting of on-campus daytime courses as indicated in the Academic Calendar.

Students who receive Title IV aid and resign on or before completing 60% of the semester will be required to repay the percentage of unearned financial aid according to the federal "Return to Title IV Aid" formula derived from the 1998 Reauthorization of the Higher Education Act. The percentage of aid to be repaid to Student Financial Aid programs is equal to the number of calendar days remaining in the semester divided by the number of calendar days in the semester.

Refunds are to be returned to lenders or program accounts in the following statutorily specified order provided the student has received funds from the account:

1. Unsubsidized Federal Stafford Loan
2. Subsidized Federal Stafford Loan
3. Federal Perkins Loans

4. Federal PLUS Loans
5. Other federal, state, private or institutional sources of aid
6. The student

The previous schedule assumes that all fees have been paid in full. A different schedule applies to the installment payment plan participants — the primary difference in the schedule being the requirement for the University to compute the refund based on the assumption that the full amount of tuition and fees has been collected. Therefore, it is possible, and probable, that a student in the installment plan could owe **more** in tuition and fees than already collected by the University. These extra amounts, if any, would be due and payable before the student would be allowed to resign from the University.

Student Financial Aid

The Office of Financial Aid at Sam Houston State University is available to assist students in achieving educational goals even when personal or family finances are limited. While the student is primarily responsible for financing an education, the University recognizes its role in making a maximum effort to acquire additional funds for qualified students through a variety of aid programs.

Detailed information on all assistance programs, eligibility requirements, student budgets, priority dates, and the method of aid processing is available online at www.shsu.edu/fao/. Additionally, a student may request the information by inquiring in person at the Estill Bldg., Room 201, or by writing to the Office of Student Financial Aid, Sam Houston State University, Huntsville TX 77341-2328, or by phoning (936) 294-1724.

Specified financial aid programs which the University Financial Aid Office administers are as follows:

Grants

- Texas Public Educational Grant (TPEG)
- Texas Public Education Leverage Educational Assistance Partnership Grant (LEAP)

Employment

- Federal College Work Study Program
- Texas College Work Study Program

Loans

- Short-term Loans (STL)
- Emergency Tuition and Fees Loan (ETFL)
- Federal Perkins Loan
- Federal Stafford Student Loan Programs
- College Access Loan (CAL) - Only for Texas residents and students paying state tuition.

Scholarships

- SHSU scholarship recipients are not selected by the Financial Aid Office (FAO). However, all scholarship awards, SHSU and/or outside donor awards, must be coordinated by the FAO, in order to assure compliance with State and Federal Regulations.

Various academic departments offer scholarships to students majoring in that particular discipline. Any student interested in a specific departmental scholarship may request further information from the chair of that department or refer to “Scholarship Information” online at www.shsu.edu/fao for specific details about scholarship criteria and deadlines.

Veterans Assistance Office

The veteran assistance staff in the Registrar's Office can assist in the processing of claims for the Montgomery G I Bill (MGIB), Chapter 30 – Veteran Status, Chapter 31 – Vocational Rehabilitation and Chapter 1606 – Reservist. Students who were Texas residents at the time of their entry into active duty and who have exhausted their MGIB educational benefits should inquire about eligibility for benefits under the Texas Hazlewood Act.

Graduate Assistantships

Graduate programs offer a limited number of graduate assistantships. Full-time assistantships require a 20-hour per week workload. Students earning an assistantship receive a monthly stipend and other benefits, which may include qualifying for in-state tuition. For additional information about the availability of assistantships, please contact the appropriate graduate program coordinator. See Employment of Graduate Assistants, Academic Policy Statement 890303 at www.shsu.edu/~vaf_www/aps/890303.html.

Academic Common Market

Fifteen Southern states including Texas participate in the Academic Common Market, an interstate agreement for sharing uncommon academic programs. Residents of these states who are accepted for admission into selected out-of-state programs can enroll on an in-state tuition basis. There are two requirements:

1. Acceptance in a program to which your state has made arrangements to send its students;
2. Proof that the student is a legal resident of that state.

Additional information may be obtained at the Academic Common Market website at www.cep.unt.edu/ACM.html or from the Office of the Associate Vice President for Academic Affairs, Box 2087, Sam Houston State University, Huntsville, TX 77341-2087; (936) 294-1006.

Degree Requirements and Academic Guidelines



DEGREE REQUIREMENTS AND ACADEMIC GUIDELINES

Graduate programs are typically classified as either research or professional oriented programs. Research programs have a major research component. At the master's level, the research component may be included in a series of courses, a research product, and/or a thesis. At the doctoral level, the research product is a dissertation. Professional programs at the master's level may include an internship and/or a practicum in lieu of a research product.

Graduate studies tend to be more focused, provide greater depth of study within the chosen field, foster independent learning, and promote knowledge of the literature. All of the graduate programs at Sam Houston State University require an assessment of knowledge retention toward the end of the academic program. The assessment may be incorporated as a comprehensive exam, in written and/or oral format, and/or a comprehensive capstone course.

Regardless of the type of program, the academic expectations placed on graduate students far exceed those experienced at the undergraduate level. While pursuit of knowledge is the major goal of graduate studies, graduate students are expected to achieve and remain in **academic good standing**. At Sam Houston State University, a graduate student must maintain an overall grade point average of at least 3.0 on all graduate coursework attempted. Review "Scholastic Expectations" within this section for further details.

Degree Requirements

Academic Procedures

SUMMARY OF THE MAJOR STEPS REQUIRED BY GRADUATE STUDIES IN FULFILLING REQUIREMENTS FOR A GRADUATE DEGREE

Procedure	Time
1. Become familiar with general regulations and appropriate degree section of Graduate Catalog	Before registration
2. Meet with graduate advisor to plan course of study	Before initial registration
3. Meet candidacy requirements	Per program requirements
4. Conduct annual review with advisor	After each year in program
5. If thesis or dissertation is required:	
a. Establish advisory committee	Per program requirements
b. Submit thesis/dissertation proposal	
c. Defend thesis/dissertation proposal	
d. Defend final thesis/dissertation	
e. Submit thesis/dissertation to library for review	See Academic Calendar
6. Apply for degree	See Academic Calendar
7. Meet comprehensive requirements	During semester of anticipated graduation

NOTES: (1) Each student is responsible for contacting the appropriate graduate advisor for the specific program requirement deadlines. A student is required to complete graduate work within a six-year period, measured from the date of initial enrollment for graduate credit in a particular degree program.

- (2) **Students must be enrolled in at least one course (one credit hour or more) in both the semester of graduation and the semester in which the comprehensive requirements are met. Completing a course for which a grade of IP was given in a previous semester does not constitute enrollment.**

Degree Plan

A degree plan details the curriculum for the specific academic program and is developed for each graduate student. All courses on the approved degree plan must be completed with a satisfactory grade to meet the requirements for the degree. Changes in an approved degree plan may be made by petition to the graduate advisor and approved by the appropriate academic dean.

A student is required to complete graduate work within a six-year period, measured from the date of initial enrollment for graduate credit in a particular degree program. The period of time a student is on an approved leave of absence will be counted as time accumulated toward that six-year deadline for completion of the degree. Any extension of the six-year deadline must be approved in writing by the appropriate academic dean.

Comprehensive Examinations

All candidates for a graduate degree must pass integrative comprehensive examinations. The major department will establish whether the comprehensive examinations are written, oral, or a combination of the two. In lieu of comprehensive exams, some programs have been granted permission to use a comprehensive capstone course or portfolio submission.

The major department will organize a committee for the administration of the examinations. A grade of "high pass," "pass," or "fail" for each exam must be filed in the office of the appropriate academic dean. Should a student fail one or more examinations, a re-examination shall be permitted per departmental or college guidelines, as appropriate. A third examination may be permitted only with the approval of the appropriate academic dean and the department. Students should consult the major department for specific guidelines regarding comprehensive examinations. Students must be enrolled in the University the semester or summer in which the comprehensive exams are administered.

Enrollment in Thesis or Dissertation Courses

(Refer to Academic Policy Statement 930129)

A graduate student at Sam Houston State University writing a thesis or dissertation must enroll in the appropriate thesis or dissertation courses. Typically, a master's student is required to take at least six hours of thesis courses. Depending on the specific program, a doctoral student is required to take a minimum of either nine or twelve hours of dissertation courses. Once a student enrolls in a thesis or dissertation course, the student must continuously enroll in such a course every fall, spring, and summer semester until the signed thesis/dissertation route sheet is received by the Registrar's Office.

A student who is unable to work on the thesis or dissertation for a period of time may present to the appropriate academic dean a written request for a leave of absence of up to one year. The dean's approval of such a request must be in writing. A student granted a leave of absence may not be enrolled in any coursework during this period. A student on a leave of absence will lose access to University services and must submit an application for reinstatement to re-enter the program.

Master's Thesis and Doctoral Dissertation

Thesis or Dissertation Committee. A thesis or dissertation committee will be formed prior to enrollment in the first thesis/dissertation course. The committee must be composed of a chair and at least two additional members, all of whom have appropriate graduate faculty status. Selection of the chair depends on student preference and faculty availability and expertise. After a faculty member agrees to serve as chair, the student will select the other committee members with guidance from the chair. The committee must then be approved by the chair of the major department and the appropriate academic dean. Any change in the composition of the thesis or dissertation committee will be approved in the same manner.

Prospectus. In consultation with the thesis or dissertation chair, the student will select a subject of investigation and determine the availability of the required sources, facilities, materials, and equipment for the research and the writing of the thesis or dissertation. The student will prepare a prospectus which will specify the topic, detail the purpose of the proposed investigation, describe the proposed method(s) of investigation, indicate the relationship of study to relevant research and findings of scholars in the student's area of concentration, and provide a commentary on source materials and/or facilities available for the successful completion of the research.

The prospectus shall be submitted to the thesis or dissertation committee following the timelines outlined by the departmental or college policies. Upon committee approval the signed prospectus is submitted to the appropriate academic dean for final approval. Any subsequent changes in topic or the proposed method of investigation must be approved in writing by the committee and submitted for approval to the appropriate academic dean.

Preparation. To facilitate the preparation of the thesis or dissertation, the student should refer to the *Directions on Form, Preparation, and Submission of The Final Copies of Master's Theses and Doctoral Dissertations* at www.shsu.edu/graduate/current.

Procedure. Candidates should be in regular contact with committee members throughout the thesis/dissertation process. Candidates should allow committee members ample time to review draft versions of the thesis/dissertation. The candidate should submit the completed thesis or dissertation to the thesis or dissertation committee at least two weeks prior to the scheduled defense. The following steps must be completed, most in the graduating semester. A list of semester specific dates may be accessed from www.shsu.edu/graduate/current.

1. The candidate shall submit at least one full draft chapter of the thesis/dissertation to the Library for format and style review at least ten weeks prior to graduation.
2. The chair of the committee or the graduate advisor establishes a time and location for administering a verbal defense of the thesis or dissertation. The defense must be held at least six weeks prior to graduation. Attendance at the defense is open to the entire university community.
3. The thesis/dissertation chair will submit a signed *Report of the Outcome of the Thesis/Dissertation Defense* to the appropriate academic dean.
4. Upon successful completion of the defense, the candidate should obtain signatures from the thesis/dissertation committee on the title page and abstract of the thesis/dissertation and signature of thesis/dissertation chair on the route sheet. No later than four and one-half weeks prior to the end of the anticipated semester of graduation, the candidate should submit the route sheet and complete, defended and signed thesis/dissertation to the appropriate academic dean's office.
5. Upon receipt of approval of the academic dean, the original and the required number of acceptable copies of the thesis or dissertation are taken to the Newton Gresham Library by the candidate no later than four weeks prior to the end of the

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anticipated semester of graduation. Reproduction of the thesis or dissertation and binding costs are the responsibility of the candidate. The original copy will remain in the library collection.

6. After receiving the Library's approval, the candidate should take the signed route sheet to the Office of Graduate Studies no later than three weeks prior to the end of the anticipated semester of graduation. The Office of Graduate Studies will forward the signed route sheet to the Office of the Registrar.

Graduation

Application for a Degree

Effective spring 2008, for Fall and Spring graduates, a formal application and payment of the degree/diploma fee must be made in the Registrar's Office on or before the 12th class day of the semester in which the degree is to be confirmed. Summer graduates will be required to file a formal application and pay the degree/diploma fee prior to the semester in which the degree is to be conferred. Specific dates can be found in the Academic Calendar. A student filing a degree application after the published deadline will be assessed a late fee. A student who is completing the last semester of coursework at an institution other than SHSU must provide the Registrar with an official transcript of this coursework no later than one day prior to the graduation date. An application for a degree and further details are available online at www.shsu.edu/saminfo/registrar-menu.html.

Academic Expectations and Guidelines

Grading System

Four grades are given in graduate courses at the University:

Grade	Denotation
A	Academic Excellence
B	Acceptable Performance
C	Passing, yet Insufficient Performance
F	Failure

The mark "IP" denotes "in progress" and is given in thesis and other courses which cannot be completed within one semester. The mark "CR" denotes "credit" and is given in one-hour workshops and may be given on transferred courses. The mark "WP" denotes "withdrew passing" and the mark "WF" denotes "withdrew failing." Effective spring 2008 marks of "WP" and "WF" will no longer be awarded and resignations will be identified with a mark of "W." The mark "X" denotes an incomplete course. If the student meets the prescribed requirements of the course before the end of the next academic semester after the "X" is given, the student will receive the grade earned; otherwise, the mark "X" will be automatically changed to an "F." The mark of "Q" will be given to students who drop courses from the thirteenth class day, for a semester, or from the fifth class day, for a summer session, until the last day for dropping courses without grade of "F" as stated in the Academic Calendar. Courses with the mark of "Q" will not be counted as courses attempted and will not be included in determining grade point averages.

A graduate student who elects to drop all courses, i.e., to resign from the University, must notify the Registrar's Office and process a Resignation Request. (See Resignations)

Academic Honesty

The Graduate Faculty of Sam Houston State University expects students to conduct academic work with integrity and honesty. Acts of academic dishonesty will not be tolerated and can result in the failure of a course and dismissal from the University.

Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism, collusion (the unauthorized collaboration with another person in preparing work offered for credit), the abuse of resource materials, and misrepresentation of credentials or accomplishments.

The University's policy on academic honesty and appeal procedures can be found in the manual entitled *Student Guidelines*, distributed by Division of Student Services.

Scholastic Expectations

A minimum grade point average of 3.0 (on a 4.0 scale) is required in all coursework taken for graduate credit. All grades earned in courses taken for graduate credit will be utilized in computing the grade point average. A grade earned at another institution may not be used to remove a grade deficiency earned in residence at Sam Houston State University. Semester hours of credit earned at another institution shall be recorded as received but not utilized in computing the student's Sam Houston State University overall grade point average. Only those transferred courses from accredited institutions in which a grade of A or B was earned and which are accepted toward an official degree program may be applied toward a degree (see Transferred Credit).

Academic Probation and Suspension

In order to achieve and remain in **academic good standing** at Sam Houston State University, a graduate student must maintain an overall grade point average of at least 3.0 on all graduate coursework attempted.

A 3.0 overall grade point average is the absolute minimum required for graduation. A graduate student who falls below a 3.0 overall grade point average at the close of any semester or summer school during which one or more semester hours are attempted will be placed on probation. Summer school (two sessions) is considered to be a unit equivalent to a semester. If an enrolled student on probation fails to achieve a minimum 3.0 overall grade point average at the close of the next semester or summer school following the starting of the probation, the student will be suspended.

A committee of the department or college graduate faculty will review the graduate status for any student earning two grades of "C" in any combination of graduate courses. The committee will consider the advisability of the student's continued enrollment in the graduate program. A student who earns three grades of "C" or one grade of "F" will be terminated from graduate studies. **A student who earns a third grade of "C" or a grade of "F" during the semester or summer of the anticipated graduation will be terminated from graduate studies and will not be eligible to graduate.** The appropriate academic dean may place on probation, retain on probation or suspend any student deficient in grade points without regard to the regulations previously stated. Any appeal for a review of the termination of graduate status should be directed in writing to the appropriate academic dean.

Resignations

To resign (officially withdraw) from the University, a student must notify the Registrar's Office and process a Resignation Request. The Resignation Request must be in writing and becomes effective on the date received by the Registrar's Office. The effective date of the Resignation Request, as received by the Registrar's Office, is the date

used for determining any refund as authorized in the State Refund Policy (see Tuition and Fees Refund Policy). The student is responsible for clearing all debts owed to the University. A student who wishes to drop all courses must officially resign. **A student who fails to officially resign from the University will receive the grade of “F” in each enrolled course.**

A student who resigns after the first nine weeks of a regular semester or after the first two weeks of a summer session receive a mark of “WP” (withdrew passing) or “WF” (withdrew failing) for each course for which he/she is enrolled. A student who resigns from the University while enrolled in a course whose duration is less than a normal term will receive a mark of “WP” or “WF” if the resignation occurs after one-half of that course time has been completed. The mark of “WP” or “WF” is the responsibility of the student’s instructor(s). Effective spring 2008 marks of “WP” and “WF” will no longer be awarded and resignations will be identified with a mark of “W.”

Transcripts

Students are allowed five free transcripts per semester while enrolled at SHSU. Students who graduate will be extended the five free transcripts for one year following the posting of a degree. The fee for transcripts is included in the Records Fee.

Transcripts may be ordered online through SamWeb with MasterCard or Visa payment, or the Transcript Request Form may be mailed to the Registrar’s Office accompanied by the individual’s signature and a check made payable to Sam Houston State University. The Transcript Request Form can be obtained at <http://www.shsu.edu/saminfo/registrar-menu.html>.

Transcripts will not be released to anyone who has a financial indebtedness to the University.

Transfer of Credit

In accordance with Academic Policy Statement 801007, graduate courses completed at other accredited colleges and universities may be applied as transfer credit toward a graduate degree at Sam Houston State University at the discretion of each graduate program and the college in which it is housed. Transfer credit is not automatically conferred. Only courses with an earned grade of “B” or better may be used as transfer credit.

The maximum number of hours that may be transferred into a graduate degree program are as follows:

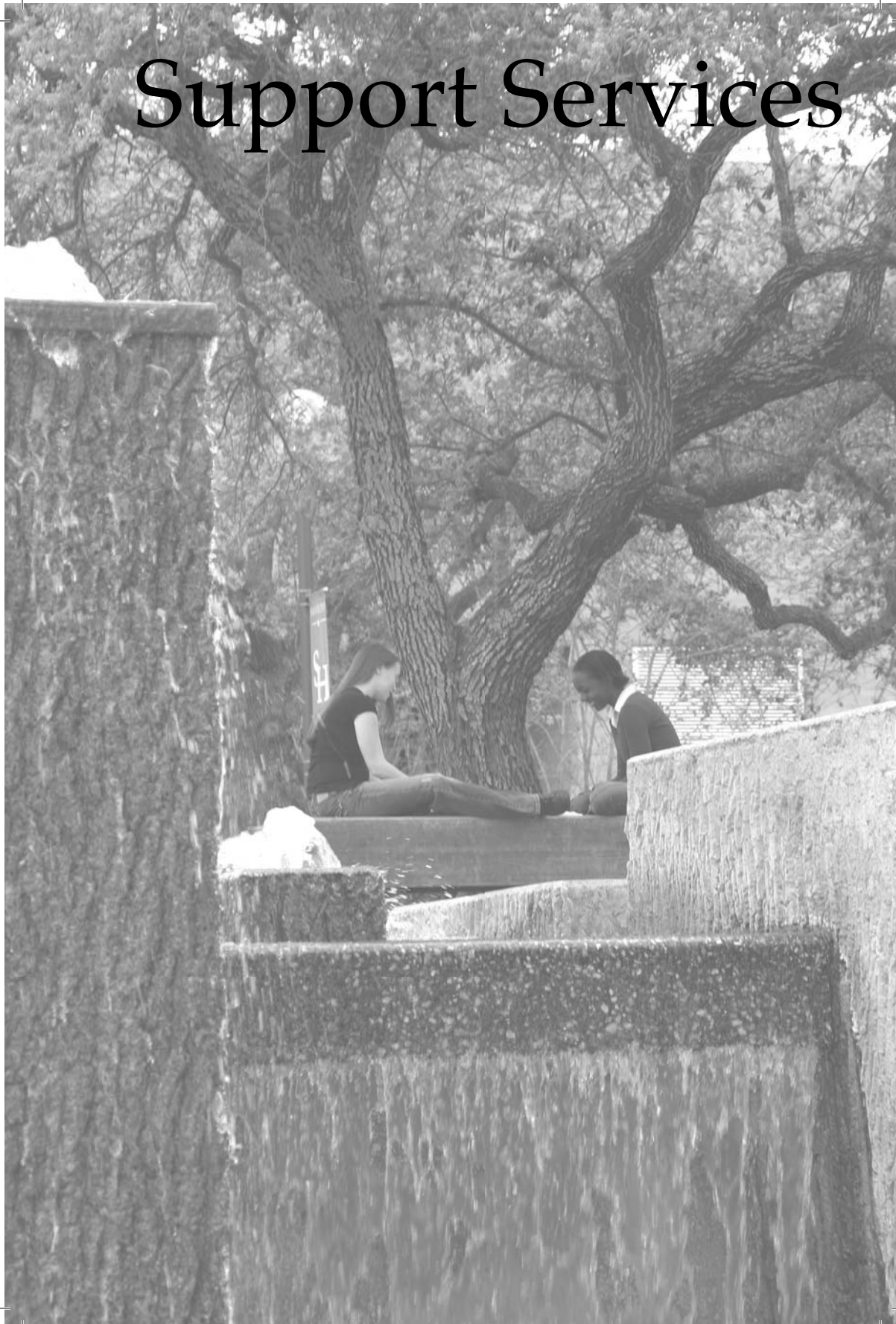
- 6 hours of transfer credit toward a degree of 30 or fewer hours;
- 9 hours of transfer credit toward a degree of 31 to 36 hours;
- 12 hours of transfer credit toward a degree of 37 to 48 hours; or
- 15 hours of transfer credit toward a degree of 47 or more hours.

Students are encouraged to contact the appropriate graduate advisor for information concerning transfer credit allowed for a specific degree.

University Academic Policy Manual and Student Guidelines

Sam Houston State University’s *Academic Policy Manual* and *Student Guidelines* provide specific information pertaining to the educational mission of the University and student conduct. Copies of these publications may be viewed at the Reference Desk of the Newton Gresham Library and online at www.shsu.edu/students.

Support Services



SUPPORT SERVICES

Academic Support Services

Computer Services

The University has developed a high-speed fiber optic network connecting all major campus buildings including residence halls. Attached to this network are servers for administrative functions, academic computing, and research computing. This network is also connected to the Internet, providing all students access to Internet mail, Web servers, and many more valuable network resources.

From the University web site, students can activate and begin using SHSU computer accounts upon acceptance to the University. To ensure prompt communications, the University will send official statements and documents via the students' e-mail addresses. These accounts will remain available to students after graduation, allowing continuity for job searches and alumni interactions.

Client computers supported are PC and Macintosh workstations. Computer labs are operated by the Department of Computer Services and workstations are available 24 hours a day during the week, with extensive weekend hours. Software for campus computers is provided on all University computers connected to the campus network (SAMnet).

Wireless access for SHSU students is currently available at locations throughout campus. Students can reach the Internet while studying in the library, eating in the LSC, or sitting outside in the mall area. Current details are available online: www.shsu.edu/~ucs_www/wireless.

Students are encouraged to apply for part-time employment with Computer Services. Opportunities exist to participate in building and maintaining the computing infrastructure at the University. The Computer Services department employs more than 100 students as lab assistants, telephone operators, night time system operators, web designers, programmers, helpdesk assistants, and software/hardware technicians. These students gain valuable experience for the future and provide an essential part of the operations of the department and University. For more information visit: www.shsu.edu/~ucs_www/staff/grads.html.

SHSU's Computer Services website is www.shsu.edu/~ucs_www/. Questions regarding SHSU's computer resources may be addressed to helpdesk@shsu.edu.

Institutional Research and Assessment

The Office of Institutional Research and Assessment conducts research and analyzes to support administrative decision-making and develops management information systems to provide information necessary for assessment of education and support programs at Sam Houston State University. The office maintains a library of reference materials on strategic planning and institutional research, designs research methodology to achieve specific institutional goals, and coordinates university-wide institutional research activities for strategic and tactical plans.

Reconciling the potential conflict between traditional collegiate values and accountability methods, the Office of Institutional Research and Assessment monitors institutional effectiveness activities, determines appropriate types of assessment, and helps ensure that assessment results are used in program improvement.

Library, Newton Gresham

The Newton Gresham Library contains more than 1.3 million books, bound periodicals, and government documents in a variety of formats including multimedia, microforms, microfiche, phonograph records, videotape, and newspapers. The library subscribes to over 2,200 periodicals, an increasing number of which are available electronically. As a depository for selected federal and state government publications in a separate collection of over 230,000 print and non-print documents, the library also serves the citizens of five adjacent counties. The Library's Thomason Room houses over 12,000 rare books and other materials on Texas, the Southwest, Mark Twain, Gertrude Stein, the Civil War, Library Science, Criminal Justice, and other topics. Other groups of materials housed in the Newton Gresham Library include paperbacks for recreational reading, current periodical issues, new books, and a children's literature collection. A multimedia lab, music listening room, study carrels, small lounge area furnished with vending machines, and copy center with a public fax machine are provided for the convenience of students and faculty. Library holdings information may be electronically accessed through an online catalog from hundreds of library and campus computer workstations, as well as remotely via the Internet.

The campus network may be used to search electronic periodicals or other databases for citations and information. The library maintains licenses for databases such as ERIC, Sociological Abstracts, PsycINFO, CJ Abstracts, NCJRS, Lexis-Nexis Academic Universe, and Biological Abstracts and ScienceDirect. OCLC's FirstSearch makes available to SHSU students such databases as WorldCat, AGRICOLA, PAIS, and Business and Management Practices. TexShare, the statewide electronic resource-sharing program, provides access to a variety of electronic databases and thousands of full-text journal articles. A complete list of the electronic databases and electronic journals can be viewed at www.shsu.edu/~lib_www/resources/datab.html. These resources are available from home, campus offices and computer labs. Access to online catalogs of libraries throughout the United States, including nearby university libraries such as the University of Houston, Texas A&M University and The University of Texas is available via the Internet. Books, articles, documents, and other items which are not available locally may be requested through the OCLC interlibrary loan system, a database of over 35 million bibliographic records to the world's literature.

Sixteen librarians, twenty-six support staff, and a number of student assistants provide reference, interlibrary loan, circulation, acquisitions, and other library services to the faculty, staff and students of the University, as well as to visiting scholars and off-campus users. The University Archives, located on the fourth floor of the Library preserves the history of the campus, as well as a collection of faculty monographic publications. A multimedia lab and classroom, staffed by Computer Services, is available during regular library hours. The seventy networked workstations in this multimedia area may be used to access the periodical and information databases, as well as the library's multimedia (CD-ROM) collection of over 500 CD-ROMs. This multimedia collection is listed in the online catalog and is available to all library users. To assist library users in utilizing library material and services, over fifty printed guides and bibliographies have been developed by library faculty and staff. They are available in print format in the reference area, and are accessible electronically from the library's home page. The home page also provides access to information on the library's services for off-campus and distance education students (www.shsu.edu/~lib_www/).

Reading Center

The Reading Center was created to assist students, faculty, and staff with professional and academic endeavors. The primary goal of the instructors is to empower all students with effective reading strategies and the confidence to excel in their expository

reading. To this end, the Reading Center tutors provide students with one-on-one and small group reading instruction. To facilitate faculty members, instructors can make reading strategy presentations in the classroom. One-session workshops on various reading strategies will be offered throughout the school year.

In addition to serving undergraduates to develop reading strategies and/or prepare for the THEA, the SHSU Reading Center can also be used by those whose first language is not English to prepare for the TOEFL. Also, students preparing for post-baccalaureate educational endeavors can use computer-assisted tutorials for the reading/verbal sections of the: GRE, GMAT, LSAT, PCAT, or MCAT.

The Reading Center is an entity of the Language, Literacy, and Special Populations Department in the College of Education. The staff includes a full-time Reading Specialist and graduate assistants who are trained as reading tutors. For assistance, visit the Farrington Building, Office 109, or contact the Reading Center by telephone at (936) 294-3114 or FAX (936) 294-3560. Web: www.shsu.edu/~rdg_www/

Research and Special Programs

The mission of the Office of Research and Special Programs (ORSP) is to support the teaching, research and scholarly activities of the faculty. The office provides support to faculty and staff in preparing and submitting, to external entities, proposals for grants and contracts. ORSP assists the Research Council in overseeing the Research Enhancement Program. This program provides internal research support to strengthen faculty efforts to obtain external grants and professional development support to promote scholarly activities to further intellectual progress in the individual faculty member's discipline. Support for research and scholarly activities which may involve undergraduate and graduate students is considered a vital part of the success of the University's mission. ORSP protects the interests of the University by ensuring compliance with the rules and regulations set forth by federal and state governments, The Texas State University System (TSUS), the University, and granting agencies. ORSP assists the University's compliance committees that address the regulations and policies dealing with financial conflicts of interest and the use of humans and animals in research and hazardous materials.

Texas Research Institute for Environmental Studies

The Texas Research Institute for Environmental Studies (TRIES) serves as a research and educational facility for faculty and students at Sam Houston State University. The Institute hosts the University's visualization laboratory as well as a full service analytical laboratory. Each laboratory contains state-of-the-art equipment to meet the demands of research and education at the University.

The visualization laboratory is focused on the development of virtual reality simulations, distributed processing, computer modeling and custom software development. The laboratory possesses multiple geographic information system (GIS) software packages that enhance the quality of research being conducted by faculty and graduate students. GIS can be applied to research that addresses issues relating to business, criminal justice, environment and anything containing a spatial component. The laboratory also possesses software used by Hollywood studios for the production of special effects in movies, which provides students hand-on experience with industry standard software.

The analytical laboratory at TRIES is a full-service laboratory capable of conducting research requiring organic, inorganic and biological analyses. The laboratory possesses multiple instruments to assist researchers in all venues of analytical analyses and serves as a resource for research as well as instruction.

Student Advising and Mentoring Center (SAM Center)

Located in Academic Building IV (south of the Lee Drain Building, corner of Avenue I and Bowers Blvd.), the Student Advising and Mentoring Center (SAM Center) at Sam Houston State University offers academic counseling and enrichment services to students. The Student Advising and Mentoring Center is a resource dedicated to helping students adjust to academic life at Sam Houston State University. Services available include career testing, aid with time management and/or study skills.

The SAM Center also offers a GRE/GMAT review for graduate students and prospective graduate students to aid them in their pursuit of full graduate status.

The Center can be contacted by email at SAMCenter@shsu.edu or by telephone (936) 294-4444.

Academic Advisement

Students are encouraged to be advised each semester to progress properly towards their chosen degrees. Each academic department has experienced advisors who can assist graduate students in determining the appropriate courses to take.

Students are urged to review the academic calendar which provides the dates for advance registration. Students should schedule their advisement session with an advisor at an early date to ensure that the advisement procedures occur **prior** to advance registration.

Questions relating to Academic Advisement can be directed to either the department of the graduate's choice or to the Director of the Student Advising and Mentoring Center, located in Academic Building IV. Telephone: (936) 294-4444 and e-mail: SAMCenter@shsu.edu.

Testing Center

Located in Academic Building IV, Room 102 (south of the Lee Drain Building, corner of Avenue I and Bowers Blvd.), the Testing Center at Sam Houston State University provides test site opportunities for students to utilize through a variety of state and/or national standardized college entrance, vocational, guidance, state-mandated, and/or placement exams. Mailing address: Testing Center, Sam Houston State University, Box 2240, Huntsville, TX 77341-2240; telephone (936) 294-1025; web address: www.shsu.edu/~tst_www/.

This section addresses some of the testing choices a student may utilize for counseling purposes, program entrance, and/or receiving college credit. SHSU accepts a maximum of thirty (30) hours of undergraduate course work credit through a combination of national standardized exams and/or locally designed departmental exams (except when transferred from another college or university).

College Level Examination Program (CLEP). Sam Houston State University is an open national testing center for the College Level Examination Program (CLEP). Additional information may be obtained by contacting the Testing Center at (936) 294-1025 or by visiting the CLEP website at www.collegeboard.com/clep.

The DANTES Subject Standardized Tests (DSST) Program. The DSST Program is a credit-by-examination testing service used by colleges and universities to enable students to earn college credit in subjects they have learned outside the traditional college classroom. Sam Houston State University is a testing site for DSST exams. Additional information may be obtained by contacting the Testing Center at (936) 294-1025 or by visiting the Thomson Prometric website at www.getcollegecredit.com.

Graduate Management Admissions Test (GMAT). This test is required for admission to graduate study in the College of Business Administration at Sam Houston State University. Registration for this test may be arranged by calling 1-800-GMAT-NOW or by visiting the GMAT website at www.gmac.com. For additional information about the GMAT, please contact the College of Business Administration's Coordinator of Graduate Studies at Box 2056, Huntsville, TX 77341-2056; phone: (936) 294-1239; FAX: (936) 294-3612; e-mail: busgrad@shsu.edu. The College of Business Administration's web address is coba.shsu.edu.

Graduate Record Examination (GRE). This test is required for admission to most programs of graduate study at Sam Houston State University. Registration for the computer-based examination may be scheduled by calling 1-800-GRE-CALL or by visiting the GRE website at www.gre.org. Additional information may be obtained by contacting the Testing Center at (936) 294-1025.

Law School Admissions Test (LSAT). This exam is required for admission to law school. The exam is given at SHSU three times per year with all registration handled through the testing company. Additional information may be obtained by contacting the Testing Center at (936) 294-1025 or from the Law School Admission Council's website at www.LSAC.org.

Miller Analogies Test (MAT). The Miller Analogies Test is a test often accepted and/or required for graduate school admission and is administered in the Testing Center. Additional information may be obtained by contacting the Testing Center at (936) 294-1025 or by visiting the MAT website at www.milleranalogies.com.

Texas Commission on Law Enforcement Officers Standards and Education (TCLE-OSE) Tests. Prospective police officers and/or jailers may take tests that are required by the Texas Commission on Law Enforcement Officers Standards and Education for certification by the State of Texas. An Endorsement of Eligibility form, signed by the instructor of the course or academy, must be provided by the student before the test(s) may be administered. This test is administered by the Testing Center and individuals may schedule an appointment or obtain additional information by calling (936) 294-1025.

Test of English as a Foreign Language (TOEFL). The TOEFL is required of non-native speakers of English. The TOEFL is administered several times per year, and there is a fee for administration and scoring services. The test is available in paper-based, computer-based, or internet based formats. For more information refer to the appropriate edition of the TOEFL Information Bulletin or visit their website at www.toefl.org. For further information, contact the English Language Institute, Box 2030, Sam Houston State University, Huntsville, Texas 77341; telephone: (936) 294-1028; website: www.shsu.edu/~www_eli/.

Writing Center

The Writing Center was created to help individuals become better writers and develop more confidence in their writing abilities. To this end, the Writing Center tutors provide one-on-one and small group writing instruction. The Sam Houston Writing Center helps all University students, staff, and faculty.

Graduate students may seek assistance for any type of writing needs ranging from M.A. theses, and Ph.D. dissertations to lab reports, case studies, research papers, as well as resumes, scholarship and job application letters. Writing Center tutors do not merely correct a student's writing, but rather help students learn prewriting, revising, and editing skills. The Writing Center also provides distance tutoring for graduate students enrolled in off-campus or internet classes.

The Writing Center's staff includes full-time members of the English faculty, and graduate and undergraduate students from a variety of majors who are trained as writing tutors. Tutors have received training in working with non-native English speakers. Contact the Writing Center: telephone (936) 294-3680, fax (936) 294-3560, email wctr@shsu.edu, website www.shsu.edu/wctr.

Student Support Services

Athletics

The Department of Athletics at Sam Houston State University is committed to the concept that intercollegiate athletics is an integral part of the University's educational enterprise. Athletics encompasses nine women's sports and seven men's sports competing at the NCAA Division I level. The women's sports include: basketball, golf, softball, tennis, cross country, indoor track, outdoor track, soccer and volleyball. The men's sports include: baseball, basketball, football, golf, cross country, indoor track, and outdoor track.

Sam Houston State University is one of 12 schools competing in the Southland Conference. The current membership, with offices located in Frisco, TX, consists of: Central Arkansas University, Lamar University, McNeese State University, Northwestern State University, Nicholls State University, Sam Houston State University, Southeastern Louisiana University, Stephen F. Austin State University, Texas A&M University-Corpus Christi, University of Texas at Arlington, University of Texas at San Antonio and Texas State University-San Marcos.

The Bearkat teams enjoy excellent facilities, including Bernard G. Johnson Coliseum (basketball and volleyball), Bowers Stadium (football), the York Track and Field Events Center (track and field), Don Sanders Stadium (baseball), Bearkat Softball Complex (softball), and the McAdams Tennis Center (women's tennis). Admission to all home athletic events is one of the activities covered by the Student Service Fee paid by Sam Houston State University students upon enrollment, and all students are encouraged to attend as many athletic events as they wish. SHSU athletic fans enjoy the excitement of collegiate athletics surrounded by the enthusiastic school spirit that adds to the fun and friendly competition with counterparts in the Southland Conference. Visit the Department of Athletics website at www.gobearkats.com.

Bearkat OneCard Services

The Bearkat OneCard is the official ID card of Sam Houston State University and signifies a student's status as an active member of the Sam Houston State University community. The OneCard is an innovative, all-in-one student ID and has been designed to be an efficient, multi-purpose card which provides students easy access to university facilities and services. The card can also double as a debit card connected to the OneAccount, a fully functional FDIC-insured FREE checking account. As a MasterCard Debit Card, NOT A CREDIT CARD, the Bearkat OneCard can be used for purchases at million of merchants around the world.

An active Bearkat OneCard is used for SHSU Library Card, parking garage access (OneAccount), applying Financial Aid, managing financial aid and other refund preferences, access to the Health and Kinesiology Center and Raven's Nest Golf Course, debit card for the Bearkat OneAccount, Bearkat Express access, meal plan access, and residence hall parameter access.

The Bearkat OneCard serves as the vehicle by which a student chooses the manner financial disbursements from the university are received. Preferences may be set

when activating the Bearkat OneCard on-line. Students have the option of (1) sending disbursements to the OneAccount, which is the fastest delivery method; (2) sending disbursements directly to a third party bank of choice through ACH processing (federal banking procedures requires two to three business days for processing); and (3) utilizing a paper check, which is mailed from Connecticut, and can take up to 7 to 10 business days for mailing.

To obtain your Bearkat OneCard you must:

- have your photo taken in the Bearkat OneCard Office. It is mandatory to present a government issued ID at the time that the photo is taken,
- have a valid address on file with Sam Houston State University, and
- be registered for classes.

When these steps have been completed, your Bearkat OneCard will be mailed to your address of record. Upon receipt, the OneCard must be activated at www.BearkatOne.com for on campus usage. At the time of activation a student can choose to activate the optional, free FDIC-insured, no minimum balance checking account. This debit/checking account has been carefully designated with the needs of students in mind.

The Bearkat OneCard Services staff provides assistance in taking ID photos, activating cards, configuring options, and providing information related to refund disbursements to students. For more information, please call (936) 294-2273 or visit www.shsu.edu/onecard.

Career Services

The Career Services staff assists students and graduates of Sam Houston State University in their search for employment ideally suited to their interests, skills, academic preparation and personal aspirations.

Numerous programs and services are offered which provide opportunities for students of all majors to learn about careers and to meet with employers. Specific services include: on-campus interviews, resume referrals to employers, web-based registration and resume service, job vacancy announcements and listings, practice interviews and individual career advising. Resume writing, interviewing skills, and the process of searching for a job are taught through regularly scheduled workshops as well as by individual appointment. The Career Services office sponsors special events such as Teacher Job Fairs (fall and spring semesters), the Career Expo, and the Summer Job and Camp Fair. SHSU Career Services also participates in area career fairs, such as the Texas Job Fair held each spring in Houston, Texas.

The Dow Career Resource Library contains many resources to assist students in learning about careers and in finding internships, summer jobs, and professional employment. Printed materials such as employer information for new college graduates, information and applications from area school districts, job market information and applications for federal and state governmental positions, and materials on summer camps and internships are available. Numerous video tapes and books also provide information on job searching skills and specific employers. Internet (job search) access is also available through designated computers in the Career Services Library.

The Career Services staff also provides many free materials such as career magazines, brochures, literature from employers, and handouts on career-related topics. Career Services is located at the corner of Avenue J and Bearkat Boulevard, and is open 8:00 a.m. to 5:00 p.m., Monday through Friday. Further information may be obtained by calling (936) 294-1713 or by visiting www.shsu.edu/careerservices/.

Continuing Education

Continuing Education offers non-credit courses for personal and professional development. Courses include mediation, introduction to various computer software, art, stress reduction, country and western dance, ballroom dance, yoga, cake decorating, and much more. For more information, telephone (936) 294-3701 or visit the website at www.shsu.edu/continuinged.

Counseling Center

Counseling Services

Professional counseling services are available to students in the Counseling Center, North Annex of the Lee Drain Building. Individual or group counseling is available for personal, educational, or vocational concerns. Students can receive help in choosing a major, stress management, study skills, and test anxiety. They can work on a range of personal concerns including alcohol abuse, eating disorders, or physical or sexual abuse. Services are also available for international students who may seek support in adjusting to life at an American university. Students are encouraged to utilize any of these free, confidential services. To make an appointment, stop by or call (936) 294-1720. The Counseling Center is open Monday through Friday between 8 a.m. and 5 p.m. Visit the Counseling Center website at www.shsu.edu/counsel.

Services for Students with Disabilities (SSD)

SSD is located in the Counseling Center and provides accommodations counseling and adaptive technology for students with disabilities. Students seeking academic accommodations need to provide appropriate documentation verifying their disability. Please see *Service and Documentation Guidelines Brochure* for documentation requirements and procedures for receiving accommodations. Adaptive technology available includes Closed Circuit Television (CCTV), computer work stations with large print and speech output capabilities, and FM amplifying devices. Students may also request registration assistance by calling the Registrar's Office (936) 294-1040 or may request admissions information by calling the Office of Undergraduate Admissions (936) 294-1828.

Telecommunication Device for the Deaf (TDD)

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

Dean of Students' Office

Through leadership, program, and policy development, the Dean of Students' Office contributes to the overall intellectual, social, and personal development of the students. The Dean of Students' Office represents student needs to the University administration, faculty, and departments and also transmits needs of these groups to the students. This office assists students who have questions about any phase of campus life. In an effort to promote individual group development of students, the office co-sponsors educational programs and leadership development workshops.

The professional staff is responsible for the administration of a number of policies and procedures found in *Student Guidelines*, the student handbook. These include student conduct and judicial processes, and certain provisions of the Family Rights and Privacy Act.

In addition, the office is responsible for Who's Who Among Students in American Universities and Colleges; the Freshman Leadership Program; Orange Keys Program; Faculty/Student Mentor Program (FLASH); Faculty/Staff Recognition Program; University Parking Appeals; Alpha Lambda Delta, a freshman Honor society; advising the Parents' Association; advising Student Government Association and the Assessment Program within the Student Services Division.

The Dean of Students' Office is located in the Lowman Student Center Suite #215, telephone (936) 294-1785. Office hours are 8:00 a.m. to 6:00 p.m., Monday through Thursday, 8:00 a.m. to 5:00 p.m. Friday and other times by appointment. Website: www.shsu.edu/deanofstudents/.

General Conduct and Campus Regulations

It is expected that all Sam Houston State University students are on campus for serious educational pursuits and that they will conduct themselves so as to preserve an appropriate atmosphere of learning. It is also expected that all students who enroll at Sam Houston State University agree to assume the responsibilities of citizenship in the campus community. While enrolled, students are subject to University authority, which includes the prerogative of dismissing those whose conduct is not within the aims and policies of the University. Students are responsible for abiding by all published University rules and regulations as printed in this catalog, in the student handbook, *Student Guidelines*, and in other official University publications. Failure to read these publications will not excuse the student from the requirements and regulations described therein. In addition, students should be familiar with House Bill 141 of the 61st Legislature on Disruptive Activities and Senate Bill 24 of the 70th Legislature on Hazing, extracts of which can be found in *Student Guidelines*.

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 departments within the academic college.

Open meetings are conducted each Tuesday night. Students are encouraged to participate in their student government. Copies of the Student Government Association constitution and other information may be obtained from the Student Government Association Office, which is located in the Lowman Student Center Suite #326. Please call (936) 294-1938 for additional information.

Health Center

The Student Health Center, located at the corner of Avenue J and Bearkat Boulevard, provides comprehensive routine health services and education to all currently enrolled students. The Health Center is open 8:00 a.m. to 5:00 p.m., Monday through Friday. Patients may schedule appointments in person, or by phone up to one day in advance. The Health Center is equipped with an in-house pharmacy and laboratory providing convenient and affordable access to routine healthcare services.

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The cost of office visits are covered by the Medical Service Fee paid at the time of registration. Modest fees are charged for laboratory tests, prescription drugs and certain procedures. These charges are due when services are rendered. However, most of these charges are at discount rates that are well below market value.

In addition to medical treatment, the Health Center offers health education, prevention programs, and general health information. Students with questions about any health issue are encouraged to contact the Health Center.

In the case of medical emergencies, Emergency Medical Services (EMS) should be called (911). Persons experiencing a serious or potentially life threatening medical condition should seek medical attention at Huntsville Memorial Hospital.

Information regarding student health insurance is available through the Health Center. The student policy is required for international students unless clear proof of equivalent insurance coverage is provided and is recommended for all other students. Please visit the Health Center's website at www.shsu.edu/healthcenter or call (936) 294-1805 for more information.

Human Resources

The Human Resources Department provides services in the areas of: employee benefits, employee relations, staffing, records, staff wage and salary administration, equal employment opportunity/affirmative action, civil rights compliance, risk management, and employee development/training. It is University policy that all human resources functions be conducted in a fair and equitable manner without discrimination toward any protected class under state and federal civil rights laws and regulations.

The Human Resources Department is located in the Estill Building, Room 334. The office is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. The telephone number is (936) 294-1070. For current staff job openings, call the Job Information Line at (936) 294-1067. Job openings for faculty and staff positions can be accessed on the Human Resources website: www.shsu.edu/~hrd_www/employment.

Student Employment

Information about student job opportunities and applications for student employment may be obtained from Career Services located at the corner of Avenue J and Bearkat Boulevard. Career Services is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. The telephone number is (936) 294-1713.

International Programs, Office of

The Office of International Programs (OIP) promotes, fosters, encourages, and coordinates international activities at Sam Houston State University. Such activities include the recruitment and retention of international students, the administration of study abroad programs for SHSU faculty and students, and assistance to international visitors to the campus. The Office also publishes a newsletter informing students and faculty of grant opportunities, deadlines, and events of special interest.

OIP is active in the recruitment of international students to the University. Its staff handles visa procedures for all international students. The Office serves as a primary contact for international students when they first apply and continues to serve in that capacity throughout their stay at the University.

Sam Houston State University offers opportunities for study in exchange programs around the world. Its own faculty members have led programs in recent years in countries such as Italy, France, Russia, England, Mexico, China, Spain, and Poland. In addition, the University is a member of the Texas Consortium for Study Abroad, which has an agreement with the American Institute for Foreign Study (AIFS). Students at the University can participate in any study abroad program organized by AIFS.

Visit or call the Office of International Programs in Farrington Bldg., Room 116; telephone (936) 294-3892. Information is available at the website www.shsu.edu/oip. Mail address: International Programs, Sam Houston State University, Farrington Building 116, Box 2150, Huntsville, TX 77341-2150.

Maintaining F-1 Student Visa Status

-U.S. Government Requirements for All F-1 Students-

IT IS YOUR RESPONSIBILITY TO FOLLOW THESE REQUIREMENTS OR FACE POSSIBLE REMOVAL FROM THE UNITED STATES.

Maintain a valid passport at all times, unless exempt from passport requirements. Your passport should be valid for at least 6 months into the future.

Only attend the school listed on your current and stamped I-20. To attend another school, you must transfer to that school (obtain approval on a new I-20) or receive a concurrent enrollment letter from an International Student Advisor.

Complete an I-20 transfer whenever you change schools. An I-20 transfer (not the same as transferring academic credit) must be completed within 30 days of the beginning of classes of the first semester at the new school. An I-20 transfer is not complete until an International Student Advisor from the International Office processes your new I-20 through the USCIS Database.

Be a full-time student each long semester. You must complete (not just register for) a full course load each long semester. To maintain your F-1 student visa status, undergraduate students must complete at least 12 hours and graduate students must complete at least 9 hours each long semester. Note: Some degree programs may require more hours for academic reasons. Check with your department. You are not required by USCIS to enroll in classes during the summer session, unless summer is your first semester in the U.S. If you need to drop below full-time hours, make an appointment to see an International Student Advisor BEFORE taking any action.

Apply for an extension of your I-20 thirty days before the expiration date. The extension can only be applied for at the Office of International Programs within the 30-day period before the expiration date.

Obtain a new I-20 whenever you make a change in degree levels or majors. This includes changing levels at the same school or a new one (e.g., bachelor's to master's degree) or beginning a new degree at the same level (e.g., master's degree to a 2nd master's).

Never work off-campus unless you have current authorization from an International Student Advisor and the USCIS. You must either have an employment authorization stamp from our office on page 4 of your I-20 or an employment authorization card from the INS. All off-campus employment has a beginning and ending date. Renewals must be done before resuming work. If you work even one day before or after your authorization, you are in danger of being removed from the U.S. On-campus work does not require specific authorization, but you must maintain your full-time student status to be

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authorized. On-campus work is limited to 20 hours or less per week during the fall and spring and may be full-time during the summer if you do not take summer classes.

Obtain a travel endorsement on the back of your I-20 before leaving the U.S. This will be needed if you want to reenter the U.S.

Willful failure to maintain health insurance at the required level will be considered a violation of status.

A student may apply for Optional Practical Training up to 90 days prior to graduation. (Contact the Office of International Programs to schedule an appointment and to obtain instruction.)

Maintain a current address with the Office of International Programs and the USCIS at all times while you are on the I-20 of SHSU. Therefore, update your address with the Office of International Programs every time you change addresses.

USCIS: Change of Address (08-28-02)

Any alien [nonimmigrant international] in the U.S. is required to report his or her address to the United States Citizenship and Immigration Services (USCIS) within ten (10) days of the change of address. You may report your change of address to the Office of International Programs. The office will make the change in the government's online database, as well as in the SHSU database.

Lowman Student Center

The Lowman Student Center (LSC), conveniently located at the center of campus, offers several dining options and a variety of meeting facilities and services. The University Bookstore is located on the second floor, along with the Art Gallery and Information Center. The LSC also houses the Kat Klub Entertainment Center, a spacious ballroom, theater, and fifteen conference rooms. The LSC provides wireless computer access, as well as computer work stations on the first and second floors. An ATM and copy machine are located on the first floor. Students may consider joining one of the many organizations that meet in the Lowman Student Center. By getting involved and connected, students gain the opportunity to meet other students with similar interests, make new friends, gain valuable leadership experiences, and make better grades.

For additional information, contact the Lowman Student Center staff at (936)294-1759 or visit our website at www.shsu.edu/lsc.

Office of the Vice President for Student Services

The Office of the Vice President for Student Services provides administrative leadership, supervision, and coordination for the Division of Student Services. The division includes the following departments: Bearkat OneCard Services; Counseling and SSD Services, which includes disabled student services; Dean of Students' Office; Health Center; Lowman Student Center; Student Activities; Recreational Sports and Activities; and Students' Legal and Mediation Services. Visit the website at www.shsu.edu/~slo_stdss/.

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 the 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.

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 Building is located at 2424 Sam Houston Avenue (Sam South Complex) — Telephone Number **(936) 294-1794**. Police Officers are on duty 24 hours every day. The Business Office hours are 7:30 a.m. until 4:00 p.m., Monday - Friday. Visit the website at www.shsu.edu/~upd_www/.

Campus Safety

Sam Houston State University offers a variety of services to promote a safe campus environment. The campus is equipped with emergency call boxes stationed at strategic locations throughout the campus to include parking lots, walkways, and residence halls. Additionally, the University Police provide staff to escort students not wishing to walk alone at night to and from campus buildings and parking lots. Students wishing to learn more about personal safety and self defense may take advantage of programs offered by the University Police Department. For more information call (936) 294-1794.

Parking Permits

Students, full or part-time, who operate or expect to operate a motor vehicle, motor cycle, or motor assisted cycle on University property, regularly or occasionally, are **REQUIRED** to register the vehicle with the Department of Public Safety Services and obtain a parking decal assigning a designated color area for parking. The University reserves the right to require proof of ownership of the vehicle being registered. *Parking and Traffic Regulations and Information* governing the operation of motor vehicles is issued with each parking permit and is available in administrative offices. Failure to read the regulations is not an excuse for failure to comply with the regulations.

Recreational Sports and Activities

The Department of Recreational Sports offers broad-based recreational programming in the areas of Intramural Sports, Open Recreation, Aquatics, Club Sports, Outdoor Recreation, Wellness, and Special Events. Facilities managed by the Department of Recreational Sports include the Health and Kinesiology Center; which houses four basketball courts, a 1/8-mile indoor running track, ten racquetball courts, a new state of the art 10,000 sq./ft. weight room, eight outdoor tennis courts, two outdoor sand volleyball courts, the Bernard G. Johnson Coliseum, an outdoor heated swimming pool, and three multi-purpose fields. In addition, the department is responsible for the Pritchett Field Complex which includes two multi-purpose fields and an outdoor running track.

The Intramural Program offers a variety of team, dual, and individual sports. Leagues are offered that are both competitive as well as recreational in three divisions — men's, women's and co-recreational. The Informal Recreational Program is designed to offer opportunities in self-directed recreational pursuits. Informal "free play" is an ideal

alternative for those not interested in team affiliation. The Outdoor Recreation Program offers an extensive outdoor recreation rental program (tents, canoes, etc.) and trip program (backpacking the Big Bend or skiing in Colorado are examples). The Outdoor Program also began construction of the New "Bearkat Ranch" a 345 acre camp that will be a hub for fun and recreation. The camp plans include a meeting house, primitive and cabin camping, softball and soccer fields, boat launches and a crystal lake. The Club Sports program accommodates individuals who have an interest in competitive sports such as soccer, volleyball, and rugby. Clubs are comprised of both competitive and non-competitive sections for each activity. The Wellness Program offers a wide variety of interactive programs promoting a positive personal lifestyle. The department also offers special events such as sports trivia bowl competition, Midnight Mayhem, Finals Relief, and Raven Run. Numerous employment opportunities for students who are interested in part-time work are available. Over 300 student positions are filled annually in the areas of Intramural Officiating, Facility Supervision, Aquatics, Wellness, Outdoor Recreation and Special Events.

The informal relationships which are established through involvement in sport and recreational activities are an integral part of a student's life. The Department of Recreational Sports invites students to become active participants in one or more of the various forms of activities available. For more information stop by the administrative offices located in the Health and Kinesiology building, room 162 or call (936) 294-1985 or visit the Recreational Sports website at www.shsu.edu/~rca_www/.

Residence Life

Residence Halls

The University operates over thirty residence halls, small houses, and apartment complexes, including a small house (capacity 30 residents) for juniors, seniors, graduates, and nontraditional students (24 years of age or older) and one honors house. A brochure which includes complete details of the housing program at Sam Houston, including information regarding specific residence halls, applicable rates, and policies, is available upon request from the Department of Residence Life, Box 2416, Sam Houston State University, Huntsville, Texas 77341. Additional information may be obtained by calling the Department of Residence Life at (936) 294-1812.

A student is required to be enrolled in the University each semester, including summer, in order to reside in university housing.

A housing application/contract form is available online from www.shsu.edu/reslife for those students who have been accepted to the University. A room deposit of \$200 is required with the application for housing. Assignments are made on a space-available basis according to the date of deposit. Prior to the beginning of a semester, the student will be mailed information regarding the appropriate arrival and check-in hours, as well as other information. The contract will be in effect and must be adhered to for the academic year.

Should you become unable to fulfill your reservation, refunds may be made under certain conditions. Please refer to the terms and conditions of the contract for specific details regarding refunds which are determined by the dates cancellations are received.

Payment for housing may be made in full at registration, or in three installments. The balance of rent or one-half of the balance is due during academic registration. Additional installments are due prior to the sixth and eleventh class weeks. Rent for summer terms is due in full at academic registration, and a late fee of \$10 is charged on all payments received after established deadlines.

University residence halls are closed during the holidays of Thanksgiving and winter break, and during spring break.

Sam Houston State University Bearkat Village I and II Apartments. The University maintains two-bedroom, fully furnished apartments located on Bowers Blvd. across from Bowers Stadium, for upperclassmen. All residents must be enrolled in the University while residing in the apartments.

Food Services

The Department of Residence Life currently provides four meal plans. Payment for meal plans may be made in full at registration or in three installments. The installments are one-half at registration and the balance in two equal payments prior to the sixth and eleventh class week, respectively. Also available is the Bearkat Express plan which may be opened upon payment of an initial deposit with meal charges deducted as usage occurs. Money deposited into Bearkat Express account is nonrefundable.

All students are encouraged to take advantage of meal plans. Meal service begins the day the residence halls open and continues through final examinations. ARAMARK manages the campus food service and offers Café Belvin plus several other campus dining facilities.

Rates and detailed information may be obtained from the Department of Residence Life, Box 2416, Sam Houston State University, Huntsville, Texas 77341, or by calling (936) 294-1812. See our website at www.shsu.edu/reslife/diningandmeal/indexmeal.html.

Summer Housing and Food Services

Summer accommodations vary from year to year because of renovation and maintenance schedules. Rooms in large residence halls and small houses for single students usually are open for summer school students. Assignments are made according to date of deposit.

The Bearkat Express plan is also available during summer sessions. Additional information concerning the summer food plan may be obtained from the Department of Residence Life.

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, as well as safety audits and investigations of any unsafe conditions or safety hazards reported within the campus community. Any person noting a safety hazard on the University campus is urged to report the condition to the Safety Coordinator as soon as possible, telephone (936) 294-1921. The Safety Office is located in the Sam South Complex, Building B, 2424 Sam Houston Avenue.

Sam Houston Memorial Museum

The Sam Houston Memorial Museum, established in 1936 as a Texas centennial project, is an integral part of Sam Houston State University and is dedicated to preserving the memory of General Sam Houston (1793-1863). A soldier, statesman and politician, the only man to serve as governor of two states and president of an independent republic, Sam Houston led the fight for Texas' independence and then served Texas as President, U.S. Senator, and Governor. Located on fifteen acres, the museum complex preserves three fully furnished original Houston buildings — Woodland Home, Steamboat House, and Law Office — as well as a kitchen, blacksmith shop and other exhibit

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structures. The Memorial Museum Building houses the major collection of Houston memorabilia and exhibits. The Katy & E. Don Walker, Sr. Education Center is named for a distinguished alumnus of Sam Houston State University and his wife, and provides auditorium, classroom and meeting spaces, as well as a gallery for traveling exhibits and 'Wigwam Neosho' — the museum store and gift shop. The museum offers many educational opportunities for Sam Houston State University students. These include semester-length internships, part-time student employment, tours, and research and writing programs using archives, manuscripts and artifacts.

The Sam Houston Memorial Museum is accredited by the American Association of Museums. Accreditation certifies that a museum operates according to standards set forth by the museum profession, manages its collections responsibly and provides quality services of museum visitors.

The museum complex is located at the corner of Sam Houston Avenue and 19th Street, and can be reached by calling (936) 294-1832; or by visiting the website at www.samhouston.memorial.museum.

Sam Houston Press & Copy Center

Sam Houston Press & Copy Center is the University's in-house printing and copying facility. It provides year-round service for students, faculty, and staff of Sam Houston State University. All types of copying, binding, fax services, and printing services are offered to students and student organizations.

Sam Houston Press & Copy Center is located on the first floor of the Thomason Building. The facility is open from 8:00 a.m. to 5:00 p.m., Monday through Friday. For information or to arrange an appointment for placing an order, call (936) 294-1856.

Student Activities

The Department of Student Activities provides leadership and advisement to Program Council, approximately 230 student organizations, Orange Pride Dance Team, cheerleaders, mascots, fraternities, sororities, multicultural and international student services and volunteer services. The department, located in the Lowman Student Center, offers quality programs and services that embrace a student development philosophy and provides an environment conducive to learning through involvement in co-curricular activities. Campus leadership training programs for student groups, University-wide student programs, and the University's master calendar of activities are included in the department's responsibilities.

Multicultural and International Student Services

The Office of Multicultural and International Student Services is committed to providing students with a variety of cross cultural experiences. The office assists all facets of the University in matters dealing with diversity, international and cultural issues. Students, faculty and staff who participate in the programs offered have the opportunity to experience mentoring, retention and leadership development programs enhanced by cultural understanding. The Office of Multicultural and International Student Services contributes to the University's diverse nature by providing information relative to the ethnic and international population and provides a means to encourage and support the ethnic and international student body in meeting their particular needs and concerns.

Program Council

Many opportunities for personal involvement and professional experience, on a volunteer basis, are available to students through Program Council, which is the student programming board that creates and sponsors many entertainment events and activi-

ties on campus. Program Council receives a portion of Student Services fees to provide campus films, concerts, lectures, cultural events, comedians and many more opportunities for fun, recreation and relaxation. Membership is open to any student interested in the opportunity to develop leadership skills, participate in presenting campus programs and meet other students with similar interests. Distinguished speakers, top quality performing artists and cultural events provide co-curricular and informal education experiences in an effort to make free-time activities a cooperative factor in education.

Student Organizations

A variety of student organizations provide University students with an opportunity to become involved in campus life. Information regarding University-recognized organizations is available from the Department of Student Activities in the Lowman Student Center. University recognition is renewed each fall and spring semester; therefore, the listings are subject to change.

Student Services

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 emphasizes that 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 service 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 SHSU 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.

Students' Legal and Mediation Services

The Students' Legal Services office is located in the Counseling Center (North Annex of the Lee Drain Building). The Student's Legal Advisor has scheduled hours that allow students with various schedules to easily obtain an appointment by calling (936) 294-1717. Brochures concerning specific legal issues are also available for registered students.

The advisor often helps students with legal problems by guiding them through self-help procedures and providing 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 the problem is of such a nature that legal representation is immediately needed, referral to several practicing attorneys in that area of law is made.

All matters between the Students' Legal Advisor and the student are confidential. Some areas of student concern are landlord/tenant issues, consumer protection, insurance, crime, family law, traffic tickets, automobile accidents, and employee rights.

University Advancement

The University Advancement Division is responsible for enhancing the visibility and image of Sam Houston State University. The primary goal is to attract significant private support and, in the process, create a growing awareness of the University's quality by prospective students and their parents. The division seeks to achieve its goal through a range of comprehensive activities that will build strengthened relationships between the University and its various publics and to present a compelling case for involvement with and support of SHSU.

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The Sam Houston Memorial Museum development, alumni relations, public relations, marketing, and advancement services comprise the advancement division. In discharging its responsibilities, the division conducts the following programs: publications, alumni affairs, media and public relations, web-based communications, marketing, annual giving, major gifts, planned gifts, and donor relations.

The University must increasingly rely on gifts from its alumni, friends, and parents to bridge the gap between what tuition, fees, and state support provide and what is necessary to fund first-rate programs. To this end, the University has launched its first ever capital campaign, with a goal of \$50 million.

For additional information about supporting the University through an annual, capital, or planned gift, please contact the division at (936) 294-3625 or Box 2537, Huntsville, TX 77341-2537. Donors wishing to make a gift with a credit card can go online at www.shsu.edu/uadv01wp/home.php.

Alumni Association

The Office of Alumni Relations is a vibrant and growing part of the University Advancement Division and provides the support and direction for the Alumni Association. The alumni program is an important part of an integrated advancement effort to inform and engage graduates and former students with the University.

The Alumni Association exists to support and promote the University, and it represents the interests of over 70,000 alumni. The Association's programs and activities are developed and planned in consultation with an alumni board of directors. The Association sponsors distinguished alumni and alumni service awards programs, homecoming, tailgate parties, a SHSU Alumni Association credit card, area alumni gatherings, newsletters, scholarships, student programs, merchandising, and the official class ring program.

Membership is open to all graduates, former students and friends of Sam Houston State University. For additional information, please call (936) 294-1841 or visit the Alumni Association on the web at <http://alumni.shsu.edu>.

Public Relations

The Office of Public Relations is a significant component of the University Advancement Division, fostering communications and understanding between the university and a range of internal and external constituencies, including students, faculty, staff, alumni, and friends. As the primary conduit for information with media outlets throughout the state and nation, the Office produces and distributes news releases and articles, highlighting the quality of the University's faculty, students, projects, and programs. The office maintains a comprehensive list of faculty and staff experts, participates in the ProfNet media query service and, in doing so, is able to provide valuable assistance to local and national media on a broad range of timely topics and news events.

The Public Relations Office also maintains a strong presence on the Web, which includes news releases, a campus calendar, a listing of campus experts, historical information on the University and General Sam Houston, and the electronic newsletter Today@Sam. For more information, please call (936) 294-1836 or visit Public Relations on the Web at www.shsu.edu/today@sam.

University Hotel

The University Hotel and the George J. Beto Conference Center are conveniently located on the North East corner of campus at Bearkat Boulevard and Bobby K. Marks

Drive. The University Hotel offers meeting space, dining accommodations, exercise equipment, and 89 comfortably furnished guest rooms. SSD accessible rooms are available upon request. Children 18 years of age and under stay free with parents in the same room. All rooms have two double beds. For additional information or to make reservations, please call (936) 291-2151, (800) 747-8466, or fax (936) 294-1683. Website: www.shsuhotel.org