

LEAVE  
YOUR  
MARK



# STUDENT GUIDELINES

2018  
2020



Division of Student Affairs  
SAM HOUSTON STATE UNIVERSITY

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# WELCOME



Dear Students,

It is with great pleasure that I welcome all new and returning students to Sam Houston State University, a great name in Texas education. We are honored you chose this university to continue your education.

The year is filled with many new and exciting things for everyone. Those of you who are returning students are already aware of the many opportunities for learning, recreation, and enjoyment that SHSU has to offer. If you are a new student, I urge you to become familiar with

the activities available to you and to take advantage of them. A very important part of your educational experience is being involved, so I hope you embrace that opportunity.

I ask that you thoroughly read this handbook and become familiar with the various rules and regulations and the rights and responsibilities of others on campus. The university has dedicated faculty and staff that are always willing to help you — so reach out, ask questions, and get connected on campus

I give my warmest welcome to you as a member of the Bearkat family. My best wishes for a good year.

Sincerely,

A handwritten signature in black ink that reads "Dana G. Hoyt". The signature is written in a cursive, flowing style.

Dana G. Hoyt  
President

# WELCOME



My Fellow Bearkats,

It is an honor to welcome you to the Bearkat Family! Whether you're an incoming or returning student, we are excited you decided to continue your education at our university. Our campus serves over 20,000 diverse students and over 250 student organizations. We encourage you to find an organization that most interest you and get involved! Our campus motto is, "The Measure of a Life is its Service". Here at Sam Houston, we pride ourselves in serving not only the Huntsville community, but also our fellow

Bearkats.

During your time here at Sam Houston, it is my hope that you get involved and find ways to give back. Sam Houston offers a variety of resources for students to enhance their college experience. Our university takes tremendous pride in school spirit and tradition, I ask that you take full advantage of all Sam Houston has to offer. This year promises to be a good one!

As your Student Body President, it is my job to ensure that success remains accessible to each and every student. That any issue regardless of the size is heard and addressed. The Student Government Association is here to serve you. I look forward to meeting you and answering any questions you may have throughout the year. The Student Government Association meets every Tuesday at 6 p.m. in LSC 320. We encourage motivated Bearkats to join an organization committed to making the campus better for you. Our office is located in the Lowman Student Center, Suite 326. You can also call our office at (936) 294-1938, or email us at [sga@shsu.edu](mailto:sga@shsu.edu).

EAT'EM UP KATS!

A handwritten signature in black ink that reads "David Eller".

David Eller  
Student Body President

# INTRODUCTION

## UNIVERSITY MISSION

Sam Houston State University provides high quality education, scholarship and service to qualified students for the benefit of regional, state, national and international constituencies.

## UNIVERSITY GOALS

- **Lifelong Learning** - Foster a lifelong learning environment in support of a diverse faculty and staff who are excellent scholars, educators and professionals.
- **Stimulating Environment** - Promote a stimulating learning environment through The integration of academic settings, campus
- **Intellectual Transformation** - Increase and develop university resources and infrastructures that support the intellectual transformation of students.
- **Anticipating Needs** - Enhance marketing outreach and visibility to include academic and scholarly activities through consistent and integrated messaging while optimizing communication channels.
- **Data-Driven Decision Making** - Promote efficient data-driven decision making through the integration of centralized data analysis, review and dissemination.
- **Enhanced Outreach** - Cultivate a continually sensitive and proactive response to the ever-changing needs of our constituents.

## BEARKAT

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

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

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

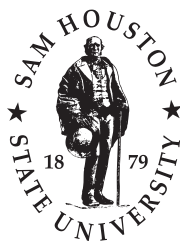
The current Sammy Bearkat mascot character began appearing at SHSU sports events in 1959.



## SCHOOL SEAL

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

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



## SCHOOL LOGO

Sam Houston State University has adopted as its official logo an orange “SH.” Where the seal is used for more formal presentations, the logo can be used in less formal applications.



## SCHOOL COLORS

The official colors for Sam Houston State University are: ORANGE and WHITE with BLUE as an acceptable trim color.

## ALMA MATER

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

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



## **BEARKAT FIGHT SONG**

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

## **MOTTO**

*"The measure of a Life is its Service."*

# **ACADEMIC GRIEVANCE PROCEDURES FOR STUDENTS**

## **1. PURPOSE**

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

## **2. GENERAL**

- 2.01 Under the provisions of this policy, academic grievances include disputes over:
- Course and/or project grades
  - Unauthorized class absences or tardiness
  - An instructor's alleged unprofessional conduct related to academic matters
  - Withdrawal or suspension of privileges related to degree-required clinical rotation, internships, or other clinical service delivery in professional degree programs

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





action.

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

2.04 Appeals regarding suspension for academic deficiency is addressed under Academic Policy Statement 910312 “Academic Probation, Suspension, and Termination”.

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

2.06 If, in turn, the department/school chair, College Academic Review Panel, academic dean, or Provost and Vice President for Academic Affairs finds that a disputed action conflicts with federal or State law, University, college, or departmental policy, or with an instructor’s stated class policy, a decision should be rendered in favor of the aggrieved student.

2.07 Degree programs in fields requiring governmental licensing to practice the profession may propose internal academic grievance procedures for matters including, but not limited to those listed in 2.01d above. Once approved and signed by the Provost, the program grievance procedures shall govern 2.01d matters in that department and be the final authority over academic grievances in that program.

Professional degree programs include, but are not limited to Clinical Psychology, Music Therapy, and Nursing.

### **3. COLLEGE ACADEMIC REVIEW PANEL**

3.01 There shall be in each college a Standing College Academic Review Panel. The members of the panel shall be chosen by procedures established by the college dean. The panel will consist of three faculty members and two student members. The chair of the panel will be selected from the panel members by the appointees to the panel. A department/school chair or any party to the appeal being heard may not serve on the panel. At least two faculty members and at least one student member must be present for action to be taken.

3.02 The Academic Review Panel will be involved in an alleged grievance only after the procedures outlined in paragraph 4.01.a and 4.01.b below have been exhausted.

3.03 The Academic Review Panel will hear only appeals involving disputes over those matters set forth in paragraph 2.01.a through 2.01.d of this policy. Appeals regarding University/college degree requirements, or student misconduct, will not be addressed by the panel.

### **4. PROCEDURES**

4.01 The following steps are to be followed in pursuing an academic grievance (Section 2.01, a-d):

- a. The student must first appeal to his/her instructor posting the grade, the absence or tardiness, or the alleged conduct.
- b. The instructor must reply in writing to the aggrieved student within ten (10) business days following receipt of the appeal.
- c. If an academic grievance is not satisfactorily resolved with the instructor, or the student does not receive a response from the instructor within ten (10) working days, the student may appeal to the chair of the academic department/school in which the complaint or dispute is centered. The student appealing must provide to the chair, a written summary of the pertinent issues of the grievance within ten (10) working days following the appeal to the instructor. In addition, a student may include other faculty or staff members or any other informed individual who might act as advocates in support of his/her appeal.
- d. The chair of the academic department/school in which the complaint or dispute is centered reviews the evidence provided and must respond to the student's complaint or dispute with a written decision within ten (10) working days.
- e. If the student remains aggrieved after an appeal to the chair of the department/school, the student may forward the written appeal (plus any other additional material) to the college dean in whose college the dispute arose with a request to have the case heard by the College Academic Review Panel. Within ten (10) working days of receiving the appeal, the Panel will investigate the alleged grievance and present such findings and recommendations as the Panel finds appropriate as soon as possible to the grievant and to other relevant parties, including the department/school chair and the faculty member(s) against whom the grievance is directed. During the panel hearing(s), all parties involved in the original grievance will be invited to appear before the Panel. The grievant may request either oral or written statements from advocates. The inclusion of these statements at the hearing(s) will be at the discretion of the

Panel. Under no circumstances will advocates be permitted to directly question or cross-examine any person who is involved in the grievance. Legal counsel, if included by the grievant, may act only in an advisory capacity and may not be a directly active participant in the proceedings.

f. If a resolution of an academic grievance by the Review Panel is not accepted, the student may request in writing that the grievance be forwarded to the college dean in whose college the dispute arose for review and adjudication. The dean will receive all documents pertaining to the dispute from the Academic Review Panel and the dean will inform the student, the instructor, and the administrators participating in the appeals process of the decision and the disposition of the matter within ten (10) working days of receipt of the appeal. The dean's decision is final.

# UNIVERSITY SERVICES

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

The office provides administrative leadership, supervision, and coordination for the Division of Student Affairs. We are dedicated professionals who engage students by providing innovative programs, facilities and services that help students grow, develop a sense of belonging and enhance the quality of their lives. The division includes the following departments: Bearkat OneCard Services; Counseling Center; Dean of Students' Office; Equity/Inclusion and Title IX; Leadership Initiatives; Lowman Student Center; Recreational Sports; Residence Life; Services for Students with Disabilities; Student Activities; Student Health Center; Students' Legal and Mediation Services; and, Student Money Management Center. Through leadership, program, and policy development, the division contributes to the overall intellectual, social, and personal development of the students.

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

## UNIVERSITY BOOKSTORE

Located in the Lowman Student Center, Barnes and Noble University Bookstore is the official bookstore for Sam Houston State University. The bookstore carries all required textbooks for all classes offered by the University, as well as provides required school supplies and course materials. There is also a wide variety of SHSU clothing, gifts and other merchandise. The bookstore is open from 7:30 a.m. to 5 p.m., Monday through Thursday. Friday 7:30 a.m. to 4 p.m. Saturday 10 a.m. to 2 p.m. during the fall and spring semester, and for special occasions such as graduation, homecoming, Saturdays@Sam, and home football games. The bookstore has revised hours during the summer and holiday schedule. For additional information about the goods and services provided, call (936) 294-1862 or visit us online at [shsu.bncollege.com](http://shsu.bncollege.com).

## BEARKAT ONECARD

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



## **Student Identification Cards**

Each System Component shall issue each student enrolled at the Component a student photo identification (I.D.) card, which grants access to or use of Component facilities, programs, activities, and financial disbursement.

11.1 The student must present his or her I.D. when seeking access to or use of Component facilities or amenities or when otherwise requested by a Component official.

11.2 Any falsification, misrepresentation or other misuse of the student I.D. card is prohibited and shall be punishable under *Paragraph 5.2* of this *Chapter* and/or the Component code of student discipline.

11.3 Student I.D. Cards are nontransferable, that is they may not be loaned, borrowed, or used by another person for identification on or off campus or for any of the purposes stated in this *Paragraph*. A student shall immediately report a lost or stolen I.D. card to the administrative official or office responsible for issuing the I.D. card and have card replaced immediately.

## **Obtaining a Bearkat OneCard**

Upon acceptance to SHSU, the student is required to request (free of charge) a photo-identification card, the Bearkat OneCard. The OneCard must be activated at [www.bearkatone.com](http://www.bearkatone.com) upon receipt in order to utilize the card for services on the SHSU campus. The Bearkat OneCard Office is located in the Estill Bldg., Suite 230. Office hours are Monday – Friday, 8:00 a.m. to 5:00 p.m. Students may also contact the office by phone at (936) 294-2273 or by email at [bearkatone@shsu.edu](mailto:bearkatone@shsu.edu).

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

- Be currently registered for classes
- Have a valid and current address listed on file with the University.
- Have a photo on file with the Bearkat OneCard office at SHSU. It is mandatory that a valid state or government issued photo ID must be presented at the time that the photo is taken.
- A temporary card will be issued to you, upon request, for on-campus usage. Your permanent Bearkat OneCard will be mailed to your address on file within 7 to 10 business days once you have met all of the above listed requirements.

## **Activation and Usage**

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

Your Bearkat OneCard allows you to access two accounts:

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

When activating the Bearkat OneCard, students may elect to open the free VibeAccount, an optional on-line checking/debit account associated with the ID Card. The



OneCard is NOT a CREDIT CARD. After graduation, students may retain the Bearkat OneCard and continue to utilize the VibeAccount.

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

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

A lost or stolen ID card must be immediately reported to the Bearkat OneCard Office in order to deactivate the card and its privileges. The card can be deactivated by coming to the Estill Building, Suite 230 during normal business hours, logging on to your account at [www.bearkatone.com](http://www.bearkatone.com), or calling the toll free number at 1-877-BEARKAT.

A \$25.00 fee will be assessed for replacement I.D. cards. This fee will be charged through the student accounting system and a new card will be issued by mail. Temporary I.D. cards can be provided for access to residence halls, meal plans, and on campus use until the new card arrives.

If the student misplaces their Bearkat OneCard they have two options:

(1) The student may request a new Bearkat One Card for a fee of \$25.00, charged to the student's fee statement. When requesting a new Bearkat OneCard, the student will receive a complimentary temporary I.D. card which provides access to all on campus privileges.

(2) If the student is unable to locate their Bearkat OneCard but unsure if it is officially lost, the student may request a temporary I.D. card at a fee of \$10.00, charged to the student's fee statement. The student will be given a three day grace period to locate their lost Bearkat OneCard. If the student is unable to locate their I.D. card and orders a new Bearkat OneCard within the three day grace period, the \$10.00 fee will be waived and only the replacement card fee of \$25 will be charged to the student. If the student does not order their new Bearkat OneCard within the three day grace period, they will be responsible for both the temporary I.D. fee of \$10.00 and the replace I.D. card fee of \$25.00.

If a Bearkat OneCard is not functioning properly, it should be brought to the Bearkat OneCard Office for troubleshooting and possible complimentary replacement.

## **CAREER SERVICES**

The Sam Houston State University Career Services office assists students and alumni





in identifying and developing their career goals and ultimately, in finding success locating professional employment opportunities compatible with their unique skills, interests, values, temperament and academic preparation.

Career Services offers career counseling and advising, career testing and career resources to assist you in obtaining the critical information you need to make an informed decision regarding the choice of a major, and/or a career. You will also find a small computer lab for your convenience and a number of free career-related magazines, brochures, and employer information materials.

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

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

Located in Academic Building IV, Suite 210 on the main campus and in the Student Services office at the Woodlands center campus, the SHSU Career Services Center is open Monday through Friday from 8:00 a.m. to 5:00 p.m. and other times as posted. Contact us at (936) 294-1713 by telephone or by email at [careerservices@shsu.edu](mailto:careerservices@shsu.edu). Visit our office or website at [www.shsu.edu/careerservices](http://www.shsu.edu/careerservices) — we look forward to assisting you! All our services are offered at no charge to SHSU students and alumni.

## **COUNSELING CENTER**

The Counseling Center provides a variety of services to enhance student learning and assist students in achieving their academic and personal goals. The Center is staffed by licensed psychologists, licensed professional counselors, post-doctoral residents, pre-doctoral interns, and graduate trainees who provide a confidential setting where students can freely discuss their concerns.

The Counseling Center provides a range of services including individual and couples counseling, group counseling, skills-based workshops, case management, semi-online counseling, single-session counseling, and consultation. Psychiatry is also available on a limited basis, and clinicians are available to assist students in crisis situations.

Students can receive help with a range of personal concerns including transition to college, relationship difficulties, self-esteem, interpersonal difficulties, mood concerns, substance use issues, current or past abuse, sexual assault recovery, and a variety of other concerns.

All Counseling Center services are free and confidential. To start services, students need to attend an initial screening appointment. Screenings are conducted from 9am-12pm and 1pm-3pm, Monday – Friday. No appointment is necessary for an initial screening.

Please visit the Counseling Center’s web site, [www.shsu.edu/dept/counseling](http://www.shsu.edu/dept/counseling), for a full list of services, including a schedule for current groups and workshops, or call the

Counseling Center for more information at 936-294-1720.

## **SERVICES FOR STUDENTS WITH DISABILITIES**

The SHSU Services for Students with Disabilities (SSD) is located in the Lee Drain Annex. SSD provides academic accommodations and auxiliary aids and services for otherwise-qualified students with mental or physical impairments that substantially limit one or more major life activities. To be considered for accommodations, a student must submit current documentation of his/her impairment to SSD, consistent with the General Documentation Guidelines, and complete the disability intake process. Information on the General Documentation Guidelines and the Procedures to Request Services is available at the SSD Office and from the SSD webpage at [www.shsu.edu/disability](http://www.shsu.edu/disability). The student may schedule an intake appointment by contacting the SSD Office at (936) 294-3512 (TDD: (936) 294-3786). General inquiries regarding SSD services can also be made via e-mail to [disability@shsu.edu](mailto:disability@shsu.edu). The hours of operation are 8:00 a.m. to 5:00 p.m., Monday through Friday. Decisions regarding accommodations are made on a case-by-case basis, as supported by the student's documentation and self-report.

Students requesting auxiliary aids and/or services that may require advance planning and coordination are advised to submit their requests to SSD in a timely manner. SSD recommends a minimum of one month's advance notice for the provision of sign language interpreting or captioning services for the deaf and hard of hearing or alternative text formats for students with print disabilities. Untimely requests may result in delays in the receipt of services.

Adaptive technologies are available at various locations on the SHSU campus, including the SSD Office, the Newton Gresham Library and the general-use computer lab. These technologies include such items as CCTV video magnifiers, screen magnification and reader software, scan-read software, and voice-recognition software. Comparable technologies are available in the Testing Suite (Suite 303) and computer lab (Room 315) at The Woodlands Center-SHSU. A complete listing of the adaptive technologies and their



locations is available from the SSD webpage.

Any student who believes that he/she has been discriminated against on the basis of a disability by SHSU faculty, staff, or administration may file a grievance. The grievance procedures, as well as institutional policy regarding students with disabilities, are detailed in the Academic Policy Statement 811006 — Disabled Student Policy, posted at <http://www.shsu.edu/dotAsset/187f9029-a4c6-4fb4-aea9-2d501f2a60f3.pdf>.

Students with disabilities may request assistance with the admissions or registration process by contacting, respectively, the Undergraduate Admissions Office at (936) 294-1828 or [admissions@shsu.edu](mailto:admissions@shsu.edu); the Graduate Admissions Office at (936) 294-1971 or [graduate@shsu.edu](mailto:graduate@shsu.edu); and the Registrar's Office at (936) 294-1040 or [registrar@shsu.edu](mailto:registrar@shsu.edu).

## SH DINING SERVICES

SH Dining Services is a proud partner of the university, serving the campus community with all of its dining needs. SH Dining Services provides retail dining, residential dining and catering all across the campus of Sam Houston State University. We strive to provide the highest quality dining experience possible, and continually seek the input of our campus community to guide us in our efforts.

Dining memberships, or “meal plans,” are available to all students, faculty and staff. Whether you live on campus or off campus, we have a wide range of memberships to accommodate any need and dining desire. Each meal plan has both meals and Bearkat Bucks. The meals may be used at Old Main Market and General's Market. The Bearkat Bucks may be used at any on campus dining location. Our memberships are broken into three categories: “blocks,” “weekly” and “unlimited.”

Block meal plans are designed to provide great flexibility in the use of meals, providing a certain block amount of meals to use throughout the semester, while still providing Bearkat Bucks to use across campus. At the end of the semester, any unused meals expire, and are removed from the account. These meal plans are a great selection for any SHSU commuting students.

Weekly meal plans are designed to offer a certain amount of meals per week throughout the semester, and also provide Bearkat Bucks to use across campus. At the end of each week, any unused meals expire, and the weekly amount of meals for that meal plan starts over. On a weekly plan, meals are only able to be used once per meal period, and may



only be used by the dining membership holder.

The unlimited meal plan is designed to provide the ultimate in flexibility, convenience, and value. There is no set amount of meals, and meals may be used as desired throughout the day, week and semester. Only the dining membership holder may use the meals on an unlimited plan. The plan holder may swipe unlimited number of times at Old Main Market. They may only swipe once per meal period at Grille Works & Moe's Southwest Grill.

Meal plans and Bearkat Bucks are stored on the students BearkatOne Card. Credit cards, debit cards, and cash are also accepted at all on campus dining locations.

SH Dining Services offers a variety of dining options in the following buildings: Lowman Student Center, Newton Gresham Library, Gaertner Performing Arts Center, College of Humanities and Social Sciences, Lee Drain, Old Main Market, General's Markey, the CJ Cafe, and South Paw. To view an updated list of the current concepts within each of these buildings please refer to our website: [www.SHDining.com](http://www.SHDining.com).

Classic Fare Catering, SH Dining Services' catering department, is located inside of the Lowman Student Center, on the second floor. Classic Fare Catering is able to facilitate any catering need within Walker County, as well as the Woodlands Center. To view offerings and menus, or to place an order, please visit: [shsucatering.catertrax.com](http://shsucatering.catertrax.com). To speak to someone regarding catering needs, call (936) 294-1930 or email [catering@shsu.edu](mailto:catering@shsu.edu).

For more information on meal plans, or to find out more information about SH Dining Services, visit [www.SHDining.com](http://www.SHDining.com). Contact us at: (936) 294-4693 or [shdining@shsu.edu](mailto:shdining@shsu.edu), with any questions. The SH Dining Services office is located on the second floor of Old Main Market, which is located on the north side of campus: 1001 Bearkat Blvd., Huntsville, TX 77340.

## **HEALTH CENTER**

The Student Health Center, located at the corner of Avenue J and Bearkat Boulevard, provides routine medical services and health education to currently enrolled students, both on campus and online who have paid the Medical Services fee.

The Health Center is open Monday – Friday, 8:00 a.m. – 5:00 p.m., with extended evening hours until 6:00 p.m. Monday – Thursday during the fall and spring semesters. Only business services are available between 12:00 p.m. and 1:00 p.m. Appointments are scheduled by phone or in person.

There is no cost for an office visit. There are charges for laboratory tests, prescription medications, and certain procedures. Charges will be added to your Sam account and reconciled through the Bursar's office. These charges are, in most cases, well below the prevailing community rate.

The Health Center has an in-house pharmacy that is able to fill prescriptions written by any healthcare provider. Many prescriptions cost less than the deductible or co-payment amounts of many insurance plans. Please contact the pharmacy at (936) 294-1803 for price and availability. The Health Center offers services in the following categories:

- Diagnosis and treatment of minor illnesses and injuries
- Nurse Visits
- Laboratory
- Pharmacy
- Preventative Healthcare
- Physicals

## Vaccines Availability

Measles, mumps and rubella (MMR)	1st dose at age 12-15 months or later, 2nd dose at age 4-6 years or later.	All entering college student born after 1956.
Tetanus, Diphtheria		
Pertussis (DTP) (Td)	Primary series in childhood with DTaP or DTP booster at age 11-12 years with Td, then every 10 years	All college students.
Varicella	Childhood, adolescence, young adulthood. Two doses at least one month apart, if over age 13.	All students without history of the disease or without age appropriate immunization or with a negative antibody titer.
Hepatitis B	Series of three doses given at 0, 1-2 months, and 6-12 months.	All college students.
Meningococcal	Single vaccination or booster	Required for all college students under 22 years of age. Recommended for all college students, staff, and faculty. *See SHSU Health Center website <a href="http://www.shsu.edu/dept/student-health-center/meningitis.html">http://www.shsu.edu/dept/student-health-center/meningitis.html</a> for proof of immunization form and instructions for form submission.
Influenza	Each fall for college students.	Each fall for college students.

- TB testing/ Immunizations
- Health Education and Promotion

The Health Center also serves as the campus contact for the student health insurance plan offered through the university. Coverage is available to all students currently enrolled in six or more credit hours and is mandatory for international students. Students may visit the website for more information about the policy.

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

### OFFICE OF HEALTH PROMOTION

The Office of Health Promotion (OHP) designs and implements on campus health prevention programs and activities. These programs are targeted through the collection of survey data that highlight students' health literacy rates and gaps in current student health knowledge and practices. All students are encouraged to visit the OHP website at [www.shsu.edu/ohp](http://www.shsu.edu/ohp) to learn more and get involved with improving health of campus. Some of the programs housed within the OHP include, the Alcohol & Drug Abuse Initiative (ADAI), STI prevention, and healthy living practices.

The Health Center and Office of Health Promotion are designed to provide services and programs that assist students in minimizing disruptions resulting from health-related issues. Please contact us at (936) 294-1805 or visit our website at [www.shsu.edu/healthcenter](http://www.shsu.edu/healthcenter) for more information.

### AIDS POLICY

Sam Houston State University seeks to minimize the HIV/AIDS health risk on campus. To increase awareness and prevention of the spread of HIV/AIDS, the SHSU Student Health Center and Office of Health Promotion disseminate educational materials and provide HIV testing, counseling, and referrals for medical care. In the event that a student is known to be HIV positive, a university physician will make appropriate recommendations as may be medically necessary. The welfare of the student and the prevention of

transmission of the disease are of primary concern in such cases. All actions will be taken to support any student diagnosed with HIV /AIDS via referrals to campus and community resources, including pharmaceutical and counseling support systems. The patient's rights of nondiscrimination, privacy and confidentiality shall be honored as provided for under State and Federal HIPAA and FERPA laws

**The Texas Higher Education Coordinating Board specifically requires one of two specific classes of meningitis vaccines:**  
**Meningococcal conjugate vaccine (MenACWY). Brand names, Menveo and Menactra.**  
**Meningococcal polysaccharide vaccine (MPSV). Brand name, Menomune.**

**Meningococcal serogroup B (MenB) vaccines do not provide the necessary coverage for college students and are not accepted for admission to higher education. The specific brands not accepted are Trumenba and Bexsero.**

**Effective January 1, 2012, Sam Houston State University requires proof of the Meningitis A vaccination for all students under the age of 22 years old per the State of Texas Senate Bill 1107 (SB1107).** Proof of receipt of the meningitis A vaccination must be provided to the Student Health Center before registering for classes for the fall, spring, or summer semesters can take place.

### **Meningitis**

Meningitis is an infection of the fluid of a person's spinal cord and the fluid that surrounds the brain. People sometimes refer to it as spinal meningitis. Meningitis is caused by a viral or bacterial infection. Viral meningitis is generally less severe and resolves without specific treatment, while bacterial meningitis can be quite severe and may result in brain damage, hearing loss, learning disability, or even death. Bacterial meningitis is spread through the exchange of respiratory and throat secretions (i.e., coughing, kissing). Symptoms may include high fever, headache, and stiff neck, nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. Early diagnosis and treatment are very important. If symptoms occur, the patient should see a doctor immediately. There are vaccines against some types of meningitis. The Student Health Center recommends all students receive both Meningitis A and B vaccinations as a preventative health measure to combat this very serious health threat.

### **ABCs of STIs**

A sexually transmitted infection (STI) is an infection caused by a virus or bacteria spread through direct sexual contact (vaginal, oral, or anal sex) from person to person. STIs can affect people of all ages, backgrounds, and races and often goes undetected because the individual has yet to experience any symptoms of the infection. A sexually transmitted disease (STD) is a STI that has distinct symptoms and has progressed enough to noticeably disrupt the physical function of the body.

There are many STIs, but some of the more common forms include Gonorrhea, Syphilis, Chlamydia, HIV, HPV, and Genital Herpes. These diseases are transmitted through body fluids such as blood, semen, and vaginal secretions or contact with an infected lesion. STIs may be transmitted from partner to partner during any type of sexual activity, including oral sex and anal sex.

STIs can lead to permanent health problems such as infertility, chronic pelvic pain, ectopic pregnancies, chronic painful sores and blisters on the genitals, genital warts, cancer



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

and even death. Personal behaviors can affect an individual's risk of becoming infected with an STI.

### **Your behavior-Your responsibility**

Sexual abstinence, or not engaging in sex, is the only 100% effective way of avoiding STIs and unplanned pregnancies. Abstinence is an acceptable practice among college students and is supported at SHSU.

Some students, however, will make the decision to engage in sexual activity. For these students, we encourage them to take certain steps to reduce the probability of STIs, unplanned pregnancies, and other possible consequences of sexual activity. These steps include:

- Use protection — Always use protection if you are sexually active. Proper use of condoms containing spermicidal lubricant reduces the risk for STIs and unplanned pregnancies. Please note that condoms reduce, but do not eliminate the risk. FREE condoms are available at the on-campus pharmacy located in the Student Health Center.
- Limit the number of sexual partners. A mutually monogamous relationship between two uninfected people reduces the risk of contracting an STI. However, protection should still be used.

- Do not pressure someone into having sex and do not allow someone to pressure you. Having sex with someone that has not or cannot give consent is a criminal offense.
- Avoid all drugs. Alcohol and other drugs affect your judgment and reduce your inhibitions making it more likely that one will make unwise choices. Consent to have sex also cannot be given from someone who is under the influence of alcohol and/or drugs.
- **THINK OF THE CONSEQUENCES OF YOUR ACTIONS!** A bad decision regarding sexual activity could leave you dealing with an STI, unplanned pregnancy, legal problems, and/or regrets.
- **Get Tested!** It is important to know your status. STI testing is recommended for those who have engaged in ANY form of sexual activity. In addition to getting tested, talk to your partner about STIs before you make a decision regarding sexual activity. Learn about your partner's past behaviors (sex and drug use), and consider the consequences and risks to your health if you choose to engage in sexual activity. Ask your partner if they have recently been tested for STIs including HIV; if not encourage them to do so.

Remember that abstaining from sexual activity is the only 100% effective way to avoid STIs and unplanned pregnancies. However, if you make the decision to have sex, take control of your health, get tested and know your status. For further information on STI testing, contact the Health Center.

## **IT@SAM**

Within the Division of Information Technology (known as IT@Sam), there are five (5) departments supporting the campus: Client Services, Enterprise Services, Infrastructure and Support Services, Information Security Office, and Project Management Office.

### **Support of Teaching/Learning Environments**

IT@Sam provides support and maintenance of instructional environments including computer labs and classrooms. In support of the University's academic programs, computer labs provide modern productivity tools. They are equipped with Windows workstations, DVD-RW drives, USB ports, web cameras, printers and scanners. All IT@Sam labs have the same software installed to ensure a consistent experience for students as they move from lab to lab. A few labs will have additional specialized, course-specific software titles available. Macintosh workstations are available in designated computer labs, with similar functionality.

Some resources, including software, are available for off campus use. The Technology Benefits website (<http://www.shsu.edu/dept/it@sam/technology-benefits.html>) will have up-to-date resources listed.

### **Accessing SHSU Student Network & E-mail**

Upon acceptance, students activate their computer accounts on the SHSU website ([www.shsu.edu](http://www.shsu.edu)) and then have access to SHSU's academic and administrative resources including, but not limited to, computer labs, wireless network, e-mail, and registration.

A secure Wi-Fi network is available throughout the majority of campus including academic buildings, residence halls, and outdoor spaces. Access to this network is granted by entering SHSU credentials when prompted by the device. To ensure prompt communications, the University will send official statements and

documents to student's SHSU e-mail address. The assigned e-mail address will have the following format: username@shsu.edu. Former students who have completed at least 15 hours of course work at SHSU are eligible to keep their SHSU e-mail account.

SHSU's Acceptable Use Policy as well as other IT Practices and Policies govern the use of University e-mail and all computing resources. These policies and other SHSU policies are located on the website at <http://www.shsu.edu/intranet/policies/>.

### **Passwords & Person Identification Number (PIN)**

During the application process, an assigned PIN will allow prospective students to monitor the progress of their application. Once accepted and a computer account is created, the PIN will be disabled. Passwords for SHSU computer accounts expire every six months. SHSU will never ask students to share their passwords. The Service Desk is available to help with computer accounts, passwords, and general SHSU technology questions.

### **Student Employment Opportunities**

IT@Sam employs students in a variety of positions. Students are encouraged to apply for part-time employment through Jobs4Kats (<http://www.shsu.edu/get-started/jobs4kats.html>).

### **Contact Info**

For more information, visit the Division of Information Technology website (<http://www.shsu.edu/dept/it@sam>). Address any questions regarding SHSU's computer resources to the Service Desk at [servicedesk@shsu.edu](mailto:servicedesk@shsu.edu) or (936) 294-1950.

## **LOWMAN STUDENT CENTER**

The Lowman Student Center (LSC) proudly serves as your Living Room on Campus. Our visitors include students, faculty, staff, administrators, alumni, and guests. The LSC is more than a building and is committed to providing welcoming facilities and services dedicated to fostering an inclusive, engaging, and innovative environment. The LSC houses many of the services, conveniences, and amenities members of the university community frequent in their daily life on campus.

### **Contact Information**

LSC Office Main Number: 936.294.1759  
LSC Information Center: 936.294.4902  
LSC KatKlub Game Room: 936.294.3462  
LSC Twitter: @LSC\_SHSU  
LSC Facebook: @SHSULSC  
LSC Office email: [lsc\\_www@shsu.edu](mailto:lsc_www@shsu.edu)

LSC operational hours may be found at <http://www.shsu.edu/dept/lowman-student-center/hours.html>

### **Services**

The LSC is home to the KatKlub Game Room, University Bookstore and Paw Print Food Court as well as access to ATMs on the first and second floor. The Information Center on the second floor is your first stop for current LSC information.

Many of the departments in the Division of Student Affairs have office located in the

LSC—including the Vice President’s and Dean of Students’ office. For a complete list, please visit: <http://www.shsu.edu/dept/lowman-student-center/services/offices.html>

### Spaces

The LSC is a 125,000 sq. ft. facility that hosts events in the following spaces, supported by state-of-the-art theatrical lighting and audio/video systems.

- **Ballroom** (8000 sq. ft.) suitable for banquets, dances, concerts, conferences, and other large event gatherings.
- **Theater** space providing seating for 360 (plus 6 ADA) and is ideal for lectures, video presentations, seminars, educational, and entertainment programs.
- 15 multi-purpose **Conference Rooms** of varying sizes that can accommodate groups ranging from 12 to 200 people.
- **Student Art Gallery**, the only one of its kind on campus, offers SHSU students a 20’ x 46’ space to exhibit their work; including photographs, graphics, paintings, sculpture, ceramics, animations and mixed media.
- **Kat Klub Game Room** offers billiards, table tennis, video games, and several TV screens in a fun, friendly environment where students, faculty, staff, and guests can gather. Join us in the Kat Klub for relaxing, lounging, and gaming with friends!
- **Mother’s Room** which features lockers for individual use, comfortable seating, hot and cold water, a baby changing station, cleaning supplies, dimmable lights, electrical outlets, a mini refrigerator for milk storage, wall decorations, and a secure, lockable door.

### Highlighted Operations Policies

For complete LSC policies, please visit: <http://www.shsu.edu/dept/lowman-student-center/services/policies.html>

1. All meetings or events must be scheduled and held in designated meeting spaces. Atriums, lobbies, and hallways are not designated meeting spaces.



2. All requests for use of the LSC facilities must be made through the LSC Office by completing the appropriate form and submitting it to the LSC Office at least two (2) business days prior to the meeting for meeting rooms, two (2) weeks prior to the event for the Ballroom, Theater, Kat Klub, or Art Gallery, or three (3) weeks prior for Social Events. Rooms are not guaranteed until a confirmation has been issued.
3. Each registered student organization is limited to two (2) meeting room reservations per week, with each meeting not to exceed two hours. If additional rooms are available, organizations may reserve rooms no more than 2 days in advance.
4. Registered student organizations, University departments, and individual SHSU students, faculty, and staff who fail to show up for or cancel their reservations will be subject to the following:
  - i. Meeting rooms: Reservation privileges will be revoked after 3 no shows/failure to cancel during the following academic year.
  - ii. Ballroom, Theater, Kat Klub, and 320: the first offense will result in a fine of \$100, and the second offense will result in loss of reservation privileges for one calendar year.
5. All catering in the LSC must be reserved and provided through Classic Fare Catering following the confirmation of your facility reservation.
6. Loud, boisterous, profane language, disorderly conduct, or disturbing the peace is not permitted and may lead to disciplinary action. Sound levels of any event will not disrupt normal operations in the LSC and will be set and monitored by LSC staff.
7. Improper use, moving, or altering of furniture, fixtures, or equipment is not permitted. Individuals or groups reserving LSC facilities are responsible for the behavior of their guests and any damages to LSC property. Only LSC personnel are authorized to move LSC furniture and equipment. Furnishings and equipment of the LSC are not to be removed from the building for any reason. Additionally, posting of materials on walls, doors, or other surfaces is prohibited.
8. LSC Staff members are ultimately responsible during all events and, as such, all visitors will follow LSC Staff directions and instructions.
9. LSC does not permit the use of any outside equipment for event held within the facilities; exceptions must be approved by LSC management.
10. Payments for Registered Student Organizations:
  - i. Payments are due 2 business days prior to the event.
  - ii. If a registered student organization charges any fee, including receiving an offering for the sponsoring organization or their guests, the room rental fee for Registered Student Organization Fundraiser will apply.
  - iii. In the event that additional costs are incurred, charges will be assessed after the event and due within 5 business days after the final invoice.

## **Social Event Management Policy**



Social Event Management plans may be required for Registered Student Organizational events that meet at least one of the following criteria:

- i. Any event that concludes after 11 PM
- ii. Any event with an anticipated attendance of 450 or more persons
- iii. Any event involving the potential of high risk or safety factors
- iv. Any event that has had a risk management/safety issue within the past two years Any event that intends to serve alcoholic beverages
- v. Any event identified by the LSC Staff or University Police as a large format event

## **FACILITIES MANAGEMENT**

Facilities Management (FM) is a support organization dedicated to assisting the educational mission of the university. FM operates and maintains all grounds and facilities, with the exception of Residence Life. This department ensures efficiency and effectiveness in all areas of landscaping, buildings, utility systems, parking lots, renovations and new construction, and is responsible for the Campus Master Plan. In addition FM provides custodial and moving services, recycling and energy conservation programs, as well as fleet rental program for all University related travel.

FM appreciates all feedback on Campus conditions and welcomes students to report any problems such as lighting outages, broken bathroom fixtures, water leaks, elevator malfunctions, or general repairs to the nearest departmental office on campus. These offices will forward the request to our customer service center or students may call Customer Service directly. This office is open Monday-Friday, 8am-5pm and can be reached at 936-294-3663; if our customer service center is closed you may email [FacilitiesManagement@shsu.edu](mailto:FacilitiesManagement@shsu.edu). Please report any after hour's emergencies or safety issues to the University Police Department (936)-294-1794. All FM offices are located at 2424 Sam Houston Ave, directly behind the University Police Department.

Don't forget to check out the FM website. On the main SHSU.edu webpage, go to fast



links ‘Facilities Management’. Here you will find up to date information on all current construction, road closures, or outages. Please check the website often to see all the latest news about the Sam Houston Campus.

## **PUBLIC SAFETY SERVICES**

### **University Police**

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

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

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

All thefts, vehicle accidents, or other offenses that occur on campus should be reported immediately to the university police. The University Police Office is located at 2424 South Sam Houston Ave. (Sam South Complex), and the telephone number is (936) 294-1800. Police Officers are on duty 24 hours every day annually. The Business Office Hours are 7:30 a.m. until 4:30 p.m., Monday - Friday.

## **RECREATIONAL SPORTS**

The Department of Recreational Sports offers a wide variety of recreational programming and provides numerous recreational facilities for students, faculty, and staff. The programs offered include Aquatics, Club Sports, Bearkat Camp, Fitness, Informal Recreation, Intramural Sports, Outdoor Recreation, and Special Events.

### **Facilities**

The facilities managed by the Department of Recreational Sports include the Recreational Sports Center (RSC), the Health and Kinesiology Center (HKC), Johnson Coliseum, the McAdams Tennis Complex, Pritchett Field Sports Complex, three Intramural Sports Fields, two sand volleyball courts, as well as the 345-acre University Camp.

The RSC houses a 34-foot climbing wall and bouldering area, a 10,000 square foot weight and cardio area, several multipurpose and fitness rooms, as well as an outdoor heated swimming pool. The HKC is shared with the Health and Kinesiology academic program and hosts four basketball courts, two multi-purpose rooms, and 1/8-mile indoor running track, ten racquetball courts, and supplemental weight and multipurpose rooms. Adjacent to the RSC/HKC are three Intramural sports fields and two sand volleyball courts. These are used for Informal Recreation, Intramural Sports, and Special Events. The

McAdams Tennis Complex, an outdoor tennis venue with eight tennis courts, is also close to the RSC.

Johnson Coliseum, located directly across from the RSC and HKC, seats over 6000 people and hosts over 90 events each year. Sammypalooza, Kat Comedy Showcase, Bearkat Breakout, Men's and Women's Basketball and SHSU Volleyball are just some of the events hosted here. The Pritchett Field Sports Complex hosts SHSU Women's Soccer, as well as numerous club sports and intramural activities. It has two athletic fields (one grass and one turf), as well as an outdoor running track available to the public.

The University Camp is a one-of-a-kind recreation and retreat facility located near Riverside, Texas. Members of the SHSU community can spend a day canoeing, fishing, hiking, biking, challenging themselves on the low and high-ropes courses, hosting a gathering in our Bearkat Lodge, or just enjoying a picnic by the lake. The University Camp is also host to Bearkat Camp, SHSU's extended freshman and transfer orientation program.

### **Programming**

Students enjoy the Informal Recreation program by participating in self-directed recreational activities such as drop-in basketball, weightlifting, cardio, racquetball or swimming. The seasonally heated swimming pool has four 25-yard lap lanes and a leisure area that hosts lifeguarding classes, swimming lessons, and other programs. The Fitness program offers comprehensive programming for the Bearkat community. Participants can enjoy over 40 group fitness classes per week such as Yoga, Cycling, Zumba, and more. They also offer personal training, various workshops, and specialty classes throughout the year.

The Intramural Sports program offers a variety of team, dual, and individual activities with both competitive and recreational divisions. Students may participate in softball, flag football, volleyball, and soccer, as well as non-traditional activities such as dodgeball, Xbox tournaments, and fitness competitions.

The Club Sports program consists of over 20 recognized student organizations established to promote common sport and/or recreation-related interests. Clubs such as soccer, rugby, lacrosse, and even Quidditch have been founded, organized, and maintained by volunteer student leaders. Many clubs compete at regional and even national levels against other university club teams.

Outdoor Recreation is a multi-faceted program consisting of six components: Trips, Workshops, the Climbing Center, Equipment Rental, Bearkat Camp, and the Challenge Program at University Camp.

Recreational Sports hosts several special events and activities throughout the school year. Past activities have included Sammypalooza, RecFest, FitFest, Earth Week, and more. Most programs are offered free of charge to SHSU students. Employment is also available in numerous student roles throughout the department. Part-time positions are available for over 300 students annually in the areas of facility supervision, fitness instruction, aquatics, marketing, and intramural officiating. Students can visit Jobs4Kats for a list of available positions. More detailed information may be found at [recsports.shsu.edu](http://recsports.shsu.edu), at 936-294-3658, or by visiting the main office in RSC 162.

## **RESIDENCE LIFE**

### **Residence Halls**

The Department of Residence Life operates twenty-five residence halls or housing units, including an apartment complex for upperclassmen. A brochure is available which provides

details of the housing program at Sam Houston, including information regarding specific residence halls, and applicable rates, as well as information about the online application process. This brochure is available upon acceptance to the University.

The Department of Residence Life provides students with leadership opportunities through involvement in their hall/house councils, or through employment as a resident advisor, housing ambassador, or student assistant. Those interested in becoming involved in their hall/house councils should contact their building staff. Individuals seeking employment should check the Jobs4Kats website. You may contact the Residence Life Office at Sam Houston State University, Box 2416, Huntsville, Texas 77341-2416, or by calling (936) 294-1812.

## **SAM HOUSTON MEMORIAL MUSEUM**

The Sam Houston Memorial Museum was established in 1936 as a Texas centennial project, funded by the Texas Legislature. Since that time the Museum has expanded to a complex of fifteen acres situated within a scenic park. Of interest is the Katy & E. Don Walker, Sr. Education Center, which houses an exhibit gallery, auditorium, offices of the Museum's education staff, the Patrick B. Nolan Library & Archives, and on the lower level the W. S. Gibbs Conference Hall, which can be rented for meetings, conferences, receptions, etc. On site are the main museum composed of a rotunda and three wings, containing artifacts relating to Sam Houston, his family, and early life in Texas; Woodland Home, the historic home Sam Houston built for his family in Huntsville; Steamboat House, where General Houston died; the Sam Houston Law Office; an Exhibit Hall that now houses the Wigwam Neosho Museum Store; Bear Bend Cabin, the hunting lodge Sam Houston stayed in while hunting for bears; and replicas of a period kitchen, blacksmith shop and woodworking shop.

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

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

For more information, check out the website at [www.samhoustonmemorialmuseum.com](http://www.samhoustonmemorialmuseum.com).

## **PRINT SERVICES**

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

## **STUDENT LEGAL AND MEDIATION SERVICES**

The law is a fundamental part of every transaction; whether civil or criminal. Students, whether just coming of age or with significant experience, have a need to learn their legal rights and responsibilities and how to exercise those rights in a professional manner.

For these reasons, Student Legal and Mediation Services employs a full time attorney dedicated to providing students with individual, confidential legal consultations. The attorney provides resources for resolution of legal concerns. Frequent topics of inquiry include landlord/tenant, family law, consumer protection, criminal, traffic tickets, automobile accidents, and employee rights.

The office is located on the third floor of the Lowman Student Center (suite 330). Appointments can be requested in person, by phone at (936) 294-1717 or electronically at [www.shsu.edu/slms](http://www.shsu.edu/slms). The office does not provide counsel on issues involving the university.

The office also provides mediation and conflict resolution services to help students resolve conflicts in a confidential setting. The attorney is also available to speak to student organizations, residence halls, and classes.

## **VETERANS RESOURCE CENTER**

Veterans and eligible dependents/spouses may request assistance with the processing of V.A. educational benefits for the Post 9/11 (Chapter 33), Montgomery G.I. Bill (MGIB Chapter 30), MGIB Chapter 1606, MGIB Chapter 1607, V.A. Vocational Rehabilitation Chapter 31, Fry Scholarship, and Dependent Educational Assistance Chapter 35.

Students who were Texas residents at the time of their entry in active duty should inquire about their eligibility for benefits under the Texas Hazlewood Act. The VRC office is located on the first floor of Academic Building Three (Suite 116). VRC staff may also be contacted by phone at (936) 294-1046.



# CAMPUS LIFE

## ATHLETICS

Competing at a high level in 17 NCAA Division I sports, Sam Houston State University brings the fun and excitement of intercollegiate athletics to the Huntsville campus.

The Bearkats have become a fixture on national television sports networks including ESPN, ESPN2, ESPN3, CBS Fox Sports and Comcast.

Sam Houston competes as a member of the Southland Conference. The Bearkats have won 44 league championships since joining the league in 1988. The Kats have represented the league in NCAA Division I post-season play 28 times. Recent successes have included five consecutive appearances in the NCAA Division I Football Championship semifinals. Sam Houston played in the football championship finals in 2011 and 2012.

The Bearkat women's bowling team brought Sam Houston its first NCAA Division I national championship with a victory over Nebraska in 2014. The baseball team has earned NCAA regional playoff berths three of the last four years.

With 30 Southland Conference championships since 2000, Sam Houston stands as the only team in league history to win SLC Commissioner's Cup trophies three years in a row and is the only current member to take earn the league's all-sports title five times. The trophy is awarded annually to the overall athletic program ranked as the best in the league.

The Bearkats play a nationally competitive schedule in all sports with games against top teams from the Big 12 and SEC including Texas A&M, Baylor, Texas, LSU and Arkansas.

Each of the past six seasons, Sam Houston and Stephen F. Austin have played their annual "Battle of the Piney Woods" rivalry game at NRG Stadium in Houston, putting more than 25,000 fans in the seats at the NFL Texans' venue annually.

Men's intercollegiate sports at Sam Houston include baseball, basketball, cross country, football, golf, indoor track and field and outdoor track and field. Women's sports are basketball, bowling, cross country, golf, indoor track and field, outdoor track and field, soccer, softball, tennis and volleyball.

Sam Houston student-athletes are just as successful in the class room as on the playing field. The overall grade point average for the more than 400 Bearkat student-athletes annually is a mark higher than the general student population at the university. Seven of the last eight semesters, the department's GPA has been 3.0 or higher including a record 3.22 GPA in the fall semester of 2015.

Bearkats have been recognized as the outstanding student-athlete in their individual sports by receiving the Southland "Student-Athlete of the Year" award 23 times in the past nine years.

Sam Houston boasts one of the finest athletic complexes in the Southwest. Home athletic events are held at Elliott T. Bowers Stadium (football), Bernard G. Johnson Coliseum (basketball, volleyball), Don Sanders Stadium (baseball), Bearkat Softball Complex (softball), Meredith and Miriam York Track and Field Center (track and field), McAdams Tennis Center (tennis), Joseph Pritchett Field (soccer) and the Ron

Randleman Strength and Fitness Center.

Recent additions to the athletic facilities include state-of-the-art video/scoreboards at football, basketball, volleyball, baseball and softball. Each of the athletic venues is located on campus within walking distance of any of the residence halls.

Sam Houston students are admitted to all home regular season athletic events on presentation of a current and valid Bearkat OneCard. Simply swipe your Bearkat One- Card at the designated student gates the day of the event for admission. Bearkat OneCards must be active and you must be currently enrolled.

News, schedules, ticket information and opportunities to watch live video of Bearkat sports events are available on the SHSU athletic web site at [www.gobearkats.com](http://www.gobearkats.com).

## **DEAN OF STUDENTS' OFFICE**

The office advocates student needs to the university administration, faculty and departments and also transmits needs of these groups to the students. The office assist students who have questions about any phase of campus life. The professional staff are responsible for the administration of a number of policies and procedures found in this publication. These include solicitation, student conduct and judicial processes, First Amendment Rights, and certain provisions of the Family Educational Rights and Privacy Act (FERPA). In addition, the department is responsible for the Student of Concern (SOC) Team, Raven Scholars Program, Freshmen Leadership Program, Orange Keys Program, Greek Life, Raven's Call, Alpha Lambda Delta First Year Honor Society, Student Government Association, Bearkat Family Weekend, SHSU Parents' Association, Office of Parent Relations, and Greek Life Office. The Dean of Students' Office is located in Suite 215 of the Lowman Student Center, telephone (936) 294-1785. Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

### **Judicial Affairs**

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

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

The Dean of Students' Office works closely with the University Police Department and the Department of Residence Life as well as other local, state and federal law enforcement agencies to attempt to investigate and resolve allegations of student misconduct. The Dean of Students' Office also receives reports of student misconduct by other students. If you have witnessed a violation of the SHSU Code of Student Conduct or you wish to report suspicious activity involving social or academic misconduct, please contact the Dean of Students' Office at (936) 294-1785 or via email at [doso@shsu.edu](mailto:doso@shsu.edu).



### **Students of Concern (SOC) Team**

Members of the Students of Concern (SOC) Team have completed special training and meet weekly during the academic year. They stand ready to respond to referrals from faculty, staff or students regarding students of concern. Team members are pledged to confidentiality and may be entrusted with highly confidential information. Each situation is unique and involves responding to the specific needs of the student of concern. To contact the SOC Team please contact the Dean of Students' Office or check on the Dean of Students' website for more information.

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

### **Freshmen Leadership Program**

The Freshmen Leadership Program, started in 1973, is offered to entering freshmen who have demonstrated leadership interest as well as outstanding academic performance in high school. This year-long training/development program provides first-year students with the opportunity to acquire a breadth and depth of knowledge and focused learning about Sam Houston State University, gaining leadership skills and serving in community service projects. Upon completion of their freshman year, these students are strongly encouraged to become active leaders in the university community. For more information on this program, please visit [shsu.edu/FLP](http://shsu.edu/FLP).

### **Orange Keys**

Orange Keys originated in 1959 as a service organization. The students who are selected to this prestigious group serve as the official university ambassadors to campus guests, prospective students, and dignitaries. The program consists of 18 outstanding upper classmen. These students must maintain a 3.0 grade point average or higher and be actively involved in at least two student organizations to remain a member of the program. The Orange Keys serve as university ambassadors at events such as the President's Circle, Homecoming, Bearkat Family Weekend, Career Days, Saturdays at Sam, The Texas State University System Board of Regents meetings, and other university functions. For more information on this program you may go to the LSC Suite 215 or call (936) 294-1785.

### **Alpha Lambda Delta First-Year Honor Society**

Alpha Lambda Delta is a national honor society that honors academic excellence during students' first semester in a four-year institution. The Sam Houston State University chapter of Alpha Lambda Delta was founded on November 13, 1970. The purpose of

this organization is to encourage superior academic achievement among students in their first year in institutions of higher education, to promote intelligent living and continued high standard of learning, and to assist women and men in recognizing and developing meaningful goals for their roles in society. The annual induction ceremony is hosted every spring semester and the organization meets bi-weekly each semester. This organization is officially housed within the Dean of Students' Office, for more information please visit [shsu.edu/ald](http://shsu.edu/ald).

### **Raven Scholars**

Raven Scholars is an exclusive award program dedicated to honoring outstanding upperclassmen and graduate students at Sam Houston State University. The purpose of the Raven Scholars program is to recognize our top students who have achieved academic success as well as integrated campus life, service, and leadership into their college career. An annual award banquet will be held each spring to distinguish these exemplary students, where they will individually receive a certificate and a gift. For a list of our most recent Raven Scholars and more information on eligibility as well as the nomination process, please visit: [shsu.edu/ravenscholars](http://shsu.edu/ravenscholars).

### **Raven's Call**

Raven's Call is an annual memorial service that honors students, faculty, and staff who have passed away during the previous calendar year. This event showcases their pride and loyalty to our university and is a celebration of their life. Family members, students, faculty and staff, come together once a year at the Ron and Ruth Blatchley Bell Tower to honor those we lost. A memorial monument located in front of the Bell Tower has been dedicated to remembering our fellow Bearkats who are "Gone, but not forgotten". For more information on Raven's Call contact the Dean of Students' Office at 936-294-1785.

### **Bearkat Family Weekend**

Bearkat Family Weekend is held during the fall semester and is an opportunity for family and friends to visit campus and enjoy the student experience. Events range from Friday to Sunday and include activities such as a Pep Rally, Coffee with the Administrators, Student and Department Programs, Bearkat Lunch, Family Weekend Tailgate, Classic Car Show, Bearkat Football, 5K Run, and Send-Off Brunch. This weekend is a great way for families to check in on their student and see how they have made Sam Houston State University their home away from home. For more information on Bearkat Family Weekend visit [shsu.edu/weekend](http://shsu.edu/weekend).

### **Office of Parent Relations**

The mission of the Office of Parent Relations is to partner with parents and family members of SHSU students to encourage academic achievement and personal development. We recognize that informed and involved parents contribute to student success. As a university liaison we maintain an updated website with clear directions and navigation capability, maintain multiple social media platforms to stay connected with parents, provide links for offices that parents are most concerned about, and answer direct phone calls, emails, and schedule parent appointments as needed. We are here to help parents with any questions or concerns they may have regarding their student.

Our monthly digital newsletters contain informative information on how to help the parent/student transition from home to college as well as provide information on offices

around campus and upcoming events. For parents that do not wish to subscribe to the newsletter but would like the information it will also be uploaded to the website every month for your viewing pleasure.

Parents can also join the SHSU Parents' Association to stay involved and connected with the campus and other parents. For information on how to join the Parents' Association contact the Office of Parent Relations Office at [org\\_pro@shsu.edu](mailto:org_pro@shsu.edu) or 936-294-2714.

### **SHSU Parents' Association**

The SHSU Parents' Association is an official university organization housed within the Office of Parent Relations. Sam Houston State University Parents' Association (SHSUPA) exists to provide the opportunity for active participation and demonstrate that caring continues when students leave home to pursue higher education. Benefits to joining the SHSU Parents' Association include scholarship opportunities for students whose parents are members, membership card with discounts to local businesses, personalized monthly newsletter, volunteer opportunities, and much more. For more information, visit [shsu.edu/parents](http://shsu.edu/parents) or contact the Office of Parent Relations at [org\\_pro@shsu.edu](mailto:org_pro@shsu.edu) or 936-294-2714.

### **Greek Life Office**

Greek Life is the office of professional staff that provides guidance, education and support to the SHSU Greek community. The office assists fraternity and sorority chapters in maintaining local and national requirements as well as serves as a liaison between collegiate chapters, alumni, parents, and the university. In addition, the staff provides educational programs and services that support the ideals of Greek Life by challenging members to live by their purpose, monitors academic performance of fraternity and



sorority members, and recognizes positive achievements of the organizations.

Fraternities and Sororities have been a fundamental part of SHSU since the late 1950s. Greek Life provides one of the most comprehensive experiences of university life, focusing on achieving excellence in and out of the classroom. Providing a vibrant and active environment, our Greek organizations work to live up to their founding principles and ideals, which include scholarship, leadership, community service, fraternal bonds, and ritual.

Greek Life at SHSU is multi-faceted; there is something in it for everyone. Greek affiliation is an excellent way to enhance your college and professional career. SHSU's fraternities and sororities encourage interpersonal, academic, moral, ethical and professional development through a wide range of leadership and involvement opportunities. For more information about Greek Life please contact the Greek Life Office or visit the Greek Life website at [www.shsu.edu/greeklife](http://www.shsu.edu/greeklife).

## **OFFICE OF ALUMNI RELATIONS**

In the early 1920s during Harry F. Estill's presidency, an association of former students was first organized. More than 30 years later, prompted by an expanding student enrollment and an increasing number of graduates, a charter for a non-profit corporation known as the "Alumni Association of Sam Houston State Teachers College" was formally adopted on November 2, 1956.

According to Article II of the Association Charter, "The purpose for which the corporation is formed shall be to support benevolent, charitable and education undertakings, whether associated with or related to Sam Houston State Teachers College; to extend aid, financial or otherwise, to Sam Houston students; to encourage generally sentiments favorable to education, and to promote the union of good fellowship among ex-students of Sam Houston State Teachers College."

During the summer of 1992, the Association merged with the University to create a centralized dues-paying organization that offers programs and activities for alumni and friends regardless of college affiliation or special interest. Furthermore, management of and funding for alumni affairs was brought under the purview of the university by the creation of the Office of Alumni Relations. Also, a Board of Directors was created to formulate and implement certain alumni events and programs, including reunions, homecoming awards and recognitions, and the distribution of alumni scholarships.

In addition to the numerous regional alumni events hosted by the Office of Alumni Relations, three major events are supported through this office annually, the Official University Ring Ceremony, the Distinguished Alumni Gala, and the Life Member Celebration.

Originated in the Fall of 2007, the Student Alumni Association is a student organization which encourages and fosters loyalty to the university and supports the great history and traditions of Sam Houston State University, including service to others through numerous community service projects each semester. The SAA also provides students the opportunity to build relationships with successful alumni and network for positions in the workforce while still in school.

Much like Sam Houston State University, the Alumni Association has grown from its earliest beginnings in strength, prestige, influence, and member involvement. Today, it remains a vibrant member of the university family.

The Office of Alumni Relations encourages students, parents, alumni, and friends of the university to visit the office located in the new John R. Ragsdale Visitor and Alumni

Center. The phone number is (936) 294-1841 and website is [alumni.shsu.edu](http://alumni.shsu.edu).

## **STUDENT ACTIVITIES**

Student Activities exists to develop leaders through social and soft skills; to teach students how to engage the world around them as a global citizen; and to instill spirit, community and tradition. The opportunities and events offered through departmental entities create excitement and a sense of belonging...truly enabling students to embrace what it means to be a Bearkat! Students can get involved and connected through the following departmental areas: Multicultural Student Services; Program Council; Spirit Programs; and Traditions/Special Events.

### **Center for Diversity & Intercultural Affairs (CDIA) |**

[shsu.edu/diversity](http://shsu.edu/diversity) | 936.294.2603

Center for Diversity and Intercultural Affairs (CDIA) at Sam Houston State University enhances the academic and personal growth of all students through support and encouraging our Bearkat family to embrace the cultures of others and the diversity that surrounds us (such as but not limited to culture, race, gender, sexual orientation, religion, physical abilities). CDIA constantly strives to create an inclusive campus environment in which all students, staff and faculty feel welcomed and appreciated. The staff seek to strengthen and enrich the Bearkat community through educational programming, vast cultural experiences and support for traditionally underrepresented populations. Students may connect with CDIA through the Diversity Council, the annual student-run Diversity Leadership Conference, and various other cultural programming opportunities.

CDIA engages the university community through the following guiding principles:

- Access: Provide services, resources and unique programming for traditionally underrepresented populations at Sam Houston State University.
- Holistic Education: Educate students to understand what diversity truly means and give students the knowledge and training required to promote social justice in all areas of diversity including culture, race, gender, sexual orientation, religion, physical ability, etc.
- Support: Encourage an appreciation for and celebration of diversity in all of its unique forms.

### **Program Council |**

[shsu.edu/pc](http://shsu.edu/pc) | 936.294.3588

Program Council (PC) is the official SHSU programming board that plans and implements activities for the entire student body. This student-run organization engages the student body through entertaining, educational, multicultural, academic, spirit and traditions, and social programs. Being involved with PC allows students to develop critical skills as a leader that will transfer to life after college. Membership in Program Council is open to any student interested in meeting amazing people and holding a central role in building campus life at SHSU! With a diverse group of members, PC strives to serve as a unifying force in campus activities and student life. Whether a member of the committee or the Programming Board, students will engage in marketing, promotions, social media, communication, budgeting, event planning, time management, recruitment, teamwork, and basic administration/organization. Through use of these skills, students are in a better position to obtain desirable traits and prepare for their lives beyond SHSU.

### **Spirit Programs |**

shsu.edu/spirit | 936.294.4239

Sam Houston State University is proud to sponsor the nationally-ranked SHSU Co-Ed and All Girl Cheerleading Squads, Orange Pride Dance Team and Sammy Bearkat. The student athletes comprising these four groups lead the campus and community all year long. They can be seen leading the rowdy Bearkat fans at football, volleyball and basketball games and also promote and engage students at over 350 events over the course of the academic year. These teams also compete nationally with both the National Cheerleading Association (NCA) and the National Dance Association (NDA). Students and departments may request cheerleaders, dancers or the mascot to come to an event by submitting a request form found online.

### **Traditions and Special Events |**

shsu.edu/studentactivities | 936.294.3861

Sam Houston is rich in spirit and tradition. Year after year, there are staples in a Bearkat's experience in Huntsville, Texas...and Student Activities is at the heart of it all! From Welcome Week and Bearkat Alley to Homecoming and the Tree of Light, students will make memories to last a lifetime. Other traditions include Sammypalooza, the Kat Comedy Showcase, The Sammys, the Battle of the Piney Woods, and the SHSU Ring Ceremony.

## **LEADERSHIP INITIATIVES**

Leadership Initiatives aims to build better leaders. The department cultivates leadership potential in students to empower them to make positive change in the world. Develop leadership skills, participate in a service-learning project, and get involved in a student organization through Leadership Initiatives. Co-curricular involvement in these areas will





provide students with experiences and opportunities to develop career ready skills that employers seek. Located in LSC 328T | [shsu.edu/leadership](http://shsu.edu/leadership) | 936.294.3000

### **Leadership**

Leadership is in everyone...students just need the right environment and support for it to emerge! Leadership Initiatives provides students with intentional, structured training/educational opportunities that will expose them to the concepts of leadership theory, skills and application. Developing one's leadership identity is important for personal and professional leadership development. Our programs foster university engagement within the larger community and encourage students to put leadership into practice.

### **Service**

Engaging in community service projects is a great way to live out SHSU's motto, "The measure of a Life is its Service." Join Leadership Initiatives for a variety of service-learning projects throughout the year including Welcome Week, Martin Luther King, Jr. Day of Service, and Arbor Days. Interested in going deeper? Make lasting memories and a significant impact through Bearkat Service Break trips where you can serve with a team of fellow Bearkats for a weekend or the full week of Spring Break.

### **Student Organizations**

SHSU has over 250 student organizations. With so many amazing organizations that are actively engaged on campus, boundless opportunities exist for students to get connected and make a difference during their time at Sam Houston. Student organization involvement will connect you to like-minded students on campus and allow the opportunity for you to make lasting friendships. Being an involved student will help you develop skills for academic success and future employment.

Complete information regarding organizations can be obtained from OrgLINK at [shsu.edu/orglink](http://shsu.edu/orglink). Visit the website to log in and learn more about getting involved on campus! The Student Organizations policy may be found in this publication or obtained from the Dean of Students' Office or Leadership Initiatives.

### **Student Employee Leadership Institute** | [shsu.edu/leadership](http://shsu.edu/leadership) | 936.294.3602

The Student Employee Leadership Institute focuses on developing student employees through intentional learning opportunities related to the work experience. SELI participants are nominated by their supervisors and apply for the experience. During the institute, SELI participants are challenged to engage in leadership activities and experiences that they can apply to their role as a student employee and to future leadership and career opportunities.

# DEAN OF STUDENTS' POLICIES

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

The purpose of this policy is to govern the reservation and use of the Bearkat Plaza and the Lowman Student Center (LSC) Mall area.

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

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

All requests to utilize the Bearkat Plaza for special University events must be submitted at least three weeks in advance of the requested event date to the Director of the Lowman Student Center. The LSC Director will forward appropriate program requests to the Vice President for Student Affairs. The Vice President for Student Affairs will forward appropriate program requests to the President's Office for Final consideration and approval. Programs will not be permitted in the Bearkat Plaza unless approved in advance by the President's designee.

Signs are not allowed in Bearkat Plaza except in conjunction with an approved plaza event. All signs will be removed from Bearkat Plaza at the end of the event. Chalking is not allowed at any time in Bearkat Plaza or at any other location on campus.

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

This policy shall be reviewed annually by the Vice President for Student Affairs.

## **ALCOHOLIC BEVERAGE DISTRIBUTION POLICY**

### **General University Policy**

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

Students who are 21 years of age or older may be permitted to have alcoholic beverages



in their residence hall rooms, but not in common areas of residence halls as specified in other published alcoholic beverages policies.

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

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

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

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

1. A permit DOES NOT
  - A. Give the sponsoring organization the right to sell alcoholic beverages. Selling includes, but is not limited to the following:
    1. The price of beverages being included in the admission price.
    2. The price of beverage being included in the food ticket. Only existing licensed catering services on the Sam Houston State University campus can sell alcoholic beverages.
  - B. Give the sponsor the right to purchase beverages at a discount.
  - C. Give the sponsor the right to the space for the event. Space and facilities for the event must be reserved with the specific facilities manager through the normal university procedures.
2. Once a permit is granted, the organization is responsible for obeying all university,

state, city, and federal laws governing the distribution and consumption of alcoholic beverages.

3. The legal age for drinking in Texas is 21. Giving alcoholic beverages to a minor can result in a fine of \$500 plus university disciplinary action. A minor producing false identification to secure alcoholic beverages carries a fine of \$25 to \$500 plus disciplinary action.
4. At all events where alcoholic beverages are distributed, there must be a sign clearly stating that individuals under 21 years of age are not permitted to drink the alcoholic beverages being distributed.
5. At all events where alcoholic beverages are distributed, a check must be made for age.
6. Non-alcoholic beverages must be available in equally attractive variety to the alcoholic beverage and must be displayed in equal prominence as the alcoholic beverage. Also, if the alcoholic beverage is free, all other beverages must be free.
7. The amount of alcoholic beverages at an event is to be relative to the number of guests attending the function.
8. Food items must be available in sufficient amounts for the number of persons attending the function.
9. It is required that all advertisement note the availability of non-alcoholic beverages and food, as prominently as alcohol. If alcohol is to be advertised, it may not be the main emphasis of the notice.
10. Questions regarding the distribution of alcoholic beverages should be directed to the Dean of Students' Office, Suite 215 in the LSC, (936) 294-1785.

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

### **Article I: Prohibitions**

Section 1. Bicycles: Bicycles shall not be ridden or operated on properties owned, leased, or otherwise controlled by Sam Houston State University, except on streets, parking lots or bike lanes where provided. Bicycles are not to be taken inside campus buildings without specific permission from building manager, supervisor or director. Bicycles are not to be ridden inside campus buildings or on any common pedestrian walking areas on campus. (e.g., mall areas, sidewalks, pathways, planted areas, or handicap ramps, etc. However, bicycles may be walked through these areas.) Bicycles are not to be secured to handrails, light poles, trees or any other campus fixture not provided for that purpose. Bicycles should be parked in designated parking areas and/or secured in bicycle racks.

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

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

## Article II: Safety

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

## Article III: Violations

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

Section 2. Citation/Impoundment: Any Texas Peace Officer who is a member of or represents the University Police Department, who observes a person violating this policy, is authorized to issue a citation. Fees are determined by the number of citations incurred each semester.

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

Section 3. Violators' Obligation and Appeal Procedure:

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

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

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



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

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

## **CODE OF STUDENT CONDUCT AND DISCIPLINE**

### **5. STUDENT CONDUCT AND DISCIPLINE.**

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

5.2 Student Misconduct. Each student is expected to act in a manner consistent with the Component's functions as an educational institution, including off campus conduct that is likely to have an adverse effect on the Component or on the educational process. Specific examples of misconduct for which students may be subject to disciplinary action include, but are not limited to, the following:

- (1) Commission of an act that would constitute an offense under appropriate federal, state, or municipal law;
- (2) Violation of any Regents' rule, regulation, or order or Component policy, rule, or regulation, including policies or contracts relating to residential living in Component-owned or operated facilities;
- (3) Failure to comply with the direction of a Component official acting in the performance of his or her duties; or, failure to heed an official summons to the office of a Component official within the designated time;
- (4) Giving false testimony or other evidence at a campus disciplinary or other administrative proceeding;
- (5) Failure to meet financial obligations including but not limited to the issuance of a check to the Component or its contractors without sufficient funds;
- (6) Unauthorized use or possession of ammunition, firearms, illegal knives (knives with blades longer than five and one-half inches, hand instruments designed to cut or stab another by being thrown, stilettos, poniards, Bowie knives, swords, and/or spears), or other illegal weapons on Component property (see, Chapter VII, paragraph 4);
- (7) Conduct that endangers the health or safety of others on the campus, including, by way of example, unauthorized throwing of any objects in or from Component facilities;
- (8) Stealing, destroying, defacing, damaging, vandalizing or misusing Component property or property belonging to another (see, also, Chapter VII, paragraph 4);
- (9) Engaging in hazing or voluntarily submitting to hazing, including an initiation by an organization that involves any dangerous, harmful, or degrading act to a student;
- (10) Possessing and/or using, without authorization according to the Component policy, intoxicating beverages in a classroom building, laboratory, auditorium, library building, faculty or administrative office, residence hall or apartment, intercollegiate and intramural athletic facility, or any other public campus area,



- or being intoxicated in any public area of the campus;
- (11) Illegal gambling in any form on Component property;
  - (12) Illegal possession, use, sale, or distribution of any quantity, whether usable or not, of any drug, narcotic, or controlled substance;
  - (13) Advocating or recommending the conscious and deliberate violation of any federal, state, or local law. Advocacy means addressing an individual or group for imminent action and steering it to such action as opposed to the abstract espousal of the moral propriety of a course of action;
  - (14) Forgery, alteration, theft, or misuse of Component documents, forms, records, or identification cards;
  - (15) Unauthorized possession, ignition, or detonation, on Component property, of any explosive device, fireworks, liquid, or object that is flammable or capable of causing damage to persons or property by fire or explosion;
  - (16) Unauthorized entry into or use of Component buildings, facilities, equipment, or resources, or possession or use of Component keys for unauthorized purposes;
  - (17) Failure to maintain a current official mailing address in the Registrar's office and/or giving a false or fictitious address to a Component office or official;
  - (18) Knowingly initiating, communicating, or circulating a false or baseless report or alarm of a present, past, or future bombing, fire, offense, or other emergency that would ordinarily cause action by others charged with dealing with emergencies; placing a person in fear of imminent serious bodily injury; or preventing or interrupting the occupation of a building, room, aircraft, automobile, or other mode of conveyance;
  - (19) Harassment where the individual threatens or bullies, in person, by telephone, electronically, in writing, or by other means, to take unlawful action against any person and by this action intentionally, knowingly, or recklessly annoys or alarms the recipient;
  - (20) Academic dishonesty (see subparagraph 5.3);
  - (21) Campus disruptive activities (see subparagraph 5.4) or disorderly conduct on Component-owned or controlled property or at a Component-sponsored or supervised function that inhibit or interfere with the educational responsibility of the Component community or the Component's social-educational activities shall include but not be limited to: speech and acts that are directed to inciting or producing imminent lawless action and is likely to incite or produce such action; perpetrating fights, assaults, acts of sexual violence, abuse, or threats; or evincing some act that causes a person to feel threatened. Such prohibition includes disorderly classroom conduct that obstructs, interferes with, inhibits and/or disrupts teaching and/or related classroom activities;
  - (22) Using authority granted by state law, System rule, or Component policy to deprive any person of his or her civil rights;
  - (23) Violation of Component policy relating to electronic network facilities such as local area networks and the Internet;
  - (24) Failure to acquire and maintain a Component-issued student photo identification (I.D.) card; failure to replace a lost/stolen I.D. card; and/or any falsification, misrepresentation or other misuse of the student I.D. card.
  - (25) Any attempt to commit these prohibited acts.

5.3 Academic Honesty. The Component expects all students to engage in all academic pursuits in a manner that is above reproach and to maintain complete honesty and

integrity in the academic experiences both in and out of the classroom. The Component may initiate disciplinary proceedings against a student accused of any form of academic dishonesty, including but not limited to, cheating, plagiarism, collusion, falsification of research data, or the abuse of resource materials on an examination or other academic work.

5.31 “Cheating” includes, but is not limited to:

- (1) Copying from another student’s test paper, a laboratory report, other report, or computer files, data listings, and/or programs;
- (2) Using, during a test, materials not authorized by the person giving the test;
- (3) Collaborating, without authorization, with another person during an examination or in preparing academic work;
- (4) Knowingly, and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing, in whole or in part, the contents of an unadministered test;
- (5) Substituting for another student, permitting any other person; or otherwise assisting any other person to substitute for oneself or for another student in the taking of an examination or test or the preparation of academic work to be submitted for academic credit, placement, or qualification;
- (6) Bribing another person to obtain an unadministered test or information about an unadministered test;
- (7) Purchasing, or otherwise acquiring and submitting as one’s own work any research paper or other writing assignment prepared by an individual or firm. This Section excludes purchase or acquisition of word processing services.

5.32 “Plagiarism” means the appropriation and the unacknowledged incorporation of another’s work or idea into one’s own work offered for credit.

5.33 “Collusion” means the unauthorized collaboration with another person in preparing work offered for credit.

5.34 “Abuse of resource materials” means the mutilation, destruction concealment, theft or alteration of materials provided to assist students in the mastery of course materials.

5.35 “Academic work” means the preparation of an essay, dissertation, thesis, report, problem, assignment, or other project that the student submits as a course requirement or for a grade.

5.36 Disciplinary Procedures for Academic Dishonesty.

- (1) Academic Process. All academic dishonesty cases may be first considered and reviewed by the faculty member. If the faculty member believes that an academic penalty is necessary, he/she may assign a penalty but must notify the student of his/her right to appeal to the department chair, the dean and, eventually, to the Vice President for Academic Affairs (whose decision shall be final) before imposition of the penalty. At each step in the process, the student shall be entitled to written notice of the offense and/or of the administrative decision, an opportunity to respond, and an impartial disposition as to the merits of his/her case. After completion of the academic process, the academic officer making final disposition of the case may refer the matter to the Chief Student Affairs Officer for any additional discipline that may be appropriate.

(2) Disciplinary Process. In the case of flagrant or repeated violations, the Chief Student Affairs Officer may take such additional disciplinary action. No disciplinary action shall become effective against the student until the student has received procedural due process under Subsection 5.6 and following except as provided under Subsection 5.15.

(3) Honor Code. Notwithstanding subsection (1) above, if a Component has adopted an Honor Code which includes an Honor Council that makes decisions on appeals of penalty grades issued by a faculty member and disciplinary action on cases of flagrant or repeated violations, the hearings which consider disciplinary action must afford the students procedural due process under Subsection 5.6. Appeals of academic decisions rendered by an Honor Council shall be heard by the Vice President for Academic Affairs and appeals of disciplinary decisions rendered by an Honor Council shall be heard by the Chief Student Affairs Officer. In the event of conflicts, these Rules and Regulations shall govern.

5.37 “Falsification of Data” means the representation, claim, or use of research, data, statistics, records, files, results, or information that is falsified, fabricated, fraudulently altered, or otherwise misappropriated or misrepresented.

5.4 Campus Disruptive Activities. Pursuant to Education Code, Subsection 51.935 (Disruptive Activities), the Components shall adhere to the following Rules and Regulations:

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

Disruptive activity means:

- (1) Obstructing or restraining the passage of persons to the campus or an area of the campus or to an exit, entrance, or hallway of any building without the authorization of the administration of the Component;
- (2) Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity; or
- (3) preventing or attempting to prevent by force or violence or the threat of violence a lawful assembly authorized by the school administration;
- (4) disrupting by force or violence or the threat of force or violence a lawful assembly in progress; or
- (5) obstructing or restraining the passage of any person at an exit or entrance to campus property.

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

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

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

5.6 Procedure for Administration of Discipline. The Chief Student Affairs Officer shall have primary authority and responsibility for the administration of student discipline at the Component and for investigating allegations that a student has violated System and/or Component Rules and Regulations, or specific orders and instructions issued by an administrative official of the Component.

5.61 The Chief Student Affairs Officer or his/her appointee hereto referred to as officer, will investigate the alleged violations. During the investigation, if the student is available, the officer will give the student an opportunity to explain the incident. If the officer concludes that the student has violated a System or Component policy, the officer will determine (but not assess) an appropriate disciplinary penalty.

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

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

(3) If the student does not accept the officer's decision or does not waive his or her right to a hearing, a disciplinary hearing will be scheduled in accordance with Subsections 5.7 and 5.(10).

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

5.63 Distance Education Students:

For students not taking any of their classes physically on SHSU's Huntsville campus during the semester in question the following accommodations may be made for the distance learner at the discretion of the officer:

(1) Section 5.61 listed above may be handled via telephone. If the student chooses to accept the officer's decision he/she will then be emailed the document with the penalty listed in writing. By signing the document the student accepts the proposed sanction and waives his/her right to a hearing.

(2) If the student does not accept the officer's decision or does not waive his/her right to a hearing a disciplinary hearing will be scheduled in accordance with subsections 5.7 and 5.10 using telecommunication technology.

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

In matters involving interpersonal disputes, the Hearing Officer may suggest that the matter be submitted to mediation. If the involved parties (the accused[s] and complainant[s]) agree the matter will be submitted to mediation before the mediator acceptable to all parties.

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

Contract of Resolution shall be grounds for formal disciplinary action.

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

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

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

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

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

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

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

5.8 Student's Right to Challenge Impartiality. The accused student may challenge the impartiality of the hearing officer or a member of the hearing committee at any time prior to the introduction of any evidence. The hearing officer or member of the committee shall be the sole judge of whether he or she can serve with fairness and objectivity. In the event the challenged hearing officer or member of the hearing committee chooses not to serve, a substitute will be chosen in accordance with procedures adopted by the Component.

5.9 Determination of Hearing. The hearing officer or hearing committee shall render a decision to both parties as soon as practicable as to the guilt or innocence of the

accused student and shall, if necessary, assess a penalty or penalties including, but not necessarily limited to:

- (1) Verbal written warning;
- (2) Requirement that the student complete a special project that may be, but is not limited to, writing an essay, attending a special class or lecture, or attending counseling sessions. The special project may be imposed only for a definite term;
- (3) Cancellation of residence hall or apartment contract;
- (4) Disciplinary probation imposed for a definite period of time which stipulates that future violations may result in disciplinary suspension;
- (5) Ineligibility for election to student office for a specified period of time;
- (6) Removal from student or organization office for a specified period of time;
- (7) Prohibition from representing the Component in any special honorary role;
- (8) Withholding of official transcript or degree;
- (9) Bar against readmission;
- (10) Restitution whether monetary or by specific duties or reimbursement for damage to or misappropriation of Component, student, or employee property;
- (11) Denial or non-recognition of a degree;
- (12) Suspension of rights and privileges for a specific period of time, including access to electronic network facilities and participation in athletic, extracurricular, or other student activities;
- (13) Withdrawing from a course with a grade of W, F, or WF;
- (14) Failing or reduction of a grade in test or course, and/or retaking of test or course, and/or performing additional academic work not required of other students in the course;
- (15) Suspension from the Component for a specified period of time. During suspension, a student shall not attend classes or participate in any Component campus activities;
- (16) Loss of or ineligibility for student grant or loan;
- (17) Expulsion from the Component. A student who is expelled from the Component is not eligible for readmission to the Component;
- (18) Dismissal from the Component. A student, who is dismissed, is separated from the Component for an indefinite period of time;
- (19) Recording sanctions in Subsections 5.9(9), (11), (13), (14), (15), (17), and (18) may be made on a student's permanent transcript. The Component may maintain confidential records of all other sanctions and may consider any prior sanction received by a student in assessing a subsequent sanction. The Component shall develop a procedure for expunging those records not transcribed on a student's permanent transcript within a reasonable time not to exceed five (5) years after the student ceases to be enrolled;
- (20) A student who, by a preponderance of the evidence, under these Rules and Regulations, is found to have illegally possessed, used, sold or distributed any drug, narcotic, or controlled substance, whether the infraction is found to have occurred on or off campus, shall be subject to discipline, ranging from mandatory, university or college approved counseling to expulsion. Mitigating or aggravating factors in assessing



the proper level of discipline shall include, but not necessarily be limited to, the student's motive for engaging in the behavior; disciplinary history; effect of the behavior on safety and security of the university or college community; and the likelihood that the behavior will recur. A student who has been suspended, dismissed, probated or expelled from any system Component shall be ineligible to enroll at any other system Component during the applicable period of discipline. The registrar of each Component is authorized to make an appropriate notation on the student's transcript to accomplish this objective and to remove the notation when the student's disciplinary record has been cleared. A second infraction for a drug-related offense shall result in permanent expulsion from the Component and from all other institutions in The Texas State University System.

5.10 Appeal. Neither party may appeal if the hearing officer or hearing committee determines that the allegations against the accused student are true but the only punishment assessed is verbal or written warning. In those cases, the determination of the hearing officer or hearing committee is final. However, in all other cases, either party may appeal to the Chief Student Affairs Officer. If the hearing officer has been an appointee designated by the chief student affairs officer or if the determination has been made by a hearing committee, the appeal will be made to the Chief Student Affairs Officer or designated appointee. If the Chief Student Affairs Officer has served as the hearing officer, the appeal will be made to the vice President in charge of student affairs. Written notice of appeal must be received by the appeal officer within five (5) business days after the decision. An appeal is not simply a rehearing of the original case. An appeal must be based on: 1) whether or not a fair hearing was afforded. A fair hearing includes notice of the alleged misconduct, and an opportunity to present evidence; 2) whether or not the sanctions levied were appropriate to the offense; 3) whether or not the finding was supported by the evidence; and/or 4) whether or not new evidence is introduced that was not available at the time of the hearing. Both parties, at the discretion of the appeal officer, may submit oral or written arguments, to support their positions. In order for the appeal to be considered, the appealing party must submit all necessary documentation, including written arguments, when appropriate, to the appeal officer within five (5) business days after giving notice of appeal. The appeal officer may approve, reject, modify the decision, or remand the matter to the original hearing officer or hearing committee for reconsideration. The appeal officer shall respond to the appeal within ten (10) business days after all the documentation was received and all testimony was heard, or he or she may postpone a decision for good cause.

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

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

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

5.14 Interim Disciplinary Action. The Chief Student Affairs Officer, the Vice President in charge of student affairs, or the President of the Component may take immediate interim disciplinary action, including suspension, pending a hearing against a student

for violation of a rule and regulation of the System or of the Component at which the accused is a student when the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the academic process. In the event that the interim disciplinary action includes suspension, the Component official involved shall, as soon as possible, notify the President and the Vice Chancellor and General Counsel of such action.

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

## **STUDENT COMPUTER USE POLICY**

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

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

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

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

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

## DEBTS OF STUDENTS

**9.1 Debts of Students or Organizations.** Neither the System nor any Component is responsible for debts contracted by individual students or by student organizations. All students and student organizations are expected to conduct themselves honorably in all commercial transactions. Neither the System nor any Component will assume the role of a collection agency except for monies owed to the System or one of its Components; nor, will the System or any of its Components adjudicate disputes between students and creditors over the existence or the amounts of debts, except with the prior approval of the President of the Components or a designated appointee in those cases where the interests of the Component may be a factor.

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

**9.3 Penalties for Failure to Pay** Failure to pay in the allotted time the amount owed to the Component for tuition, fees, charges, or any other financial obligations may result in any or all of the following:

- (1) Dismissal from the Component or other disciplinary actions;
- (2) Withholding of future registration privileges;
- (3) Withholding the issuance of grades or an official certified transcript;
- (4) Withholding the conferring of a degree;
- (5) Bar against readmission for the student;
- (6) Assessment of late fees and/or reinstatement fees.

**9.4** Each Component is authorized to require that non-resident international students secure mandatory accident, sickness, catastrophic illness, evacuation and repatriation insurance as a condition of enrollment.

## CO-CURRICULAR USE OF UNIVERSITY FACILITIES

### 1. Purpose and Application

1.1 The physical facilities of the university are an integral part of the total structure and must be utilized to give the greatest support to the total program of the university. Primary consideration in the use of facilities must be the fulfillment of the educational needs of the university community. The administration does not desire to deny an authorized individual or organization the use of any facility so long as this use does not impede the university's educational function. It is, therefore, necessary for all functions on campus, except for those using recreational and/or athletic facilities, academic buildings, or those facilities managed by the President's Office which require the use of institutional facilities to receive the approval of the director of the Lowman Student Center and for the appropriate facility to be scheduled and reserved through the LSC Office in accordance with the provisions of paragraph 3.1 of this policy.

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

1.3 As a general rule, parents and spouses of students and members of the faculty,

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

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

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

## **2. Permission to Use**

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

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

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

- a. The activities shall be consonant with the purpose of the organization and the university and with established university regulations and public laws.
- b. The organization shall not engage in activities which interfere with the ongoing activities of the university or of any other approved organization.
- c. The organization shall be responsible for its members' behavior when:
  - (1) they are acting as members of the organizations (with or without official approval) rather than as individuals.
  - (2) an event is held (officially or unofficially) in the name of the organization.
  - (3) they act in a manner which indicates such action is motivated by mutual membership in the organization.
  - (4) the association between, and the action of the individuals under circumstances which draw attention to the organization rather than to themselves as individuals.
  - (5) Organizations are responsible for damages, injuries, etc., that occur during use.

## **3. Conditions and Limitations on Use of Facilities**

3.1 Requests for approval of functions and for facilities must be made on the

appropriate form provided and available in the Lowman Student Center (LSC) office, and on the LSC website [www.shsu.edu/~lsc](http://www.shsu.edu/~lsc). All signatures must be obtained, questions answered, and the request presented a minimum of two (2) business days prior to the desired date of use.

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

3.3 Whenever non-university groups share with university groups in the use of university facilities, it must be upon the invitation of the university and with the understanding that the sponsoring organization assumes full responsibility for the activity.

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

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

#### **4. Arrangements**

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

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

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

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

6.1 Non-members of the university community are required, while on the campus, to observe and comply with the rules and regulations adopted by the university or the Board of Regents: copies of the same to be found in the Dean of Students' Office as well as those specific statutes of the state of Texas relating to university property. Non-members of the university community are also required, while on campus, to identify themselves upon the request of a university official or University Police or other law enforcement officer in the performance of his or her duty.

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

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

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

## **7. Review**

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

7.2 This policy shall be reviewed annually.

## **8. Appeal**

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

# **GENERAL PROVISIONS FOR CAMPUS ACTIVITIES**

## **1. Campus Disruptive Activities**

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

## **2. Notice to Chancellor and Board**

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

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

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

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

- (1) The sale or offer for sale of any newspaper, magazine, or other publication by means of a vending machine or distribution stand in an area designated by the president or an appointee.
- (2) The sale or offer for sale of food, drink and other items through vending machines operated by the university or its subcontractor in an area designated by the president or an appointee.
- (3) The sale or offer for sale of any university publication, book, or other material used in the academic work of the university by the university or its subcontractor in an area designated by the president or an appointee.
- (4) The operation by the university or its subcontractor of a bookstore, specialty store, laundry, cafeteria, or other service maintained for the convenience of the university’s students, faculty, or staff.
- (5) The sale or offer for sale by the university or its subcontractor of food, and drinks, souvenirs, and programs at athletic contests or other events sponsored or authorized by the university.
- (6) The advertisement of any activity, item, or product sponsored or authorized by the university and approved by the president or an appointee.
- (7) The collection of tuition and fees in connection with enrollment of students in courses and programs.



- (8) The collection of fees or dues by recognized student, faculty, or staff organizations.
- (9) The collection of fees or contributions for the exhibition of movies or other programs, including fine arts and athletic events sponsored by the university or by recognized student, faculty, or staff organizations.
- (10) Activities sponsored by recognized student, faculty, or staff organizations on behalf of charitable organizations, provided they are conducted in accordance with nondiscriminatory policies approved by the president or an appointee.
- (11) Events sponsored by a recognized student, faculty, or staff organization or the university that are authorized and scheduled in accordance with the facilities-use regulations of the university. All signs, tickets, and literature advertising the event must identify the sponsoring organization. The university may require that members of the sponsoring organization solicit directly, and may prevent organizations from using nonmembers to solicit for the organization.
- (12) Activities of agents of companies authorized by the university to provide instruments, equipment, supplies, health insurance, optional retirement programs, tax-sheltered annuities, or other services to the university or its employees.
- (13) Advertisements appearing in any university publication.
- (14) Advertisements sent through the United States Postal Service.

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

- (1) preserves an academic atmosphere and does not disrupt classes, university programs, or other activities.
- (2) maintains security and safety for persons and property;
- (3) protects the privacy of students, faculty, and staff;
- (4) permits the free flow of pedestrian and vehicular traffic;
- (5) protects persons on campus from crime and avoids unlawful activities;
- (6) preserves the beauty of the university's campus, buildings, and facilities;
- (7) maintains the campus, buildings, and facilities in a clean, orderly, and appealing appearance, and avoids unnecessary wear and tear on buildings, grounds, or facilities;
- (8) protects students, faculty, and staff from deception, fraud, and commercial exploitation; and
- (9) eliminates unnecessary costs and waste of university resources.

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

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

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

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

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

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

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

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

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

3.42 The System will not enter into joint sponsorship of any project or program that is to result in private gain for the cooperating individuals, group, or associations unless the president has reviewed the project or program and has determined that such joint sponsorship serves a public purpose and adequate contractual or other controls ensure its realization as required by Article 3,

Section 51, of the Texas Constitution.

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

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

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

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

3.47 The authorization for use of the System's facilities for functions other than the university's own activities shall be at the sole discretion of the president and subject to the needs and the convenience of the System which are always to have priority in the scheduling of facilities.

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

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

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

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

4.2 Off-Campus Speakers in Component Facilities. The freedoms of speech and assembly guaranteed by the First and Fourteenth Amendments to the United States Constitution shall be enjoyed by the students, faculty, and staff of the components of The Texas State University System with respect to the opportunity to hear off-campus or outside, speakers.

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

4.22 Students, faculty, staff, and recognized organizations campaigning for public office on behalf of candidates for public office must abide by the

provisions of this section.

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

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

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

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

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

4.32 Any speaker request shall be made in writing using the off campus speaker request form to the president or a designee by an officer of a recognized student, faculty, or staff organization, or by an administrative officer of the component, desiring to sponsor the proposed speaker not later than fourteen (14) business days prior to the date of the proposed speaking engagement. This request shall contain the name of the sponsoring organization; the proposed date, time, and location of the meeting; the expected size of the audience; and the topic of speech. Any request not acted upon by the component president or a designee within five (5) business days after submission shall be deemed granted.

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

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

the organization.

4.35 Where the request for an outside speaker is granted and the speaker accepts the invitation, the sponsoring organization shall inform the president or a designee, immediately in writing of such acceptance. The president or a designee, may, at his or her discretion, require that the meeting be chaired by a member of the administration or faculty and that a statement be made at the meeting that the views presented are not necessarily those of the component or of the sponsoring organization. By acceptance of the invitation to speak, the speaker shall assume full responsibility for any violation of law committed by the speaker while on campus.

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

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

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

### **1. Purpose**

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

### **2. Review**

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

### **3. Policy**

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

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

3.2 Demonstrations, Publications, Posters. Reasonable and nondiscriminatory Rules and Regulations as to time, place, and manner may be promulgated by the

president or a designee of the component to authorize students, faculty, staff, and their recognized component organizations to petition, distribute publications, post signs, set up booths and/or peacefully demonstrate on the component campus. Such regulation shall prohibit any activity that would interfere with academic or component programs.

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

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

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

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

## **STUDENTS WITH DISABILITIES**

### Services to Students with Disabilities

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

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

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

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

Students with disabilities may request admissions or registration assistance by calling the



Undergraduate Admissions Office (936) 294-1828 or Registrar's Office (936) 294-1040. Telecommunication Device for the Deaf (TDD) locations are as follows with corresponding telephone numbers:

- Dean of Students' Office: (936) 294-3785
- Counseling Center and Services for Students

with Disabilities: (936) 294-3786

- University Police: (936) 294-3787
- Office of Undergraduate

Admissions: (936) 294-3788

- Registrar's Office: (936) 294-3789

Services for Students with Disabilities is located in the Counseling Center (936) 294-1720. Hours of operation are Monday through Friday, 8 a.m. to 5 p.m.

## **HAZING ACT**

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

### **SUBCHAPTER F. HAZING**

Texas Education Code § 37.151 - § 37.157

#### **37.151. Definitions**

In this subchapter:

- (1) "Educational institution" includes a public or private high school.
- (2) "Pledge" means any person who has been accepted by or is considering an offer of membership from, or is in the process of qualifying for membership in an organization.
- (3) "Pledging" means any action or activity related to becoming a member of an organization.
- (4) "Student" means any person who:
  - (A) is registered in or in attendance at an educational institution;
  - (B) has been accepted for admission at the educational institution where the hazing incident occurs; or
  - (C) intends to attend an educational institution during any of its regular sessions after a period of scheduled vacation.
- (5) "Organization" means a fraternity, sorority, association, corporation, order, society, corps, club, or service, social, or similar group, whose members are primarily students.
- (6) "Hazing" means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization. The term includes:
  - (A) any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
  - (B) any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the

mental or physical health or safety of the student;

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

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

(E) any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

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

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

(1) engages in hazing;

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

(3) recklessly permits hazing to occur; or

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

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

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

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

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

(f) Except if an offense causes the death of a student, in sentencing a person convicted of an offense under this section, the court may require the person to perform community service, subject to the same conditions imposed on a person placed on community supervision under Chapter 42A, Section 11, Article 42.12, Code of Criminal Procedure, for an appropriate period of time in lieu of confinement in county jail or in lieu of a part of the time the person is sentenced to confinement in county jail.

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

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

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

(1) a fine of not less than \$ 5,000 nor more than \$ 10,000; or

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

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

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

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

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

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

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

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

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

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

## **PARKING AND TRAFFIC**

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

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

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

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

vehicle removal.

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

AVOID parking citations by reading and obeying university parking regulations.

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

### 1. Purpose

- 1.1 The purpose of this statement is to delineate policy and procedure relating to the posting and/or distribution of printed materials on the university campus.
- 1.2 The specific objective is to establish policies and practices pertaining to the distribution of printed materials on the university campus to provide an atmosphere conducive to the educational purposes of the university.

### 2. Review

- 2.1 The responsibility to review and to recommend the revision or cancellation of this policy statement resides with the Dean of Students' Office.
- 2.2 This policy shall be reviewed annually.

### 3. Eligibility

- 3.1 SHSU Departments may post and/or distribute printed materials on the university campus in compliance with university policy.
- 3.2 Students and officially recognized student organizations may post and/or distribute printed materials on the university campus in compliance with university policy.
- 3.3 Private Enterprise and/or Off-Campus Organizations will be permitted to post and/or distribute printed materials on the university campus only during Bearkat Mania. Posting and/or distribution of printed materials at times other than Bearkat Mania will be subject to approval by the Director of Student Activities.

### 4. Posting

- 4.1 No signs, posters, or advertisements shall be nailed, tied, hung, written or otherwise affixed to any trees, bushes, buildings, walkways, posts, fences or any university fixture, without prior approval from the Director of Building & Landscape Services. ALSO, NO HANDBILLS MAY BE PLACED ON CARS PARKED ON UNIVERSITY PROPERTY.
- 4.2 SHSU Departments may post printed material on designated campus bulletin boards – no stamp of approval is needed, but one will be provided by the Department of Student Activities, if desired. Departments may also place sandwich boards and yard signs on campus in compliance with the policy written below.
- 4.3 Students and officially recognized student organizations may post printed material on designated campus bulletin boards with stamped approval of the Department of Leadership Initiatives.

- 4.4 Each building liaison or their designate is responsible for monitoring their building's bulletin boards.
- 4.5 Students and officially recognized student organizations may post sandwich boards and yard signs with prior approval from the Department of Leadership Initiatives. To obtain approval, send a photograph of the board/sign to leadership@shsu.edu. The requesting party will receive email confirmation of the approval/denial/suggested edits, and a record of the request will remain on file with the department.
- 4.6 Yard signs must conform to the general rules as follow:
1. Yard signs size may not exceed 24" x 24"
  2. Yard signs should be placed in prepared planter beds around campus first
  3. If yard signs must be placed in turf areas, they must not impede watering systems
  4. Yard signs cannot be placed in Bearkat Plaza without the approval of the Vice President of Student Affairs.
  5. If promoting an event or activity, yard signs must be removed within 24 hours of the end of the event.
  6. Yard signs must include contact name and information. This information is necessary if the sign is found, damaged, or needs to be moved from its original location
  7. Lost, stolen, and/or damaged yard signs are the responsibility of the individual owner, student organization, or department.
- 4.7 Sandwich boards must conform to the general rules as follow:
1. Sandwich boards cannot impede or restrict the flow of vehicular or pedestrian traffic
  2. Boards may not be chained or locked to University property, including handrails, street or lamp posts, and buildings
  3. Sandwich board size may not exceed 48" tall x 36" wide
  4. Boards should be weighted to withstand wind and other weather conditions
  5. Sandwich Boards cannot be placed in Bearkat Plaza without the approval of the Vice President of Student Affairs.
  6. If promoting an event or activity, sandwich boards must be removed within 24 hours of the end of the event.
  7. Sandwich Boards must include contact name and information. This information is necessary if the board is found, damaged, or needs to be moved from its original location.
  8. Lost, stolen, and/or damaged sandwich boards are the responsibility of the individual owner, student organization, or department.
- 4.8 All printed materials must conform to the general rules as follow:
1. Printed materials may not exceed an overall size of 14" x 22" (unless posted on a sandwich board or yard sign.
  2. Posted materials must not cover prior posted materials and must not extend beyond the edges of the bulletin board.
  3. Defaced material is subject to removal.

4. Posted materials must identify campus affiliate, sponsoring organization, or individual student.
  5. Materials may be posted for a period not to exceed two weeks or until the conclusion of the event (whichever applies first). Prompt removal of expired postings is the responsibility of the sponsoring student or organization.
  6. Materials posted in violation of printed policies are subject to removal and sanction by the university (Dean of Students' Office).
5. Distribution
- 5.1 Departments, students, and officially recognized student organizations may distribute printed materials on the university campus in compliance with university policy. Printed materials may be distributed, except in recreational and/or athletic facilities, residence halls, and academic buildings. Students must also obtain permission from proper building/campus liaisons for distribution.
  - 5.2 Direct distribution in residence halls will not be permitted, including door to door distribution. Items for distribution or posting in Residence Halls must be submitted to the Residence Life Office for their staff to distribute/post.
6. Special Printed Materials
- 6.1 Advertisement of co-sponsored activities should give equal billing to the sponsoring student organization. The organization's name and/or logo should be prominent and visible on all printed materials.
  - 6.2 Guidelines for Advertising Alcohol-Related Functions on campus. Purpose: To encourage the responsible use of alcohol, and to insure that advertising for alcohol-related functions convey the basic principles of responsible hosting.
    - a. Non-alcoholic beverages and/or food must be advertised equal to the advertising for alcoholic drinks (same size print, etc.).
    - b. Any printed advertisement for an activity involving alcohol must be stamped or printed with: "Responsible Use of Alcohol is Expected."
    - c. The activity must be portrayed as a social activity, having a purpose other than the consumption of alcohol.
    - d. The overall advertisement must be in "good taste," as determined by the Department of Leadership Initiatives (no "Drink and Drown," etc.).





Event Level	Event Type	Examples	Event Location	Requirements
1	Closed Events/ Parties No Alcohol Involved <i>(Event participants limited to members hosting the event, invited guests of organization members or alumni members)</i>	Banquets Picnics Social Gatherings	Any On-Campus or Off-Campus venue	-Registration encouraged, but not required
2	Closed Events/ Parties Alcohol Involved <i>(Event participants limited to members hosting the event, invited guests of organization members or alumni members)</i>	Date Parties Mixers Formals	Third Party Vendor	-Registration required -Guest List -Security as required by event venue and/or national organization (whichever is greater) -Venue Contract
3	Open Events No Alcohol Involved (Event open to the university community and public)	Concerts Step Shows	Any On-Campus or Off-Campus venue	-Registration encouraged, but not required (unless est. attendance over 500) -Security as determined by event venue and/or national organization, or one (1) security officer per every 100 people, (whichever is greater) - Venue Contract - Off-Campus Event Request Form ( if applicable)
4	Open Events Alcohol Involved (Event open to the university community and public)	Fight Nights Lip Syncs Concerts	Third Party Vendor	-Registration required - Security as required by event venue and/or national organization, or one (1) security officer per every 100 people, (whichever is greater) -Venue Contract -Off-Campus Event Form
5	Open Parties No Alcohol Involved (Event open to the university community and public)	Dances/ Parties	* Any On-Campus or Off-Campus venue	-Registration required - Security as required by event venue and/or national organization, or one (1) security officer per every 100 people, (whichever is greater) - Off Campus Event Form



- e. The advertising material must clearly indicate sponsorship by an officially registered student organization.
  - f. All policies and procedures as published in the solicitation policy in this publication must be followed.
7. Organization Letters, Signs and Logos
- 7.1 Organization letters, signs and logos may be placed outdoors on campus. All letters, signs and logos are limited to a maximum height of four feet.
8. Appeals
- 8.1 Appeals of this policy by students or university recognized student organizations will be reviewed by the Dean of Students' Office.

## **PUBLICATIONS OF STUDENT GROUPS**

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

Publications of student groups are encouraged on the campus of Sam Houston State University. However, freedom of inquiry and expression does not confer an absolute right that would give immunity to every possible use of language. Sam Houston State University expects its students to observe the standards of propriety and good judgement in the exercise of such freedom. Students may publish and distribute free material that is not libelous or obscene or that does not promote or encourage the violation of law of the state of Texas or the United States or the disruption of the university's academic process.

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

In order to promote and protect the right of privacy, the distribution of literature or circulation of petitions will not be allowed to captive audiences such as in the classroom

buildings, in study areas, or in residential units of the university.

## **STUDENT ORGANIZATIONS POLICY**

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

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

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

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

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

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

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

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

#### **3.1 General Rights**

- a. Right to use university facilities under conditions established by the university Facilities Use Policy.
- b. Right to seek faculty and administrative advisement including a faculty/staff advisor.
- c. Right to freedom of choice in the selection of members, providing there is no discrimination on the basis of race, color, national origin, religion, sex, age, gender identity, gender expression, affectional or sexual orientation, or disability.
- d. Right to use campus news and publicity media including the right of public recognition in university catalogs, newspapers and other publications.
- e. Right to indicate that the organization is officially registered and recognized by the university.
- f. Right to invite off-campus guests to appear for regularly scheduled meetings and

assemblies. Meetings and speakers must be scheduled in accordance with the Speech and Assembly Policy as approved by the Board of Regents.

- g. Right to distribute organizational literature under conditions specified by the policy for the Distribution of Printed Materials and Subsection 6 (in the Student Guidelines) of the Student Organizations Policy.
- h. Right to hold profit-making activities and to solicit funds for organizational activities in accordance with university regulations.

### 3.2 General Responsibilities.

- a. The responsibility to manage itself and carry out its activities in accordance with its own constitution: local, state, and federal laws, and university regulations and policies.
- b. The responsibility to conduct its business and fiscal operations in accordance with normal standards of good business management and practice, including, but not limited to, prompt discharge of all obligations.
- c. The responsibility to be cognizant of the special role it enjoys as an integral part of the academic community of Sam Houston State University, and to act accordingly in the best interest of its members and the university.
- d. The responsibility for any damages or injuries that occur during their events.

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

- a. While recognizing rights of student organizations, the university does not grant to organizations the right, expressed or implied, to speak for the university.
- b. The activity of student organizations or their individual members, taking place off university-owned or controlled property, are entirely the responsibility of the student organization. The university accepts no responsibility for off-campus activities by allowing advertising of such activities on the campus. However, the university will not ignore any activity off-campus that reflects adversely on the university or the community.
- c. Activities of student organizations are subject to the provision of the university Facilities Use Policy.
- a. Membership in an organization is limited to Sam Houston State University students, faculty and staff. The holding of offices is limited to registered SHSU students except when national regulations require that an office be held by a faculty member. Student membership in an organization must be no fewer than five. Membership is not denied to anyone on the basis of race, color, national origin, religion, sex, age, gender identity, gender expression, affectional or sexual orientation, or disability.
- b. Officers or student leaders representing the university in an official capacity (e.g., university committees, Board of Regents' Advisory Committees, off-campus conferences or programs, etc.) must be current students; or they must be members of the faculty or university staff. To be eligible to serve as an officer in a recognized student organization a student must be enrolled full-time (12 hours undergraduate or 9 hours graduate), have and maintain a 2.0 SHSU grade point average (GPA) cumulatively, and must not be on disciplinary probation. Advisors of student organizations are strongly encouraged to assist with the verification process for determining organization officer eligibility.
- c. When an election is held in a registered student organization, the names of the new officers must be transmitted to the Department of Leadership Initiatives within three days after the election.
- d. Students who do not meet the minimum GPA requirements at the time of elections may not serve in a leadership capacity. In the event a student is elected to office without the minimum GPA requirements, the organization must hold a re-election

immediately. Organizations not meeting the above requirements will be placed on probation and may have their recognized status revoked.

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

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

##### 4.1 Permanent Organizations

- a. Any group of students having a purpose within the policies of this document may seek recognition with the university. Recognition of a campus organization does not constitute endorsement of its program or purpose, must be approved by the department of Leadership Initiatives, and is simply a charter to exist on the university campus and may be withdrawn by Leadership Initiatives according to the specifications of this document.
- b. The group will file the Sam Houston State University Student Organization Registration Application online at [shsu.edu/orglink](http://shsu.edu/orglink) with the Department of Leadership Initiatives. The application shall include the organization's name, the constitution, statement of purpose/description of organization, name and contact information for president and advisor, number of members, and intent to affiliate with on/off-campus organizations (if applicable).
- c. If formation of the organization is not complete at the time of filing of the Sam Houston State University Student Organization Registration Application, Leadership Initiatives will assist in making arrangements for the organization to use university facilities for a limited amount of time for organizational purposes on a meeting-to-meeting basis until the organizational process is completed and the required information can be filed.
- d. At the time of filing, the president or contact person for the organization will electronically sign a statement indicating that he or she is familiar with and will uphold the aforementioned Rights and Responsibilities of Student Organizations (Section 3, Student Organizations Policy)
- e. When the required application forms have been filed, a professional staff member from Leadership Initiatives review the application ensuring completeness and that the new application does not duplicate any other student organization in existence at the university. After review, Leadership Initiatives will notify the president and faculty/staff advisor whether the application has been approved or denied.
  - (1) Upon approval of registration, the application will be signed by the , the Application reviewer, Director of Leadership Initiatives, and the President of the University or their appointed designee, and returned to the organization within 10 days as formal notification of official university recognition. A copy of the approved application will be filed with Leadership Initiatives indicating that the group is eligible for all of the rights of registered student organizations.
  - (2) Should the Leadership Initiatives professional staff reviewer feel that the petitioning organization does not meet the requirements for recognition, s/he will notify the pending organization with the recommendations and th decision regarding their status. This notification will be stored on file in Leadership Initiatives. The organization may then work with Leadership Initiatives to review the requirements for registration and recognition established herein.
  - (3) If an new organization application is denied for university recognition, and the applicant feels a need to appeal, they may do so by formally appealing, in writing, to

the Dean of Students' Office. The Dean of Students or their designee will review the appeal and application and make a final decision regarding the approval/denial of the application.

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

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

#### 4.3 Maintenance of Recognized Status.

- a. At the beginning of each fall semester, all student organizations wishing to maintain their recognized status for that academic year will submit to Leadership Initiatives (no later than the twelfth class day) a formal online registration that includes: list of the officers, number of members, and the faculty/staff advisor. Once the information has been processed, recognition will be confirmed or denied.
- b. If an organization does not meet the requirements for continued recognition, Leadership Initiatives will provide the necessary information to the student representatives and the organization advisor

#### 4.4 Administrative Discipline.

- a. Any member of the university community may file a complaint against a recognized student organization when they feel that the organization has failed to comply with the Rights and Responsibilities of Student Organizations. The complaint may be registered with Leadership Initiatives or the Dean of Students' Office or their designate. The Dean of Students or designated appointee will investigate the complaint, and if a hearing is requested, s/he or their designated appointee will hear the case or refer it to the Student Disciplinary Hearing Committee.
- b. If the Dean of Students or their designate chooses to hear the case, the Dean of Students or their designate will review the report, investigate the alleged violations and notify the student organization in writing of the charge against it. The organization will then have the opportunity to review evidence against them and provide any relevant information on their behalf. The organization may be requested to set up a meeting to review all evidence and information pertaining to their case. At the conclusion of the review, the Dean of Students, or their designate will determine if the group is responsible for any violations of the Student Organization Policy or other policies listed in the Student Guidelines. If the group is found responsible, the Dean of Students or their designate may impose sanctions against the group including the following:
  - (1) Suspensions of the rights of the organization to:
    - (a) Use university facilities;
    - (b) Sponsor any activity;
    - (c) Participate in campus affairs;
  - (2) Suspension of Recognition – This penalty shall be for a stated period of time. An organization placed on Suspension of Recognition may not function on campus in any manner and the general rights of recognized student organizations are withdrawn.
  - (3) Revoke the action that prompted the complaint and instruct the organization to either present an acceptable solution or implement a solution that has been dictated by the Dean of Students' Office.

The organization shall be informed, in writing, of the decision by the Dean of Students



or their designate. A meeting may also be requested to review the decision. A copy of the decision shall be made a part of the organization's discipline file in the Dean of Students' Office.

- c. The organization will have the opportunity to accept or appeal the decision made by the Dean of Students. The group may not appeal if it is determined that the allegations against the accused organization are true, but the only sanction assessed is verbal or written warning or probation. In those cases, the determination of the Dean of Students or his/her designate is final. However, in all other cases, the organization may appeal to the Dean of Students. If the hearing officer who made the initial decision in the case has been an appointee designated by the Dean of Students, the appeal will be made to the Dean of Students. If the Dean of Students has served as the hearing officer the appeal will be made to the Student Disciplinary Hearing Committee or the Vice President of Student Affairs. Written notice of appeal must be received by the appeal officer within five (5) business days after the decision. An appeal is not simply a rehearing of the original case. An appeal must be based on: 1) whether or not a fair hearing was afforded. A fair hearing includes notice of the alleged misconduct, and an opportunity to present evidence; 2) whether or not the sanctions levied were appropriate to the offense; 3) whether or not the finding was supported by the evidence; and/or 4) whether or not new evidence is introduced that was not available at the time of the hearing. Both parties, at the discretion of the appeal officer, may submit oral or written arguments, to support their positions. In order for the appeal to be considered, the appealing party must submit all necessary documentation, including written arguments, when appropriate, to the appeal officer within five (5) business days after giving notice of appeal. The appeal officer may approve, reject, modify the decision, or remand the matter to the original hearing officer for reconsideration. The appeal officer shall respond to the appeal within ten (10) business days after all the documentation was received and all testimony was heard, or they may postpone a decision for good

#### 4.5 Organization Changes.

Recognized organizations are required to submit to Leadership Initiatives any changes in officers or advisers of the organization within three class days of such a change. Failure to do so may result in withdrawal of recognition.

#### 5. Solicitation

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

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

- a. Organizations may solicit, with approval of their advisor, for their own projects or charitable activities. If solicitation occurs in/around the Lowman Student Center, proper LSC Reservation Forms must be completed by the organization and approved by the director of the Lowman Student Center.
- b. Any organizations collecting financial donations for which there is no exchange of merchandise or services shall be accountable for funds received to the organization's advisor within five class days of the completion of the drive.
- c. Any organization failing to comply with Section 6.1(1a) and Section 6.1(1b) above may be denied future solicitation privileges.

6.2 Distribution of Printed Materials. Officially recognized campus organizations may distribute materials on campus provided they adhere to the Procedures for

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

#### 6. Procedure for Amendment

Amendments to the Student Organizations Policy may be initiated by any member of the university community through the Department of Leadership Initiatives. The department will forward the amendments through the appropriate channels with final approval granted by the university president.

## **RISK MANAGEMENT GUIDELINES**

### **1. Purpose**

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

### **2. Review**

These guidelines shall be reviewed annually by the Department of Leadership Initiatives and Dean of Students' Office.

### **3. Guidelines**

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

### **4. Social Events**

4.1 A social event is defined as any event or activity sponsored by any organization whose primary purpose is social or to provide entertainment to their members, alumni, university community, or other guests. This includes but is not limited to concerts, lip syncs, step shows, and parties/dances.

4.2 All social events are categorized by event level/type. Student organizations hosting



social events must follow the requirements for the designated event level/type:

#### 4.3 Event Registration

All student organizations are strongly encouraged to register all social events with the Department of Leadership Initiatives. Any student organization hosting a major event (estimated attendance over 500) or an event where alcohol will be present must complete the “Event Notification Form” and submit it to the Department of Leadership Initiatives at least 14 business days prior to the event. Student organizations hosting events categorized as Event Levels 3 or 4 held at an off-campus venue must submit an “Off-Campus Event Request Form” to the Dean of Students’ Office at least 30 days prior to the event. Authorization is required to proceed with event and all off-campus approvals will be at the discretion of the Dean of Students’ Office.

4.4 No student organization shall host/ sponsor ANY open party where alcohol is present.

4.5 All damages to any premises as a result of an event are the responsibility of the sponsoring organization.

#### 4.6 Security

Student organizations are required to ensure the safety of their members and guests.

University Police will provide security at social events/ parties on campus. Huntsville Police Department, a Walker County law enforcement department or some other bonded agency (must be approved by the Dean of Students’ Office) will be required for security at any off-campus venue. Determination of number officers at the events is based on the size, nature, location, and past history of the event.

4.7 Inappropriate behavior, including but not limited to, fighting, illegal consumption of drugs/alcohol, weapons, or property damage will not be tolerated and the continuation of the event will be at the discretion of the university police, staff, facility manager, or sponsoring organization (depending on severity). All members of the sponsoring organization and guests at the event must adhere to all policies set forth in the SHSU Student Guidelines and Code of Conduct as well as abide by state law, local codes, and inter/national requirements.

### 5. Alcohol and Drugs

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

5.2 The purchase or use of a bulk quantity or common source containers of alcoholic beverages, (e.g. kegs, cases of beer, alcoholic punch, etc.) is prohibited at all events or activities.

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

5.4 Purchasing alcohol with organization funds is prohibited.

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

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

5.7 No organization may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half

of its annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.

- 5.8 No organization may co-sponsor or co-finance an event where alcohol is purchased by either of the host organizations or groups.
- 5.9 No organization or its members shall permit, encourage, tolerate, or participate in drinking games involving alcoholic beverages.
- 5.10 The possession, use, or sale of any ILLEGAL DRUGS OR CONTROLLED SUBSTANCES at any organization event or any activity that an observer would reasonably associate with the organization is strictly prohibited.

## **6. Hazing**

- 6.1 No student organization, its members or affiliates shall conduct or condone hazing activities.
- 6.2 All organizations and their leaders shall review annually the Hazing Act passed by the State Legislature, 1987. This Act is fully enumerated in the “Student Guidelines” of Sam Houston State University and binding on all student organizations, their members and affiliates.

## **7. Sexual Abuse and Harassment**

- 7.1 No student organization should condone or tolerate any form of sexually abusive behavior on the part of its members or affiliates, whether physical, mental or emotional. This includes any actions that are demeaning to women or men including but not limited to date rape, gang rape, sexual assault, verbal harassment or threats.
- 7.2 All organizations and their leaders shall review annually the University’s policy on Sexual Harassment and Sexual Assault. These policies are found in “Student Guidelines” of Sam Houston State University and binding on all student organizations, its members and affiliates

## **8. Travel**

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

## **9. Education and Review**

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

## **10. Violations**

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

# **STUDENT ABSENCE NOTIFICATION POLICY**

The student is responsible for communicating directly with his or her instructor(s) when he or she is going to miss or has missed class. If possible, students should notify

instructors and make arrangements for missed assignments before the absence occurs. Official notification by the Dean of Students' Office to instructors when absence from classes is for a period of fewer than three (3) consecutive class days is generally not made. The Dean of Students' Office will not provide verification for an absence for non-critical or non-emergency situations.

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

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

## **STUDENT GRIEVANCE PROCEDURES**

A grievance may arise out of a decision or action reached or taken in the course of official duty by a member of the faculty, staff, administration, or student of Sam Houston State University. A grievable action is defined below. The purpose of the grievance procedures is to provide a process for an impartial review and to ensure that the rights of students are properly recognized and protected.

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

Retaliation for filing a grievance will not be tolerated.

### **Definitions of Grievable Actions**

A grievable action is an action that:

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

## **RELATED UNIVERSITY POLICIES**

policies or procedures.

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

## **PROTECTION OF INTELLECTUAL PROPERTY**

Unauthorized Use of University Intellectual Property. Unauthorized or improper use of logos, trademark, trade dress, copyrights, images, or other intellectual property, whether owned by the University or a third-party may subject students to discipline under this

code and to other penalties as allowed by law.

## **TOBACCO POLICY**

In order to promote a healthy, safe, and aesthetically pleasing work, educational, and living environment, SHSU will endorse a smoke free and tobacco free environment. Tobacco products include cigarettes, cigars, pipes, smokeless tobacco, and all other tobacco products. This policy applies to all faculty, staff, students, and visitors of SHSU.

## **AIDS POLICY**

Sam Houston State University seeks to minimize the HIV/AIDS health risk on campus. To prevent the spread of AIDS, Sam Houston State University has adopted an educational program aimed at increasing faculty, staff, and student awareness. The university will respond to each AIDS case on an individual basis subject to prevailing medical research and current legal opinion, using as a guide the American College Health Association's General Statements on Institutional Response to AIDS. The University Health Center is the designated central source for AIDS educational materials, information regarding AIDS testing, counseling, and referral for medical care. In the event that a student, or a faculty or staff member, is known to have AIDS or is medically diagnosed as a carrier of the HIV virus, the university physician will make appropriate recommendations as may be medically necessary. The welfare of the student and the prevention of transmission of the disease are of primary concern in such cases. Students who fail to abide by such conditions and are found to endanger themselves or the campus community by such noncompliance, may be referred to the university Crisis Team. University employees who fail to abide by such recommendations will be subject to disciplinary actions on the same basis as any other work rule violation. The patient's rights of nondiscrimination, privacy and confidentiality shall be honored as provided for under State and Federal law. Because of the extensive medical research currently under way on AIDS and the additional medical evidence which may become available with regard to AIDS, this policy statement is subject to change. Nothing herein shall be construed as an assumption of risk or of other legal responsibility by Sam Houston State University for the health or welfare of any individual beyond the limits of previously existing university policy or State law.

## **DRUG-FREE WORKPLACE POLICY**

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

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

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

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



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

SHSU is obligated to uphold laws which prohibit the possession, use, or distribution of controlled substances. Any employee who is found to be in violation of these laws will be dismissed and referred to the appropriate legal authority for prosecution. The SHSU Human Resources Department is the source of information and confidential assistance for any employee who is seeking help for a drug or alcohol related problem. Please contact the Human Resources Department, located in the College of Humanities & Social Sciences Building, Suite 410, phone number (936) 294-1070 if you need additional information about this program.

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

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

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

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

Students should submit to the registrar, dean, head of the department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- (2) The right to request amendment of the student's education records that the student believes are inaccurate or misleading.

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

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

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support

staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

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

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

## **2. Directory Information**

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

The above directory information will be available for release to the general public. However, the act states that each student has the right to inform Sam Houston State University that any or all of the above information is not to be released. Sam Houston State University will honor the student's request to restrict the release of "Directory Information" as listed above, but cannot assume responsibility to contact the student for subsequent permission to release the information. Regardless of the effect upon the student, the institution assumes no liability for honoring the student's instructions to restrict the release of "Directory Information." A student may restrict the release of directory information by submitting the Buckley Amendment Form to the Registrar's Office located on the 3rd floor of the Estill Building (form is available online under the Registrar's Office page). Forms must be submitted to the Registrar's Office prior to the twelfth class day of the fall and spring terms and the fourth class day of the summer term. A student who has restricted the release of personal information will not have his or her name listed in the Dean's List of Academic Honors or the President's Honor Roll, the Commencement Program, and/or Honors list. For more information, please visit [www.shsu.edu/ferpa](http://www.shsu.edu/ferpa) or contact the Registrar's Office

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

All first year students are required to reside in university housing and to purchase a specific meal plan during their freshman year, which will normally include the fall and

spring semesters. Anyone signing an academic year housing/meal plan contract will be required to fulfill the terms of that contract. Exceptions to the First Year Required Housing and Meal Plan Policy may be made by the Department of Residence Life. Please refer to the current Residence Life Handbook on line for complete information on Residence Life policies. You may also contact the Department of Residence Life at (936) 294-1812.

## **PROHIBITION OF WEAPONS**

4.5 Prohibition on Weapons. It is a violation of these Rules and Regulations to possess, carry or otherwise cause a firearm, handgun or other prohibited weapon, licensed or otherwise, concealed or otherwise, to be brought onto the premises of a System Component.

4.51 “Premises of a System Component” as used in this Section means a structure and the land (including parking lots, garages, or other appurtenances, on which the structure is situated) over which this Board has ownership or control. This prohibition extends to leased, borrowed or other facilities where a System or Component function, event, or activity takes or is taking place but does not apply to: a) presidentially–approved academic or other programs (for example, ROTC or administrator residences, or Component sponsored or approved events); b) law enforcement personnel, acting in performance of their duties; c) the transporting of such firearms handguns, or other prohibited weapons for registration with and storage by the Component public safety office; or the president’s home and grounds; or, d) permitted tracts of the Christmas Mountains area with a special access permit as outlined in the System Christmas Mountains Ranch Policy.

4.52 “Prohibited Weapons” as defined by Texas Penal Code, section 46.01, includes the following;

4.521 “Club” meaning and instrument (for example, a blackjack, nightstick, mace, nunchuck or tomahawk) that is specifically designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person;

4.522 “Explosive weapon” meaning any explosive or incendiary bomb, grenade, rocket, or mine that is designed, made, or adapted for the purpose of inflicting serious bodily injury or death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror (whether such a weapon is designed, made, or adapted for delivery or shooting);

4.523 “Firearm” meaning any device designed, made, adapted, or readily adaptable to expel a projectile through a barrel by using the energy generated by an explosion or burning substance (excluded are antique or curio firearms manufactured before 1899 or replicas thereof, provided they do not use rim fire or center fire ammunition), including, but not necessarily limited to handguns, machine guns, rifles, “zip guns,” stun guns, and “short-barrel firearms;”

4.524 “Illegal knife,” meaning any bladed, hand instrument that: a) has a blade over five and one-half inches; b) is capable of inflicting serious bodily injury or death on a person by cutting, stabbing, or throwing (for example, a dagger, dirk, stiletto knife, poniard, bowie knife, switchblade knife, sword, or spear);

4.525 “Knuckles,” meaning any instrument that consists of finger rings or guards made of a hard substance and that is designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

4.526 “Hoax bomb,” meaning a device that: a) reasonably appears to be an explosive or incendiary device; or, b) by its design causes alarm or reaction of any type by policy, public safety, or other administrators at a system component, who are charged with assuring campus safety;

4.527 “Chemical dispensing device,” meaning a device (other than a chemical for the purpose of dispensing a substance capable of causing adverse psychological or physiological effect on a human being.

## **CONCEALED CARRY CAMPUS POLICY**

### 1. General

Sam Houston State University (“SHSU”) is committed to developing and implementing a Concealed Carry Policy to meet Texas Law to be implemented under Texas Government Code Section 411.2031 (Carrying of Handguns by License Holders on Certain Campus) and Texas Penal Code 46.035.

### 2. Purpose

2.01 This Policy articulates the reasonable rules, regulations and provisions regarding carrying of concealed handguns by license holders on all SHSU campuses.

a. In accordance with Government Code Section 411.2031 and Texas Penal Code 46.035, Sam Houston State University recognizes the right of individuals licensed to carry concealed handguns to do so on campus land and in buildings owned or leased by SHSU, unless otherwise provided herein.

b. Individuals who possess a valid handgun license from the State of Texas or an approved reciprocating state may legally carry a concealed handgun on or about their person.

c. Campus housing resident license holders may carry their weapon on or about their person in the residence halls. License holders residing in campus housing are responsible for the safe storage of their handgun whenever it is not on or about their person by use of secure storage devices as required by the Department of Residence Life. All other weapons (to include long guns) remain prohibited in campus housing units.

### 3. Areas that are Prohibited Concealed Carry Locations (PCCL).

3.01 Official Athletic Events (Collegiate or University Interscholastic League) held in Bowers Stadium, Don Sanders Baseball Complex, Bearkat Softball Complex, Meredith and Miriam York Field Events Center, the McAdams Tennis Center, the Johnson Coliseum, and Pritchett Field Stadium.

3.02 Any governmental meeting that takes place on the campuses of SHSU will be a PCCL.

3.03 Powell Health & Counseling Center (1608 Avenue J), Jack Staggs Counseling Center (1932 Bobby K. Marks Drive), Psychological Services Center (919 Bearkat Boulevard), Services for Students with Disabilities Office (Lee Drain Annex 1916 Avenue J), & Counseling Clinic at the Woodlands Campus Suite 151 (3380 College Park Drive; The Woodlands, Texas 77384).

3.04 Official University Student/Employee Disciplinary/Grievance Hearings. (See also § 4 below).

3.05 Nuclear Magnetic Resonance Lab (Chemistry & Forensic Science Building, Room 302 & 323).

3.06 Department of Public Safety Services (Secure Areas of Building Only in the Charles

W. Tackett University Police Building 2424 Sam Houston Avenue; Huntsville, Texas 77340).

3.07 Buildings, grounds, or other University venues hosting a University Interscholastic League Event (Official, Sanctioned Competitions).

4. Student and Employee Discipline or Grievance Hearings and Appeals Procedures

It is recognized that student discipline and employee grievance proceedings are held in multi-use venues. During the period a venue is used for such proceedings, the venue shall be a PCCL. The Dean of Students' or the Director of Human Resources may designate a room to be used for a proceeding that will be a PCCL. Prior to the proceeding, the student, employee and any additional proceeding participants shall be notified that the disciplinary, grievance, or appeal hearing location is a PCCL. Signage shall be placed at the designated hearing venue at least thirty minutes prior to the proceeding. Proceeding participants may also be given notice through a written document prior to entering the room. At the conclusion of the proceeding, signage shall be removed from the location.

5. University Signage for PCCL Areas

5.01 Signage that is clearly visible, noting that the premise in question is a PCCL, shall be placed in conspicuous areas (entrances). Notice that is given on a card, document, or sign must contain the following language:

*Pursuant to Section 30.06, Penal Code (trespass by license holder with a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter this property with a concealed handgun.*

## **NON DISCRIMINATION STATEMENT**

Sam Houston State University, in accordance with applicable federal and state law (including Title VII and Title IX) and institutional values, prohibits discrimination or harassment on the basis of race, creed, ancestry, marital status, citizenship, color, national origin, sex, religion, age, disability, veteran's status, sexual orientation, or gender identity.

A person who believes that he or she has been subjected to any type of discrimination should report the incident to the appropriate University official, administrator, or supervisor. Students are encouraged to report such incidents to the Director of Equity and Inclusion or the Associate Vice President for Human Resources and Risk Management. Employees and visitors are encouraged to report to the Associate Vice President for Human Resources and Risk Management. Incidents should be reported as soon as possible after the time of their occurrence. No person is required to report discrimination to the alleged offender. Every attempt should be made to keep the information confidential and restricted to only those who have an absolute need to know. A person who makes a complaint should be advised that principles of fairness and due process may require disclosure to the alleged harasser, who shall be warned against retaliation upon pain of disciplinary action.

Complaints alleging sexual harassment are governed by and investigated under the University's Sexual Misconduct Policy and Procedures.

## **RACIAL HARASSMENT POLICY**

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

System universities shall provide equal educational opportunities for all students and equal employment opportunities for all applicants and employees, and otherwise foster an environment free of racial intimidation, humiliation, and harassment. Racial harassment, as defined herein, is expressly prohibited.

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

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

- a. It is a violation of the Texas State University System’s (TSUS) RULES AND REGULATIONS for any student, faculty, or staff employee to engage in racial harassment of any person on the campuses of the component universities or in connection with a university sponsored activity.
- b. It is a violation of the RULES AND REGULATIONS for any student, faculty, or staff person to use authority granted by state law, by system rule, or by university policy to deprive any person of his or her civil rights on a component campus or in connection with a university sponsored activity.
- c. If a violation of a TSUS’s rule and/or of a university regulation or policy is committed on campus and/or in connection with a university sponsored activity because of the race, color, or national origin of any person directly harmed by such violation, the violator’s discriminatory purpose shall be treated as an aggravating factor for the purpose of determining the appropriate penalty.

### **2. Disciplinary Rules**

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

Procedures for Redressing Racial Harassment Complaints of Students, Faculty, Staff, or Visitors shall be in accordance with published procedures established by the component universities. All complaints shall be considered informal until they are filed in writing.

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

## **TITLE IX**

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education.

### **NOTICE OF NON-DISCRIMINATION**

Sam Houston State University complies with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act. Sexual misconduct, as defined in the University’s Sexual Misconduct Policy, constitutes a form of sex discrimination prohibited by Title IX and Title VII.



## TITLE IX CONTACTS

Sex discrimination includes sexual harassment and sexual assault. While it is often thought of as a law that applies to athletics programs, Title IX is much broader than Athletics and applies to many programs at Sam Houston State University. While compliance with the law is everyone's responsibility at SHSU, below is a list of staff members that have primary responsibility for Title IX Compliance.

Title IX Coordinator  
Jeanine Bias Nelson  
Director, Office of Equity and Inclusion  
Student Services Annex Room 109  
936-294-3026  
jbias@shsu.edu

The Title IX Coordinator's responsibilities include providing leadership, consultation, and oversight of Title IX compliance activities at the University, including coordination of training, education, communications, and administration of grievance procedures for faculty, staff, students and other members of the University community. SHSU encourages everyone to immediately consult with or report incidents of gender/sex discrimination, sexual harassment (including sexual violence) or sexual misconduct to the Title IX Coordinator, Title IX Investigator, or Deputy Title IX coordinators.

Title IX Investigator  
Jasmine Rodriguez  
Office of Equity and Inclusion  
Student Services Annex  
936-294-3088  
ejh003@shsu.edu

### Title IX Deputy Coordinators

For Students:  
Chelsea Smith  
Associate Dean of Students  
Lowman Student Center, Suite 215  
936-294-4155  
chelsea.smith@shsu.edu

For Faculty/Staff:  
David Hammonds  
Associate VP for Human Resources and Risk Management  
Thom 202 H  
936-294-2709  
david.hammonds@shsu.edu

For Athletics:  
Chris Thompson  
RMFH 321  
Associate Athletics Director Student Services  
936-294-3542

Sexual Misconduct cases may also be reported to the Sam Houston State University Police Department (UPD), the Huntsville Police Department (HPD) and other local law enforcement authorities. The Title IX Coordinator/ Deputy Coordinators can assist individuals with contacting these law enforcement agencies.

## **SEXUAL MISCONDUCT POLICY**

shsu.edu/titleix/sexualmisconduct.pdf

### **Statement of Rights**

#### **RIGHTS OF THE VICTIM AND RESPONDENT IN ADDRESSING COMPLAINTS OF SEXUAL MISCONDUCT**

- The right to report sexual misconduct to the university without discouragement and the right to have report promptly, equitably, and fairly investigated;
- The right to be treated with respect by university officials;
- The right to preservation of privacy, to the extent possible and allowed by law;
- The right to be informed of available resources such as counseling, medical, mental health, law enforcement, immigration, or services for victims/respondents, both on campus and in the community;
- The right to be fully informed of the sexual misconduct policy and process as described in the Sexual Misconduct Policy;
- The right to petition that any investigator, coordinator or university administrator be removed from the process on the basis of demonstrated bias;
- The right to timely notice of any meetings;
- The right to be provided timely access to review relevant documents or materials, subject to privacy limitations imposed by state and federal law;
- The right to identify and ask the investigator to question relevant witnesses,
- The right to have a representative or advisor present (although not directly participating) during any meetings with Investigator, Coordinator, or Appellate Authority;
- The right to be informed in writing of the outcome and sanction of any investigation involving sexual misconduct;
- The right to a finding and sanction (if any) based solely on evidence presented during the investigation.
- The right to appeal the finding and sanction of the applicable administrator, in accordance with the sexual misconduct policy;
- The right to have university policies and procedures followed without material deviation;
- The right to be informed in advance, when possible, of any public release of information regarding the complaint.

#### **RIGHTS SPECIFIC TO VICTIMS OF COMPLAINTS OF SEXUAL MISCONDUCT**

- The right to be informed by university officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities. This also includes the right not to report, if this is the victim's desire.
- The right to notification of and options for interim safety measures such as changing academic and living situations after an alleged sexual assault incident,

if requested and if changes are reasonably available (no formal complaint, or investigation, campus or criminal, need occur before this option is available).

Accommodations may include:

- Change of an on-campus housing to a different on-campus location;
- Assistance from university support staff in completing the relocation;
- Arranging to dissolve a housing contract and pro-rating a refund;
- Academic assistance such as exam (paper, assignment) rescheduling, incomplete, withdrawal or alternative course completion, as available;
- Campus no contact order against respondent who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger or threat of danger;
- Reassignment of work location;
- Escort or transportation assistance.

## **STUDENT RESIGNATION POLICY**

### **1. PURPOSE**

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

### **2. DEFINITION**

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

### **3. GUIDELINES**

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

3.02 If a student resigns after the 12th class day of a full term (or appropriate Census Day deadline for a given part of term) and prior to taking any final examination, a record of the resignation will appear on the student's academic record with a mark of "W"

3.03 To resign (officially withdraw) from the University, a student must complete the online resignation form found on the Registrar's Office website.

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

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

### **4. REQUEST TO WITHDRAW AFTER DEADLINE BASED ON EXTENUATING CIRCUMSTANCES**

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

4.02 The student will need to make this request in writing to the academic dean of the major field of study.

4.03 Written verification of emergency must be provided by a physician, hospital, etc. Death in the immediate family may be verified by an obituary notice or a memorial folder.

4.04 The student will be notified of the dean's decision.

4.05 The student may appeal the dean's decision to the Office of the Provost and Vice President for Academic Affairs.

## **TUITION REBATES FOR CERTAIN UNDERGRADUATES**

- (a) A qualified student is eligible for a rebate of a portion of the undergraduate tuition the student has paid if the student:
- (1) is awarded a baccalaureate degree from a general academic teaching institution within the period prescribed by Section 56.462(1)(A) or (B), as applicable, to qualify for forgiveness of a Texas B-On-time loan; and
  - (2) has attempted no more than three hours in excess of the minimum number of semester credit hours required to complete the degree, including:
    - (A) transfer credits; and
    - (B) course credit earned exclusively by examination, except that, for purposes of this subsection, only the number of semester credit hours earned exclusively by examination in excess of nine semester credit hours is treated as hours attempted.
- (b) The amount of tuition to be rebated to a student under this section is \$1,000, unless the total amount of undergraduate tuition paid by the student to the institution of higher education awarding the degree was less than \$1,000, in which event the amount of tuition to be rebated is an amount equal to the amount of undergraduate tuition paid by the student to the institution.
- However, a student who paid the institution awarding the degree an amount of undergraduate tuition less than \$1,000 may qualify for an increase in the amount of the rebate, not to exceed a total rebate of \$1,000, for any amount of undergraduate tuition the student paid to other institutions of higher education by providing the institution with proof of the total amount of that tuition paid to other institutions of higher education.
- (c) A student who has transferred from another institution of higher education shall provide the institution awarding the degree an official transcript from each institution attended by the student in order that the period during which the student has been enrolled in a general academic teaching institution and the total number of hours attempted by the student can be verified.
- (d) To qualify for a rebate under this section, the student must have been a resident of this state and entitled to pay tuition at the rate provided by this chapter for a resident student at all times while pursuing the degree.
- (e) All institutions of higher education shall notify each first-time freshman student of the tuition rebate program.
- (f) The institution awarding the degree shall pay the rebate under this section from local funds.
- (g) If a student entitled to a rebate under this section has an outstanding student loan, including an emergency loan, owed or guaranteed by this state, including the Texas Guaranteed Student Loan Corporation, the institution shall apply the amount of the rebate to the student's loan. If a student has more than one outstanding loan, the institution shall apply the amount of the rebate to the loans as directed by the student or, if the student fails to provide timely instructions on the application of the amount, the institution shall apply the amount of the rebate to the loans according to priorities established by the coordinating board. If the amount of the rebate exceeds the amount of the loan indebtedness, the institution shall pay the student the excess amount.
- (h) The legislature shall account in the General Appropriations Act for the rebates

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

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

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

## **EMERGENCY PROCEDURES QUICK REFERENCE**

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

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

**SEVERE WEATHER:**

- Stay away from windows
- Take immediate shelter
- Monitor local radio and television stations
- Today @ Sam or Katsafe link on the homepage or [shsu.edu/katsafe/](http://shsu.edu/katsafe/)
- Contact University Police at (936) 294-1000 (4-1000 on campus)

**MEDICAL EMERGENCIES:**

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

**DISRUPTIVE BEHAVIOR:**

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

**BOMB THREATS/SUSPICIOUS ITEMS:**

- Pay close attention to the exact words the caller is using, document the call
- Contact University Police at (936) 294-1000 (4-1000 on campus)

- Do not touch or handle suspicious items or packages
- Keep others away from area
- Notify your supervisor

**HAZARDOUS SITUATIONS:**

- Contact University Police at (936) 294-1000 (4-1000 on campus)
- Provide information on type and size of spill (if known)
- Evacuate the immediate area and building as directed

## **STUDENT’S RIGHT TO KNOW AND CAMPUS SECURITY ACT OF 1990**

- Get decontamination instructions from authorities
- Do not re-enter area until all clear is given

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

### **STUDENT RIGHT TO KNOW**

The Student Right-to-Know and Campus Security Act was signed into law in November 1990 and amended several times in subsequent years. Title II of this Act is known as the Crime Awareness and Campus Security Act of 1990. This Act requires institutions participating in the student financial aid programs under Title IV of the Higher Education Act of 1965 to disclose information about campus safety policies and procedures and to provide statistics concerning whether certain crimes took place on campus. Reauthorized under several different Federal Acts, including the Violence Against Women Act (VAWA)

located at [www.ecfr.gov/cgi-bin/text-idx?rgn=div8&node=34:3.1.3.1.34.4.39.6](http://www.ecfr.gov/cgi-bin/text-idx?rgn=div8&node=34:3.1.3.1.34.4.39.6), Sam Houston State University’s current Annual Security Reports can be found at <http://www.shsu.edu/dept/public-safety/upd/annual.html> for the past eight years of reporting. The following student guidelines are presented as a courtesy for the SHSU Student Guidelines Handbook. It should be noted that policies, procedures, and services are completed by numerous departments on the campus of SHSU involving campus safety and security. All policies and links related to Campus Safety and Security can be found on the SHSU Police Department website at <http://www.shsu.edu/dept/public-safety/upd/index.html>.



A printed version of the SHSU Annual Security Report is available at during the hours of 8:00 AM-5:00 PM Monday thru Friday at the Sam Houston State University Police Department, located at 2424 Sam Houston Avenue, Huntsville, Texas, 77341. The emergency phone number for the SHSU Police Department is (936) 294-1000. The regular business phone number is (936) 294-1800, with both phone numbers answered 24 hours a day, 7 days a week. The Huntsville/Walker County Dispatch Center will forward 911 calls related to the University to the Sam Houston State University dispatch center, and if necessary, dispatch additional patrol units of the Huntsville Police Department or Walker County Sheriff's Department to assist the Sam Houston State University Police Department.

### **Reporting Offenses**

Students, faculty, staff, and guests are encouraged to report any criminal offense within the jurisdiction of the SHSU Police Department, or to other law enforcement agencies, as soon as possible. While some of the Student Guidelines handbook can partially explain the University Police Department's functions, programs, and procedures, everyone is encouraged to gain information available through the Annual Security Report and other information through the University's Police Department website. That information can be found at: <http://www.shsu.edu/dept/public-safety/upd/index.html>.

Or call and speak with an officer at (936) 294-1800.

### **Patrol, Escort**

Uniformed University Police officers patrol the campus area 24 hours each day in marked police units with a police radio and video systems. In addition, during the day, uniformed student parking control personnel are on patrol in the parking areas; each person is issued a two-way radio for contact within the university police system. In the evening and early morning hours there are uniformed student foot patrol personnel patrolling the main campus and provide escort service to anyone whom may be concerned with their safety (Escort service may be obtained at (936) 294-1800).

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

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

### **Law Enforcement Duties Justification**

Sam Houston State University's Police Department derive their duties from the Texas Code of Criminal Procedure, Article 2.12 (8) – Who are Peace Officers- Officers commissioned under Section 37.081, Education Code, or Subchapter E, Chapter 51, Education Code; <http://www.statutes.legis.state.tx.us/Docs/CR/htm/CR.2.htm#2.12>

### **Primary Jurisdiction**

The primary jurisdiction of the Sam Houston Police Department, as provided by Section 51.203, Texas Education Code- <http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.51.htm#51.203>, includes counties in which Sam Houston State University property is included.

## **Alarms and Video Surveillance**

The SHSU Police Department monitors a comprehensive system of alarms and closed circuit video surveillance cameras.

## **Timely Warning and Emergency Notification Policies**

SHSU Police Department will report to the campus community in a manner that is timely any major offense that has been reported that will aid in the prevention of similar crimes using a variety of mediums.

Emergency Notification is made upon of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on the campus. An “immediate threat” can be such incidents as an approaching forest fire, a fire raging in a building on campus, an outbreak of meningitis or other serious illness, approaching extreme weather (tornado, hurricane), earthquake, gas leak, terrorist incident, armed intruder, bomb threat, civil unrest or rioting, an explosion, and a nearby chemical or hazardous waste spill.

## **Crime Prevention §668.46 (b) (5) (6)**

### **Ongoing Programs and Security Awareness, Crime Prevention**

Throughout the academic year there will be group programs and individual counseling on crime prevention presented by the Sam Houston State University Police, the Huntsville Police Department, and the Walker County Sheriff’s Department. These programs cover a variety of subjects.

The Sam Houston State University Police Department’s “Community Out-Reach Efforts” (C.O.R.E.) group provides several presentations to continually improve the safety on the Sam Houston State University campus. C.O.R.E. officers normally engage in an “open forum” style discussion with participants and will provide relative personal past experiences. Following each presentation participants will be given the opportunity for questions and answers as well physical participation in skill related training.

To request a presentation please complete the Program /Presentation Request located at our department’s website at: <http://www.shsu.edu/dept/public-safety/upd/documents/printable-information/Program%20Request%20Form.pdf>

These presentations were all researched and developed through the Sam Houston State University Police Department. Verification of volume of programs verified through dispatch call slips, available at the Sam Houston State University Police Department. In 2015 SHSU PD conducted 111 programs.

### **“Campus Safety” (1 hour)**

Officers will discuss topics related to safety in the Sam Houston State University community. Topics will relate to alcohol/ drug abuse, domestic violence and sexual assault. Groups will receive information pertaining to Texas state laws, statistics, prevention, and awareness tips.

### **The Immortal Crime of Identity Theft**

A combined department program through SHSU IT and SHSU PD recognizing the history, suspect identification and technology used in Identity Theft.

### **Back to the Basics of Safety**

Recognition and development of situational awareness, biases developed through life that interferes with one's awareness of safety.

### **“Sexual Assault /Domestic Violence” (1 hour)**

Officers discuss topics about prevention and intervention of sexual assault and domestic violence. Learn about how to recognize the signs of violence, what to do if you or a person you know is a victim, and how to intervene. Groups will receive information pertaining to Texas state laws, statistics, prevention, and awareness.

### **“Bystander Intervention” (1 hour)**

Learn various intervention techniques for Sexual Assault, Domestic Violence, Dating Violence, Roommate Violence, Stalking, and Harassment. Learn how to recognize violence and what to do to intervene. Groups will receive information pertaining to Texas state laws, statistics, prevention, and awareness tips. This is an outstanding program encouraging the attendees to take care of yourself and your fellow Bearkat.

### **“Residence Life- Drug Recognition” (1 hour)**

Residence Hall staff receive information about how to detect and identify illegal drugs and drug paraphernalia.

### **“Driving While Intoxicated Simulation” (2 hours)**

Experience some of the effects of Driving While Intoxicated first hand. Participants will have the opportunity to maneuver a peddle cart through a specified course while wearing Fatal Vision goggles. Participants will experience the effects of driving while intoxicated without suffering from the real life consequences. Also available, is a Driving While Intoxicated simulator or an impaired vision simulator. Equipment is provided by Texas A&M AgriLife Extension Service.

### **“BikeTexas- College Active Transportation Safety” (30 Minutes):**

Presented by Parking/Transportation Assistant Director Matt McDaniel

Provides safety information and education in an effort to reduce motor vehicle accidents involving pedestrians and bicyclists. Provides information about rules and regulations regarding bicycle usage on campus.

### **“Spring Break/ Summer Safety” (1 hour)**

Keep safe while traveling during spring break and summer. Learn about the keeping your property safe and making responsible decisions related to alcohol and drug use. Also learn how to protect your property as you travel. Groups will receive information pertaining to Texas state laws, statistics, prevention, and awareness tips.

### **“Workplace/ Classroom Violence” (1 hour)**

Recognize the signs before violence may occur, and how to act when violence is occurring.

### **“Protect your Property” (1 hour)**

Property theft is the number one reported crime at Sam Houston State University. Learn how you can keep your property safe and the importance of “Property Registration,” which is available through the University Police Department.

### **“College Safety for High Schools” (1 hour):**

Presented by C.O.R.E. Officer Jeff Butterworth

*Deemed by High Schools as an Exemplary Program through outstanding survey results, with a 92% recommendation average for all Juniors and Seniors in High School who have attended the training based on an 80% survey return rate.*

Officers meet with high school juniors and seniors to inform them about keeping campus safety a priority as they choose their prospective university. The audience will hear firsthand experiences, be provided statistical information, learn applicable Texas state laws, and receive general safety tips and information about the major crime problems at most universities. Based on this high approval rating, we believe this information is useful for all high school students before they enter higher education at the college or university of their choice.

Other programs of intervention, awareness, and are administered by differing departments and recognized school

### **Victim Assistance Information**

Additional posted information is available around campus, and is posted in most rooms, residence hall lobbies, and all on campus buildings. This includes:

Victim Assistance Information Pamphlet provided by the SHSU Police Department:

This pamphlet provides resources for students, faculty, staff and guests to SHSU information on Law Enforcement Resources in both Walker County and Montgomery County (The Woodlands), Victim Assistance Resources in both the Huntsville and Woodlands Area are provided as well as Texas/National Resources. Contact and service information is provided for SAAFE House in Huntsville, Montgomery County Women’s Center, contact information on the Texas Crime Victim’s Compensation Act, Title IX information including Title IX Coordinator and investigators’ names and phone numbers, SHSU Student Rights and rights of the Victim and Respondent in addressing Complaints of Sexual Misconduct, Texas Crime Victim’s Bill of Rights, definitions, and frequently asked questions including on how to preserve evidence. This information is provided in all residence halls and buildings throughout campus and distributed to students by law enforcement in adjacent jurisdictions.

### **Good Working Relationship with Law Enforcement §668.46**

Sam Houston State University directs the Chief of Police to maintain the good working relationship with federal, state, local, city and county law enforcement authorities it currently enjoys. The University Police Department’s good working relationship with other area law enforcement agencies ensures that crimes and alcohol violations at off-campus sites may be reported to the University Police and if further assistance is needed at off campus locations.

### **Student Guidelines Sex Offender Registration**

**(Sec. 170101(j) of the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. 14071(j)), §668.46 (12))**

SHSU PD is required under the listed federal law advising the campus community where law enforcement agency information provided by the State of Texas concerning registered sex offenders by computer network address may be obtained. As part of the

procedure, the state website is published, and located at <https://records.txdps.state.tx.us/SexOffender> , and is also located in the SHSU PD Annual Security Report as well as on the SHSU PD website at <http://www.shsu.edu/dept/public-safety/upd/sex-offenders.html>. If the sex offender website information should change, a timely update shall occur on the SHSU police website. Please call SHSU PD should you have any questions concerning the Sex Offender website at 936 295-1800 to speak with an officer.

**The Daily Crime Log §668.46 (f) (1) (i) (ii) (2) (3) (i) (A,B,C), (ii), (4), (5)**

The Sam Houston Police Department Chief of Police maintains an easily understood daily crime log that includes the nature, date, time, and general location of each crime and the disposition of the complainant, if known, at the following website located on the SHSU PD webpage:

<http://www.shsu.edu/dotAsset/1dd9886a-cc80-4601-bc1c-abb174a69be5.pdf>

**Submission for Statistics**

The Annual Security Report must include the crime statistics incurred by SHSU for the three most recent calendar years in or on campus, noncampus buildings or property, the number of crimes that took place in dormitories or other residential facilities for students on campus, and on public property.

These are the Clery Statistics for the last three years, but does not include current academic year.

**V. Previous Academic Years (Does not Include Current Academic Year Statistics)**

**Part A Crimes**

Crimes	On-Campus	Residential Halls	Non-Campus Buildings	Public Property	Hate
Murder	0	0	0	0	0
Manslaughter	0	0	0	0	0
Sexual Assault/Forcible	0	3	0	0	0
Sexual Assault/Non Forcible	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	1	0	0	0	0
Simple Assault	9	6	0	0	0
Burglary	1	1	2	0	0
Larceny/Theft	32	2	1	0	0
Vandalism	25	5	4	2	0
Arson	0	0	0	0	0
Intimidation	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0

**University Police Department 2012 Arrest- On-campus\***

	On-Campus	On-Campus/ Residence Halls	Disciplinary Actions/ Judicial Referrals
Liquor-Law Violations	7	10	0
Drug Abuse Violations	11	10	4

Weapons Possessions	0	0	0
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**University Police Department 2012 Arrest-Non-campus\***

	<b>Non-Campus/ Building</b>	<b>Public Property</b>	<b>Disciplinary Actions/ Judicial Referrals</b>
Liquor-Law Violations	0	3	6
Drug Abuse Violations	0	31	14
Weapon Possessions	0	1	0

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

**Previous Academic Years**

**University Police Department Criminal Offenses**

	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2010</b>
Murder/Non-Negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Sexual Assault/Forcible	0	1	2	6	1
Sexual Assault/ Non Forcible	0	0	0	0	0
Robbery	0	1	1	4	0
Aggravated Assault	0	1	1	2	1
Burglary	7	4	3	4	4
Motor Vehicle Theft	1	0	2	1	2
Larceny/Theft	N/A	N/A	N/A	136	95
Vandalism	N/A	N/A	N/A	38	16
Intimidation	N/A	N/A	N/A	6	0
Arson	1	0	0	0	0

<b>University Police Department Arrest For:</b>	<b>2005-06</b>	<b>2006-07</b>	<b>2007-08</b>	<b>2008-09</b>	<b>2010</b>
Liquor-Law Violations	95	94	45	100	26
Drug Abuse Violations	38	39	28	75	41
Weapons Violations	0	0	0	7	2





Sam Houston State University  
MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

For the current Texas State University System Board of Regents visit [tsus.edu](http://tsus.edu).