



College of Osteopathic Medicine
SAM HOUSTON STATE UNIVERSITY

Element 9.2: Academic Standards

- **9.2-1 Supporting Documentation**
 - Policies and Procedures on Academic Standards – [link](#)

Policies and Procedures on Academic Standards

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1. CLASS ATTENDANCE

- 1.01 Students are expected to regularly and punctually attend scheduled class meetings.
- 1.02 General requirements for class attendance are as follows:
- a. Faculty are required to establish attendance requirements in each course.
 - b. Each faculty member will inform students of the course attendance policy at the initial class meeting and will include the information on the course syllabus.
 - c. Faculty members shall announce to their classes the course attendance policies for accepting late work or providing make-up examinations and include this information on the course syllabus.
 - d. Students are responsible for understanding the attendance policy for each course in which they enroll and for meeting the attendance requirements.
 - e. Students are expected to show appropriate cause for missing class or delaying major assignments or examinations.
 - f. Failure to meet the attendance requirements in a course may lower grade(s), including a final course grade.
 - g. Faculty members are expected to monitor course enrollment and class attendance.

2. WHEN ABSENCES OCCUR

- 2.01 Scheduled absences involve conflicts that are known in advance such as jury duty, subpoenas, medical procedures, required participation in University-sponsored events, observation of religious holy days, and military requirements. Students shall notify their instructors of these conflicts as soon as they are known and provide documentation of participation if requested.
- 2.02 Unscheduled absences involve unforeseen emergencies such as illness, injury, severe weather, or other crises. Students shall contact their instructors as soon as possible in these cases. Instructors may require documentation or

verification for an unscheduled absence, and may excuse such an absence at their discretion.

- 2.03 Making up work for an absence may be allowed or declined at the discretion of the instructor.

APPROVED: _____ <signed> _____
Alisa White, Ph.D., President

DATED: _____ 01/23/2023 _____

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original: April 1, 1980
Reviewer(s): Academic Affairs Council

Review Cycle: Five years*
Review Date: Spring 2027

Approved: _____ <signed> _____
Michael T. Stephenson, Ph.D.
Provost and Sr. Vice President
for Academic Affairs

Date: _____ 01/19/2023 _____

*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.

1. PURPOSE

The purpose of this academic policy statement is to provide students with procedures for resolving academic grievances in a prompt and equitable manner.

2. GENERAL

2.01 Under the provisions of this policy, academic grievances include disputes over:

- a. Course grades, except cases of academic dishonesty (see Academic Policy Statement 810213 for procedures in cases of academic dishonesty);
- b. Unauthorized class absences or tardiness;
- c. An instructor's alleged unprofessional conduct related to academic matters.; and/or
- d. Withdrawal or suspension of privileges related to degree-required clinical rotation, internships, or other clinical service delivery in professional degree programs.

2.02 Allegations, questions, or appeals involving academic dishonesty (e.g., cheating, plagiarism, collusion, and/or abuse of resource materials) will be processed in accordance with the procedures set forth in Chapter VI of the Rules and Regulations, Board of Regents, The Texas State University System and addressed under Academic Policy Statement 810213 "Procedures in Cases of Academic Dishonesty."

2.03 The aggrieved student is entitled to have, as appropriate and in turn upon timely notice of appeal at each stage, the instructor, then department/school chair/director, then college Academic Review Panel, then academic dean (or their designee), and finally Provost and Sr. Vice President for Academic Affairs (or their designee) review the grievance and render a decision. If the department/school chair, college Academic Review Panel, academic dean, or Provost and Sr. Vice President for Academic Affairs finds that a disputed action conflicts with federal or state law; Texas State University System, Sam Houston State University, college, or departmental policy; or with an instructor's class policy, a decision should be rendered in favor of the aggrieved student. After consultation with the instructor, the University may, to the extent required, adjust the record in accordance with the ultimate grievance decision rendered at the completion of the last stage of the grievance process.

2.04 Degree programs in professional fields, including those associated with clinical settings, licensing, certification, and/or accreditation, may propose internal academic grievance procedures for matters including, but not limited to those listed in 2.01.d above. Once approved and signed by the Provost and Sr. Vice President for Academic Affairs, the program grievance procedures shall govern 2.01.d matters in that department and be the final authority over academic grievances in that program.

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 (3) faculty members and two (2) student members. The chair of the panel will be selected from the panel members by the appointees to the panel. A department/school chair/director or any party to the appeal being heard may not serve on the panel. At least two (2) faculty members and at least one (1) student member must be present for action to be taken.

3.02 The Academic Review Panel will proceed to hear an appeal of the decision on an alleged grievance only after the procedures outlined in paragraphs 4.01 through 4.04 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

The steps below are to be followed in pursuing an academic grievance (Sec 2.01, a-d):

4.01 The student must first grieve to their instructor for a resolution of the matter and must do so in writing within ten (10) working days (working days are defined as Monday through Friday when the University is open) following the posting of the grade, the absence or tardiness, or the alleged conduct. The *Academic Grievance Procedures for Students – Grievance Form* may be found at this [link](#).

- 4.02 The instructor must reply in writing to the aggrieved student within ten (10) working days following receipt of the appeal.
- 4.03 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/director of the academic department/school in which the complaint or dispute is centered. The student appealing must provide to the chair/director a written summary of the pertinent issues of the grievance within ten (10) working days of the date of the response of the instructor or when the response from the instructor was due. The chair/director of the academic department/school shall request relevant information from the instructor, including but not limited to, course syllabus, attendance records, assignment descriptions and scoring rubrics. In addition, the student and instructor may include statements from other faculty or staff members or any other informed individual who might act as advocates in support of their position in the appeal.
- 4.04 The chair/director of the academic department/school in which the complaint or dispute is centered reviews the documents provided by all parties involved in the grievance. The chair/director must respond to the student and the instructor with a written decision within ten (10) working days of receipt of a timely appeal.
- 4.05 If the student is not satisfied with the decision of the chair/director of the department/school or the student does not receive a response from the chair/director within ten (10) working days, the student may, within ten (10) working days of receipt of the chair's/director's decision or when the response from the chair/director was due, forward a written appeal including any documentation provided to the chair/director to the college dean in whose college the dispute arose, with a request to have the case heard by the college Academic Review Panel, which serves in an advisory capacity only to the college dean. Within ten (10) working days of receiving the appeal, the Academic Review Panel shall investigate the alleged grievance and present such findings and recommendations as it finds appropriate to the student, dean, and other relevant parties, including the department/school chair/director and the faculty member(s) against whom the grievance is directed. During the panel hearing(s), all parties involved in the original grievance shall be invited to appear before the Academic Review Panel. The student and instructor may request either oral or written statements from advocates. The inclusion of these statements at the hearing(s) shall be at the discretion of the Academic Review Panel. Under no circumstances shall advocates be permitted to directly question or cross-examine any person who is involved in the grievance. Legal counsel, if included by the grievant and/or the instructor, may act only in an advisory capacity and may not actively participate in the proceedings.

- 4.06 If a student wishes to appeal the Academic Review Panel recommendation, they must, within ten (10) working days of the receipt of the Academic Review Panel’s written recommendation to the college dean, request in writing that the grievance be forwarded to the college dean in whose college the dispute arose for review and decision. The Academic Review Panel shall forward all documents pertaining to the dispute to the college dean, who shall 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.
- 4.07 If a student wishes to appeal the college dean’s decision, they must, within ten (10) working days, request in writing to the college dean that the grievance be forwarded to the Provost and Sr. Vice President for Academic Affairs. The college dean shall provide to the Provost and Sr. Vice President for Academic Affairs for review all documents pertaining to the dispute from the Academic Review Panel and the college dean. The Provost and Sr. Vice President for Academic Affairs, or their designee, shall 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 decision of the Provost and Sr. Vice President for Academic Affairs on the matter is final.
- 4.08 At any time during the appeal process, the person(s) reviewing the grievance may request, in writing, additional information from the student. The student then has ten (10) working days to respond to the request for additional information. Once the requested information has been received or when the student response was due, whichever is later, the reviewer(s) must issue a written decision within ten (10) working days.
- 4.09 Whenever possible, in good faith, all parties involved in the grievance shall work to resolve the grievance prior to the first day of the subsequent semester/session.

APPROVED: _____ <signed>
Alisa White, Ph.D., President

DATE: _____ 01/03/2023

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original: August 23, 1990 Review Cycle: Five years*
Reviewer: Academic Affairs Council Review Date: Spring 2027

Approved: _____ <signed> Date: _____ 12/19/2022
Michael T. Stephenson, Ph.D.
Provost and Sr. Vice President
for Academic Affairs

*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.

1. GENERAL

This academic policy statement details the probation, suspension, dismissal, and termination regulations for undergraduate and graduate students at Sam Houston State University (SHSU).

2. ACADEMIC GOOD STANDING FOR UNDERGRADUATE STUDENTS

- 2.01 Academic good standing is defined as a minimum 2.0 SHSU grade point average.
- 2.02 The appropriate academic dean may place on probation, retain on probation, or suspend any student deficient in grade points.
- 2.03 Students admitted with less than a 2.0 grade point average by the appropriate academic dean are permitted to enroll but are not considered to be in academic good standing.
- 2.04 Programs may establish additional standards for academic performance, including professional expectations in association with clinical settings, licensing, certification, and/or accreditation. Programs must clearly document and make available to students any academic performance standards in writing, subject to approval by the program coordinator, department chair/program director (when applicable), academic dean, Office of General Counsel, and Provost and Sr. Vice President for Academic Affairs.

3. ACADEMIC PROBATION OR SUSPENSION FOR UNDERGRADUATE STUDENTS

- 3.01 An undergraduate student who falls below a 2.0 SHSU grade point average at the close of any semester or summer semester during which one or more semester hours are attempted will be placed on probation. Summer semester (two sessions) is considered a unit equivalent to a semester. If an enrolled student on probation achieves a current term GPA of 2.0 or higher but fails to achieve a minimum 2.0 SHSU grade point average at the close of the next semester or summer semester following the start of the probation, the student will be placed on continued probation. If an enrolled student on probation or continued probation fails to achieve a current term GPA of 2.0 or higher at the close of the next semester or summer semester following the start of the probation or continued probation, the student will be suspended.
- 3.02 Students who are on probation for the first time are required to enroll in UNIV 2001.

- 3.03 Undergraduate transfer students who are admitted with less than a 2.0 overall grade point average must achieve a minimum SHSU grade point average of 2.0 at the close of the semester or summer semester for which the student is admitted or the student will be placed on probation. If the student achieves a current term GPA 2.0 or higher but fails to achieve a minimum of a 2.0 SHSU grade point average at the close of the next semester or summer semester following the start of the probation, the student will be placed on continued probation. If an enrolled student on probation or continued probation fails to achieve a current term GPA of 2.0 or higher at the close of the next semester or summer semester following the start of the probation or continued probation, the student will be suspended.
- 3.04 Academic actions are based on the total SHSU academic record and are implemented at the close of the fall semester, the spring semester, and summer semester.
- 3.05 The SHSU grade point average is based only on course work at SHSU for which the student earns the grade of A, B, C, D, or F. The marks of Q, W, CR, NC, IP, and X are not counted as hours attempted in computing the SHSU grade point average. The marks earned in developmental courses (CR* and NC*) also are not counted as hours attempted in computing the SHSU grade point average.
- 3.06 Deficient grade points on transferred work must be made up sufficiently in order to earn a degree at SHSU.
- 3.07 Only hours earned at SHSU and hours accepted in transfer from other institutions will count toward the student's classification and graduation. Credit earned in developmental courses is not used in determining the classification of a student by hours completed. In addition, developmental courses may not be used to satisfy any degree requirements at SHSU.
- 3.08 The official classification is determined by the Registrar.
- 3.09 Credit awarded by examination and hours earned with the mark of CR are counted in determining classification but are not included in determining grade point average.

4. REMOVAL OF ACADEMIC PROBATION FOR UNDERGRADUATE STUDENTS

The student will be removed from probation or continued probation at the close of the semester or summer semester in which the student's SHSU grade point average reaches 2.0 or higher.

5. READMISSION TO UNDERGRADUATE STUDIES AFTER SUSPENSION

5.01 The period of academic suspension and the subsequent readmission of a student on academic probation are based on the entire SHSU academic record. Readmission from suspension must be approved by the academic dean of the college to which the student will enroll at the time of their readmission. The petition for readmission must be made in writing.

5.02 Students who are readmitted after suspension for the first time are required to enroll in UNIV 3001.

5.03 Students who are subject to suspension under the stated terms of the Academic Probation, Suspension, Dismissal, and Termination policy and register for enrollment at SHSU do so at their own risk, and monies paid for fees and tuition are subject to the refund regulations as stated in the SHSU catalog.

6. APPEALS PROCESS FOR PROBATION, SUSPENSION, DISMISSAL, OR TERMINATION FOR UNDERGRADUATE STUDENTS

A student who believes they have been wrongly placed on probation, continued probation, or suspension or wrongly dismissed or terminated may appeal using the following procedures:

6.01 The student must first appeal to the associate dean in the appropriate college for a resolution and must do so in writing within ten (10) working days following the notification of probation, suspension, or termination. The associate dean must respond to the appeal in writing within ten (10) working days of receipt.

6.02 If the appeal to the associate dean is not satisfactorily resolved, the student may appeal in writing to the academic dean in the appropriate college within ten (10) working days following the associate dean's decision. The academic dean must respond to the appeal in writing within ten (10) working days of receipt.

- 6.03 If the appeal is not resolved with the academic dean, the student may appeal in writing to the Provost and Sr. Vice President for Academic Affairs, or their designee, within ten (10) working days following the academic dean's decision. The decision of the Provost and Sr. Vice President for Academic Affairs or their designee is final.
- 6.04 Per Academic Policy Statement 900823, section 2.05, some programs are permitted to establish internal academic grievance procedures, subject to the approval of the Provost and Sr. Vice President for Academic Affairs. Such academic grievance procedures take precedence over the academic grievance procedures described in sections 6.01, 6.02, and 6.03 of this policy.
7. **ACADEMIC GOOD STANDING FOR GRADUATE STUDENTS** (excluding students in the College of Osteopathic Medicine, addressed in Section 11, *et seq.*, of this policy)
- 7.01 A minimum grade point average of 3.0 is required in all graduate course work. All grades earned at SHSU (A, B, C, F) in courses listed for graduate credit on the student's official Degree Plan will be included in computing the grade point average. The marks of Q, W, CR, NC, IP, and X are not counted as hours attempted in computing the SHSU grade point average.
- 7.02 Grades earned at another institution may not be used to remove a grade of "C" or lower earned at SHSU.
- 7.03 The appropriate academic dean may place on probation, retain on probation, or terminate any student deficient in grade points.
- 7.04 Graduate programs may establish additional standards for academic performance, including professional expectations in association with clinical settings, licensing, certification, and/or accreditation. Graduate programs must clearly document and make available to students any academic performance standards in writing, subject to approval by the program coordinator, department chair/program director (when applicable), academic dean, Dean of Graduate Studies, Office of General Counsel, and Provost and Sr. Vice President for Academic Affairs. These academic performance standards shall be subject to review as a component of the seven-year graduate program review.
8. **ACADEMIC PROBATION, TERMINATION, OR DISMISSAL FOR GRADUATE STUDENTS**
- 8.01 A graduate student who falls below a 3.0 SHSU grade point average at the close of any semester or summer semester during which one (1) or more semester hours are

attempted will be placed on probation. Two (2) summer sessions are equivalent to one (1) long semester. If an enrolled student on probation fails to achieve a minimum of a 3.0 SHSU grade point average at the close of the next semester following the start of the probation, the student will be terminated from graduate studies.

- 8.02 A graduate student who earns a grade of F in any graduate course at SHSU will be terminated from graduate studies.
- 8.03 A student who earns a grade of C in any course at SHSU (repeated or distinct course) within the academic program may have their graduate status reviewed by a committee of the department or college graduate faculty. The committee will recommend an appropriate remediation for the student.
- 8.04 A student who fails to meet any approved program-specific standards for academic performance, including professionalism standards, in consonance with section 7.04 of this policy may be dismissed from the program and not permitted to register for courses in the program.

9. REMOVAL OF ACADEMIC PROBATION FOR GRADUATE STUDENTS

The student will be removed from probation at the close of the semester or summer semester in which the SHSU grade point average achieves the required standard.

10. APPEALS PROCESS FOR TERMINATION AND DISMISSAL FOR GRADUATE STUDENTS

A student who believes they have been wrongly dismissed or terminated from graduate studies may appeal using the following procedures:

- 10.01 The student must first appeal to the graduate advisor for a resolution and must do so in writing and within ten (10) working days following the notification of probation, termination, or dismissal. The graduate advisor must respond to the appeal in writing within ten (10) working days of receipt.
- 10.02 If the appeal to the graduate advisor is not satisfactorily resolved, the student may appeal in writing to the chair of the department within ten (10) working days following the graduate advisor's decision. The department chair must respond to the appeal in writing within ten (10) working days of receipt.

The student may appeal the decision of the chair in writing to the appropriate academic dean within ten (10) working days following the chair's decision. The academic dean may elect to create appeal committees at the program, department/school, or college level to hear student appeals for readmission. These committees will be charged with making a recommendation to the academic dean. The academic dean must respond to the appeal in writing within ten (10) working days of receipt of the appeal or the committee's recommendation, if any.

- 10.03 If the appeal is not resolved with the academic dean, the student may appeal in writing to the Provost and Sr. Vice President for Academic Affairs, or their designee, within ten (10) working days following the academic dean's decision. The decision of the Provost and Sr. Vice President for Academic Affairs or their designee is final.

- 10.04 Per Academic Policy Statement 900823, section 2.05, some programs are permitted to establish internal academic grievance procedures, subject to the approval of the Provost and Sr. Vice President for Academic Affairs. Such academic grievance procedures take precedence over the academic grievance procedures described in sections 10.01, 10.02, and 10.03 of this policy.

The following applies to students enrolled in Sam Houston State University's College of Osteopathic Medicine (SHSU-COM) only.

11. ACADEMIC GOOD STANDING FOR OSTEOPATHIC MEDICAL STUDENTS

Students are considered to be in good academic standing when they have passed all courses/blocks/rotations in the curriculum to date and demonstrate competency in professionalism as defined by the American Association of Colleges of Osteopathic Medicine (AACOM).

12. ACADEMIC DEFICIENCY, PROBATION, AND DISMISSAL FOR OSTEOPATHIC MEDICAL STUDENTS

- 12.01 Academic deficiency for osteopathic medical students is defined as a course/block/rotation failure or a professionalism competency concern. A student with an academic deficiency will be referred to the SHSU-COM's Student Promotion and Academic Progress Committee (SPAP). The SPAP will make a recommendation to the dean as to whether the student is placed on probation or dismissed. The dean shall make the final decision.

- 12.02 A student shall be dismissed from the SHSU-COM if the SPAP determines that the student has not performed satisfactorily in academic pursuits, does not demonstrate competencies to pursue the assigned course of study, or has been deemed by the SPAP unfit to continue the study of osteopathic medicine. The student shall be notified in writing of the action of the SPAP. SPAP shall respond to academic deficiencies as follows:
- a. A student who fails a first attempt at remediation of a course/block/rotation will be placed on automatic probation by the SPAP. Remediation in the medical education context may be described as a “course correction.” A student who failed a course/block/rotation is given an opportunity to complete a first remediation (which is a retest remediation). If a student fails to complete a course or block, the remediation will be to complete the required part of the course or block that was incomplete. If the student fails the first remediation (retest) or fails to complete the incomplete course or block, they will be placed on probation by the SPAP.
 - b. A student who unsatisfactorily completes a second remediation of a course/block/rotation will continue on academic probation, and the SPAP will review to determine whether the student is required to repeat the academic year or be dismissed.
 - c. A student who unsatisfactorily completes remediation of two courses/blocks/rotations at the end of a semester will be placed on academic probation and SPAP will review to determine whether the student is required to repeat the academic year or be dismissed.
 - d. A student who unsatisfactorily performs in two (2) or more courses/blocks/rotations (during one semester) will be subject to SPAP review and dismissal from SHSU-COM, unless the student demonstrates extenuating circumstances to the SPAP. Extenuating circumstances are unforeseeable or unpreventable circumstances that are likely to have a material impact on a student’s academic performance and/or ability to engage with their studies.
 - e. A student who repeats a year and performs unsatisfactorily in one (1) course/block/rotation will be subject to SPAP review and dismissal from SHSU-COM, unless the student demonstrates extenuating circumstances to the SPAP.
 - f. A student who is unable to pass the COMLEX 1 exam within one (1) year after completion of year two (2) coursework or three (3) unsuccessful attempts will be subject to SPAP review and possible dismissal from the SHSU-COM.

- g. A student who is unable to pass both the COMLEX 2 CE and PE within three (3) attempts will be subject to review by the SPAP and possible dismissal from the SHSU-COM.

13. REMOVAL OF ACADEMIC PROBATION FOR OSTEOPATHIC MEDICAL STUDENTS

A student is removed from active academic probation when all course/block/rotation failures or professionalism concerns are successfully remediated. Students with a history of academic probation will be monitored periodically (*e.g.*, monthly), and the student's performance reviewed on an annual basis for the remainder of their enrollment at SHSU-COM.

14. APPEALS PROCESS FOR DISMISSAL FOR OSTEOPATHIC MEDICAL STUDENTS

A student who believes he or she has been wrongly dismissed may appeal using the following procedures:

- 14.01 A student may appeal a decision by the SPAP within ten (10) working days of the decision by submitting a written notice of appeal with a detailed basis for the request to the SHSU-COM Dean through the Associate Dean for Educational Affairs.
- 14.02 The dean may issue the decision or appoint an appeals committee comprised of three (3) senior faculty members and/or Assistant/Associate Deans to make a recommendation to the dean. The Associate Dean for Educational Affairs and the Chair of the SPAP or designee will serve as *ex officio* members of the committee. Within ten (10) working days, the committee will make a recommendation on the appeal to the dean.
 - a. The appeals committee will convene a meeting within ten (10) working days of appointment to consider the student's appeal.
 - b. The committee may independently collect information relevant to resolving the appeal.
 - c. At the appeals meeting, the student may present a statement to the appeals committee and respond to questions from the committee. Both the appeals committee and student may present relevant witnesses. Should information or witnesses be either repetitious or irrelevant, the appeals committee shall take

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 on or before the official census date (see Academic Calendar), no record of the resignation will appear on the student's academic record.

3.02 If a student resigns after the census date and prior to the final examination date, 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 for any given term, a student must complete the electronic online resignation form (found on the Registrar's 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 Texas Education Code, Section 54.006, directs the Refund Policy of the University.

4. REQUEST TO RESIGN 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. Extenuating circumstances include such things 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 To initiate a resignation request after the deadline based on extenuating circumstances, the student must contact the Student Advising and Mentoring (SAM) Center. The SAM Center will assist the student in completing the form and in identifying all necessary verification documentation.

- 4.03 Written verification of the 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, in consultation with the SAM Center, will submit the completed form and verification documentation to the Registrar's Office. The Registrar's Office will convene the Student Resignation Appeals Committee to consider the request for resignation after the deadline.
- 4.05 The student will be notified by the SAM Center of the committee's decision. The decision of the Student Resignation Appeals Committee is final.

APPROVED: _____ < signed > _____
Dana G. Hoyt, President

DATED: _____ 4/4/19 _____

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original:	April 7, 1999	Review Cycle:	Five years*
Reviewer(s):	Council of Academic Deans Faculty Senate Academic Affairs Council	Review Date:	Spring 2022

Approved: _____ < signed > _____ Date: _____ 4/5/19 _____
Richard Eglsaer
Provost and Vice President
for Academic Affairs

*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.

Procedure Title: Processing Student Resignations

Effective: June 2020

Corresponding Policy: Student Resignations Policy

Revised: March 13, 2023

COCA Standard/Element COCA 9.2

Reviewed and Approved: SHSU-COM

CEC on May 2, 2023

Description: This procedure outlines the steps for students who wish to resign from the SHSU College of Osteopathic Medicine.

Procedure Step/Task		Responsible Party
1.	To officially resign from the University for any given term, a student must complete the electronic online resignation form available on the Registrar's website. The completed resignation form will be routed to the Associate Director of Enrollment Services for COM Records and Registration via the Registrar's Office on the main campus.	Student Registrar's Office Associate Director of Enrollment Services for COM Records and Registration
2.	The Associate Director of Enrollment Services for COM Records and Registration will process the completed resignation form in Banner to ensure that the student is fully resigned from all SHSU COM courses.	Associate Director of Enrollment Services for COM Records and Registration
3.	The Associate Director of Enrollment Services for COM Records and Registration will notify all COM faculty and staff of the student's resignation.	Associate Director of Enrollment Services for COM Records and Registration
4.	Students who request to resign after the resignation deadline will notify Medical Student Affairs and ensure that all appropriate documentation is gathered. SHSU COM will assist the student in completing the required steps and gathering necessary documentation.	Student Director of Medical Student Affairs
5.	The student, in consultation with Medical Student Affairs, will submit the completed form and documentation to the Associate Director of Enrollment Services for COM Records and Registration.	Student Director of Medical Student Affairs Associate Director of Enrollment Services for COM Records and Registration
6.	The Associate Director of Enrollment Services for COM Records and Registration will convene the Student Promotions and Academic Progress Committee (SPAP) to consider the request for resignation after the deadline. SPAP will make a recommendation to the COM Dean.	Associate Director of Enrollment Services for COM Records and Registration SPAP Dean
7.	The student will be notified of the Dean's decision by the Associate Director of Enrollment Services for COM Records and Registration. The decision of the Dean is final.	Associate Director of Enrollment Services for COM Records and Registration

Sam Houston State University
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Finance & Operations Policy FO-Student Financial Services-01 (FO-SFS-01)
Student Charges and Payment Policy

Tuition and Fees

Students must pay all tuition and fee balances in full by the applicable semester deadline established by the University. Failure to timely pay balances owed or make arrangements for installment payments may result in the student being unenrolled and dropped from course registrations. Payment dates will be published on the Cashier's Office website at <https://www.shsu.edu/dept/cashiers/due-dates>.

The Cashier's Office at Sam Houston State University may offer students the option to pay tuition and fees in full or by installment for the fall and spring semesters of each academic year in accordance with applicable statutes and regulations, including Tex. Educ. Code §§ 54.007 and 54.0071 and The Texas State University System Rules & Regulations. Installment payment plan terms will be published on the Cashier's Office website at <https://www.shsu.edu/dept/cashiers/payment-plan>.

All Balances

If a student fails to meet end-of-term payment requirements, the University may prohibit the student from enrolling in future semesters and withhold the student's official university transcript until the student's balance is paid in full. In addition, the University may pursue internal or external debt collection as described our Past Due Balances web page at <https://www.shsu.edu/dept/sfs/pastdue.html>.

Reviewed by: Dr. Kristy Vienne – Assistant Vice President for Auxiliary Services
Lisa Lucas – Director, Student Financial Services

Review Date: 3/23/2022

Next Review: 3/31/2025



Sam Houston State University

A Member of The Texas State University System

FINANCIAL AID and SCHOLARSHIPS OFFICE

Return of Title IV Funds Policy

It is important for students who receive any type of Federal Title IV student financial aid to be aware of the effect an official or unofficial withdrawal from the University will have on their pending and/or released aid, as well as their continued eligibility to receive future financial aid.

A. Return of Title IV Calculation:

The Federal Return of Title IV calculation must be performed for all students receiving Title IV aid (Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), Teacher Education Assistance for College and Higher Education (TEACH) Grant, Direct Subsidized, Unsubsidized and PLUS loans) who prior to the 60% point of the semester -

1. Withdraw from all courses (officially or unofficially)
2. Drop out of all courses, or
3. are expelled from the University

All unearned aid, as determined by the Federal Return of Title IV Calculation, must be returned to the applicable federal aid program(s).

Title IV aid recipients must be continuously enrolled for at least 60% of the term for which aid is disbursed in order to retain the financial aid issued each term. The 60% point will change with each semester as it is based on the number of days in the semester less any scheduled breaks lasting five days in length or longer (i.e., spring recess). After the 60% point the students are considered to have earned 100% of the Title IV funds disbursed to them in accordance with Federal Student Aid Regulations.

Therefore, it is in the best interest of aid recipients to maintain attendance and complete at least one class each term that they receive Title IV Financial Aid. (Note: Different requirements apply to maintain Satisfactory Academic Progress (SAP) for Financial Aid purposes. The policy can be viewed here: http://www.shsu.edu/~fao_www/documents/SAPPolicy_006.pdf)

How the Return of Title IV Calculation works:

1. Determination of the withdrawal date or last recorded date of attendance: This date is based upon information provided on the *Resignation Request*, or the last recorded date of attendance as provided by the student's professor(s).
2. Determination of the percentage of the period completed: This is calculated by taking the total number of days completed and dividing it by the total number of days in the semester (less scheduled breaks).

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3. Determination of the amount of Title IV aid earned by the student for the semester: This is determined by multiplying the Title IV aid disbursed, or that could have been disbursed, by the percentage of the period completed based on the withdrawal date.
4. Determination of the amount of Title IV aid to be returned (if any): This is done by subtracting the amount of Title IV aid earned from the total Title IV aid disbursed for the period.
5. Determination of the amount of unearned Title IV aid for the school to return: This is the lesser of:
 - a. The amount of unearned Title IV funds, or
 - b. The amount of institutional charges for the period multiplied by the percentage of unearned Title IV funds.

Title IV funds must be returned in the following order:

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Perkins Loan
4. Direct PLUS Loan (Parent loan for dependent students)
5. Direct GRAD PLUS Loan (Graduate students)
6. Pell Grant
7. FSEOG Grant
8. TEACH Grant
9. Other State Aid- In order to earn State Grants (Texas Public Education Grant, Texas Grant, Bearkat Grant), a student must be enrolled through the 12th class day. Withdrawals before the 12th class day will result in a full return of any grant money. This includes the University Transfer Scholarship.
10. Scholarships will be returned by the discretion of the individual donors/departments. (With the exception of the University Transfer Scholarship—see above).

B. Types of Withdrawals:

1. Official Withdrawals:

To officially resign from the University, the student must notify the Registrar's Office to process a resignation. This may be done in person, by mail, or fax. The student becomes "officially" withdrawn the date a completed Resignation Request form is received by the Registrar's Office. This is the date used to determine any applicable tuition refunds as well as the date used to process the Return of Title IV calculation.

2. Unofficial Withdrawals:

Students who do not continue their class attendance and fail to officially withdraw from the University will receive the grade of "F" for each course in which they are enrolled. The University's automated drop/add program will allow students to drop all but one class. In order to be officially resigned, the student must formally resign the last class with the Registrar's office. In accordance with Federal Student Aid regulations, students receiving all "F's" for the semester are considered to have "unofficially" withdrawn from the university. The Return of Title IV calculation will be processed for those students who fail to receive at least one passing grade in the courses for which they are enrolled. This calculation will be based upon the last recorded date of attendance provided by the student's

professor(s). Those students with a last recorded date of attendance on or after the 60% point of the semester are considered to have earned 100% of their aid in accordance with Federal Student Aid regulations.

C. Post-withdrawal Disbursements:

Upon a student's withdrawal from the University (official or unofficial), the amount of Federal Title IV grant or loan assistance earned by the student must be determined. If the amount of Title IV aid earned is more than the amount disbursed, the student may be eligible for a post-withdrawal disbursement. Post-withdrawal disbursements will be made from eligible grant funds (Pell, TEACH, and FSEOG), before loan funds are used.

Per Title IV regulations, the University is permitted to credit a post-withdrawal disbursement to a student's account for outstanding institutional charges without the permission of the student (or parent in the case of a PLUS loan) up to the amount of any outstanding charges.

A student or parent authorization (Student Disbursement Authorization and/or Parent Disbursement Authorization) received prior to the withdrawal permits the University to credit the student's account for educationally related expenses.

Offers of post-withdrawal disbursements not credited to a student's account will be made in writing to the student (or parent in the case of a PLUS loan). The purpose of written notification is to allow the student (or parent) to make an informed decision as to the acceptance of the post-withdrawal disbursement.

The student (or parent) will have 14 calendar days from the date the notification is sent to accept or decline any post-withdrawal disbursements offered. Failure to respond within this time frame will invalidate any post-withdrawal disbursement(s) offered. Post-withdrawal disbursements not accepted within the specific time frame, or those declined by the student (or parent) will be returned to the applicable program(s).

The student and/or parent will be sent a written or electronic notification if post-withdrawal disbursements will not be made. This notification will also include the reason(s) why the University has chosen not to make the post-withdrawal disbursement.

D. Time Frames:

- Determination of the withdrawal date when a student officially withdraws :
The student has officially withdrawn from the University the date the Resignation Request form is received in the Registrar's office. For Title IV purposes the date of determination that the student has withdrawn from the University is the later of:
 - a. The student's withdrawal date, or;
 - b. The date the student provides official notification to the University of the intent to withdraw.
- Determination of the withdrawal date when a student fails to officially withdraw (fails to earn a passing grade for a period of enrollment):

For unofficial withdrawals the date used is the last recorded date of attendance provided by the student's professor(s). If multiple dates are given (for one or more classes), the latest date will be used.

- The Return of Title IV calculation will be performed no later than 30 days from the time the University receives notification of withdrawal (official & unofficial).
- Return of unearned Title IV funds to the applicable program(s):
The University will make every effort to return the unearned funds to the program(s) as soon as possible. But, the funds will be returned no later than 45 day from the date the withdrawal was determined.
- Post-withdrawal disbursement(s) to a student's account for current (allowable) outstanding charges:
The University will make every effort to disburse any post-withdrawal disbursement(s) to a student's account for outstanding current charges as soon as possible. However, the post-withdrawal disbursement will be made no later than 120 days from the date the University determined that the student withdrew.
- Written notification of student's eligibility for post-withdrawal disbursement in excess of outstanding educationally related charges :
The University will notify the student (or parent in the case of a PLUS loan) within 30 days of the date the school determined the student withdrew (officially or unofficially) of any eligibility for a post-withdrawal disbursement in excess of any outstanding current charges. This notification will be sent in writing.
- Notification of student grant overpayment:
The student will be notified in writing of any grant overpayments due to the university within 30 days of the date the University determined that the student withdrew. The University must receive payment, or payment arrangements within 45 days of the student's notification of the overpayment. Failure to make payment, or payment arrangements with either the University, or the Department of Education, will result in the student being reported to the National Student Loan Database and referred to the Department of Education. Once the referral is made, the student will no longer eligible for Financial Aid at any institution.



1. GENERAL

This COM retention policy statement includes SHSU's early alert system and academic support services that will facilitate medical student retention.

2. EARLY ALERT

Early Alert is a referral system that enables Sam Houston State University faculty to refer students whose academic performance or other indicators demonstrate a need for additional support.

3. ACADEMIC SUPPORT SERVICES

SHSU-COM students shall be provided academic support services through the SHSU-COM. This shall include individualized academic counseling, tutoring, workshops, and resources.

Procedure Title: Early Alert

**Corresponding Policy: SHSU-COM Retention Policy
COCA Standard/Element COCA 9.2**

**Effective: Upon Receiving Pre-
Accreditation Status**

Revised: March 10, 2023

Approved by CEC: May 2, 2023

Description: The Early Alert Process is a way to identify students who may need support and resources as quickly as possible. This utilizes an electronic platform with the following workflow.

Procedure Step/Task	Responsible Party
1. Referrals for professionalism concerns are routed to the director of Medical Student Affairs, who then notifies the SPAP committee chair of the professionalism concern.	Director of Medical Student Affairs
2. Referrals for academic and attendance concerns are routed to the learning specialist in Medical Students Affairs, who reaches out to the affected student(s).	Learning Specialist
3. Referrals for wellness concerns are routed to the appropriate student affairs specialist, who reaches out to the affected student(s).	Student Affairs Specialist
4. Referrals for financial concerns are routed to the assistant director for Financial Aid and Scholarships, who reaches out to the affected student(s).	Assistant Director for Financial Aid and Scholarships



Sam Houston State University

SHSU-COM Grading and Exam Policy
Grading System and Exam Policy Statement

Page 1 of 1

Created: June 11, 2018

Revised: January 28, 2019

Approved: SHSU-COM Executive Committee (CEC): January 29, 2019

Reviewed and Approved: SHSU-COM CEC: May 2, 2023

1. GENERAL

This COM grading and exam policy describes the grading system and exam policy for osteopathic medical students at Sam Houston State University.

2. GRADING SYSTEM

2.01. Three grades are given in osteopathic medicine courses/blocks/rotations at the SHSU-COM. The grades are Honors (H): Academic Excellence; Pass (P): Acceptable Performance; and Fail (F): Failure.

2.02. Students shall pass all pre-clinical course work and clinical rotations in order to graduate. Students shall pass COMLEX-USA Level 1 and both components of the COMLEX-USA Level 2 examinations of the National Board of Osteopathic Medical Examiners.

3. EXAM POLICY

SHSU-COM requires all students to pass COMLEX-USA Level 1 and Level 2 prior to graduation. COMLEX Level 1 shall be successfully completed prior to beginning third year rotations.



1. GENERAL

The SHSU-COM graduation policy describes graduation requirements, recommendation for promotion and graduation, and maximum length of degree completion for osteopathic medical students at Sam Houston State University.

2. GRADUATION REQUIREMENTS

2.01. The degree of Doctor of Osteopathic Medicine (D.O) is conferred upon candidates of good moral character who have successfully completed all academic requirements, satisfied all financial obligations, and completed all graduation requirements.

2.02. Students shall pass all pre-clinical course work and clinical rotations to qualify for the Doctor of Osteopathic Medicine (DO) degree.

2.03. Students shall pass the National Board of Osteopathic Medical Examiners COMLEX-USA Level 1 and both components of the COMLEX-USA Level 2 examinations of the National Board of Osteopathic Medical Examiners.

3. PROMOTION AND RECOMMENDATION FOR GRADUATION

3.01. The Student Promotion and Academic Progress (SPAP) Committee shall review each student's record annually to confirm promotion and graduation requirements have been met. The SPAP Committee is responsible for promoting students and recommending candidates for graduation.

3.02. The Faculty Assembly shall approve students endorsed by the SPAP Committee and then graduation candidates are presented to the Dean.

4. MAXIMUM LENGTH OF DEGREE COMPLETION

4.01. A candidate for a single Doctor of Osteopathic Medicine (D.O.) degree shall complete the program of education within 150% of the standard time (six years following matriculation), as specified by the American Osteopathic Association (AOA) Commission on Osteopathic College Accreditation (COCA).

Procedure Title: Academic Standards**Corresponding Policy: Multiple SHSU and SHSU-COM Academic Policies****COCA Standard/Element: COCA 9.2 Academic Standards****Effective:** Upon Receiving Pre-Accreditation Status**Revised:** January 28, 2019**Reviewed and Approved:**

SHSU-COM CEC, May 2, 2023

Description:

SHSU-COM shall publish course information annually in conjunction with the University. The SHSU-COM website shall include policies and procedures regarding academic standards that include grading, class attendance, tuition fees, refunds, student promotion, retention, graduation, students' rights and responsibilities, and the filing of grievances and appeals.

Procedure Step/Task	Responsible Party
1. SHSU-COM shall review and revise the contents of the SHSU catalog that pertain to the college each year. SHSU-COM shall review the final draft of all catalog entries and submit its edits through the Academic Affairs approval process by the publication deadline.	SHSU-COM Dean, Associate Deans, Assistant Deans and Directors
2. SHSU-COM's academic standards and policies including the description of this procedure shall be available on the SHSU-COM website.	SHSU-COM Educational Affairs
3. SHSU-COM shall review policies and procedures each year and make revisions when needed.	SHSU-COM Executive Committee
4. SHSU-COM students shall be required to meet degree requirements and comply with student policies as described in the most current edition of SHSU catalog and posted on the SHSU-COM website.	SHSU-COM Dean, SHSU Provost, SHSU Registrar
5. Changes to the catalog and policies during students' academic career shall be considered by the SHSU-COM and SHSU.	SHSU-COM Dean, SHSU Provost, SHSU Registrar

THE TEXAS STATE UNIVERSITY SYSTEM



RULES AND REGULATIONS

LAMAR UNIVERSITY
LAMAR INSTITUTE OF TECHNOLOGY
LAMAR STATE COLLEGE - ORANGE
LAMAR STATE COLLEGE - PORT ARTHUR
SAM HOUSTON STATE UNIVERSITY
SUL ROSS STATE UNIVERSITY
TEXAS STATE UNIVERSITY

Adopted September 1, 1980
Amended November 18, 2022

CHAPTER VI. STUDENT SERVICES AND ACTIVITIES

1. GENERAL PROVISIONS.

- 1.1 Application of Policies, *Rules and Regulations*. These *Rules and Regulations* apply to all Component Institutions and shall be implemented appropriately in the student handbook for each Component.
- 1.2 The "Chief Student Affairs Officer" means the administrator directly responsible for student affairs at each Component under authority delegated by the President.
- 1.3 A student is one who is currently enrolled at any of the Components of the System. These *Rules and Regulations* will also apply to any prospective or former student who has been accepted for admission or readmission to any Component while such individual is on the campus of any Component.
- 1.4 The "campus" is defined as all real property owned and/or controlled by that System Component.

2. ADMISSION STANDARDS AND REQUIREMENTS.

Student admissions standards, entrance requirements, and degree qualifications shall be determined and prescribed by each Component subject to the approval of the Board upon the recommendation of the Chancellor and of the Academic and Health Affairs Committee. Enrollment preference shall be given to residents of the State of Texas. Each Component shall implement a test-optional admission, and/or the American College Testing Program, and/or the Scholastic Aptitude Test, and/or the College Entrance Examination Board testing program as appropriate to its mission for entering first-time students after approval of the program by the Board. No otherwise qualified applicant for enrollment shall be denied admission on the basis of sex, religion, race, color, national origin, age, ancestry, marital status, veteran status, disability, or other criteria prohibited by law.

3. TUITION AND FEES.

Tuition, student fees, and room and board rates shall be established by each Component subject to approval by the Vice Chancellor and Chief Financial Officer, in consultation with the Chancellor, and the Board.

- 3.1 Student Services Fees. Each Component is authorized to charge and collect from students registered at the Component fees to cover the cost of student services which the Chancellor and Board deem necessary or desirable in carrying out the educational functions of the Component based on *Education Code, Section 54.503*.

- 3.2 Additional Mandatory Fees. Each Component is authorized to charge and collect from students registered at the Component other such mandatory fees as statutorily authorized.
- 3.3 Additional Voluntary Fees. Additional voluntary student services fees may be established with the approval of the President of the respective Component.
- 3.4 Installment Payments. Each Component shall provide optional installment payment plans for tuition and required fees in accordance with *Education Code, Section 54.007*. A Component may also provide an installment method of paying campus housing, food service, or room and board contracts. The Board may authorize assessment and collection of incidental fees for students utilizing this method of payment and/or late fees for students who are delinquent in their payment, provided such fees reasonably reflect the cost to the Component of handling these payments.
- 3.5 Reinstatement Fee. A student seeking reinstatement to a Component within the same semester after having withdrawn or been withdrawn shall pay a \$50.00 reinstatement fee, in addition to late payment fees. Students on an installment plan must also pay all past due balances at the time of reinstatement.
 - 3.51 Application of Component and all federal or state grants and loans provided to a student must be applied toward the full amounts due to the Component for the payment of tuition, fees, and other charges before installment payments are scheduled. This provision does not apply to Guaranteed Student Loan Program (GSLP), Parent Loans for Undergraduate Students (PLUS), Student Loan Supplement (SLS), or other similar funds, which shall be disbursed by the Component directly to the student in accordance with federal law and regulations.
 - 3.52 Campus Housing, Food Service, Room and Board. Each Component is authorized to charge fees to students utilizing an installment method of paying campus housing, food service, or room and board contracts, with such fees not to exceed the fees charged under *Subparagraph 3.4* of this *Chapter* to students paying tuition and required fees in installments.

4. STUDENT GRANTS AND LOANS.

Pursuant to *Education Code, Chapter 56*, the following guidelines submitted to the Coordinating Board shall be utilized for awarding Texas Public Educational Grants, Emergency Tuition and Fees Loans, and Toward Excellence, Access, & Success (TEXAS) Grants by the Components in The Texas State University System.

- 4.1 Assessments for Grant and Loan Programs. Each Texas State University System Component shall set aside, each academic year, not less than 15 percent nor more than 20 percent out of each resident and 3 percent out of each nonresident student's tuition charge under *Education Code, Section*

54.051 as provided by the *General Appropriations Act* for the applicable academic year. Of the funds set aside pursuant to this *Paragraph*, not more than 90 percent shall be used for Texas Public Educational Grants and not more than 10 percent shall be used for emergency loans to students.

- 4.2 Approval of Guidelines. The guidelines for the award of grants shall be submitted to the Coordinating Board before any grants are made through this program.
- 4.3 Criteria for Awarding Grants.
 - 4.31 Enrollment. Grants are to be made only to students who actually enroll in the term or terms for which the grant is awarded.
 - 4.32 Need. Grants shall be based upon financial need of the applicant and may be used to aid students who may have demonstrable financial need.
 - 4.33 Needs Analysis Procedures. Financial needs of students are to be determined by use of accepted needs analysis procedures, generally in use in other "needs based" financial assistance programs.
 - 4.34 Separation of Funds. Funds set aside from resident student tuition charges may be used only for grants to resident students. Funds set aside from nonresident student tuition charges may be used only for grants to nonresident students. After the end of the sixth class week of each semester, a Component may transfer any excess funds set aside from tuition paid by resident or nonresident students to the fund set aside for grants awarded to the other class of students. Priority for awarding grants from any excess funds set aside from tuition paid by resident students shall be given to resident students.
 - 4.35 Transfer of Funds. Any or all of the funds set aside for making Texas Public Educational Grants may be transferred to the Coordinating Board, to be used for matching federal or other grant funds for awarding to students at each Component, provided such amounts can be equally matched by funds held by the Coordinating Board and further provided unencumbered funds transferred are returned upon request of the Component President.
 - 4.36 Full Use of Funds. At the end of a Fiscal Year, if the total amount of unencumbered funds that have been set aside under this program by a Component, together with the total amount of unencumbered funds transferred by the Component to the Texas Higher Education Coordinating Board exceeds 150 percent of the amount of funds set aside by the Component in the fiscal year, and the Component shall transfer the excess amount to the Coordinating Board for the purpose of awarding scholarships as provided by law to students at other universities.

4.37 Scholastic or Disciplinary Probation. Returning students who are not maintaining satisfactory academic progress and all students on disciplinary probation may be ineligible for grants.

4.4 Criteria for Awarding Loans.

4.41 Eligibility. Loans are to be made only to students accepted for enrollment as regularly admitted students and/or enrolled in good standing and maintaining satisfactory progress in a program leading toward a degree. Students paying tuition on a basis other than semester credit hours have the same eligibility criteria and loan terms as students paying tuition on the basis of semester credit hour loans. Students in default on other student loans and other financial obligations are ineligible, and students on disciplinary probation may be ineligible.

4.42 Need. Borrowers must evidence a need for the loan by submitting a loan application stating the purpose and amount of the loan requested and the method of repayment.

4.43 Emergency Loans. Eligible student borrowers shall be assisted in obtaining emergency loans based on the order in which their applications are received.

4.44 Maximum Loan Amount. The maximum loan amount per student for each semester shall not exceed the tuition, fees, and room and board charges assessed for the semester in which the student is enrolling. The Component may deduct the student's unpaid indebtedness, penalties, and late charges from the loan proceeds and apply them to this indebtedness. Loans may be made in amounts needed to make payments on an installment plan for tuition and fees, as authorized under *Section 54.007* of the *Education Code*.

4.45 Promissory Note. Each loan must be evidenced by a promissory note which must be executed prior to the disbursement of funds. A Component may require a borrower to secure a cosigner, who evidences' ability and willingness to repay in the event the borrower defaults.

4.46 Interest. A Component may charge interest on these loans at an annual rate not to exceed 5 percent during the initial term of the loan. Additional charges may be assessed under *Section 54.504* of the *Education Code* for late penalties and collection costs associated with collecting delinquent loans. All interest-bearing promissory notes must be executed by all students receiving loans through or from the Component. Appropriate truth-in-lending statements shall be included in the promissory note.

4.47 Repayment. Except as provided in *Subparagraphs 4.48* and *4.49* below, borrowers will have a maximum repayment period of 90 days from the date of execution of the promissory note. The repayment schedule should allow for three equal installments

within the 90-day period or a term note payable 90 days from the date the promissory note was executed. Repayment of loans for summer sessions will be determined proportionately by the length of the borrower's enrollment.

- 4.48 **Deferred Repayment.** A resident of Texas for tuition purposes, upon a finding that such individual would be deprived of an education due to a lack of financial ability, may defer repayment of the loan as allowed by law and in accordance with guidelines adopted by the Texas Higher Education Coordinating Board. Request for deferred repayment must be made in writing.
- 4.49 **Forgiveness of Loans.** A Component will forgive loans in accordance with guidelines adopted by the Texas Higher Education Coordinating Board for the determination of extreme financial hardship and other instances in which the public interest is served if a loan is forgiven.

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: using obscene language; making obscene gestures or displays that incite a breach of the peace; perpetrating fights, assaults, acts of sexual violence, abuse, or threats; or committing an act that causes a person to feel threatened. Such prohibition includes disorderly classroom conduct that obstructs, interferes with, inhibits and/or disrupts teaching and/or related classroom activities;
- (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.
- (26) Sexual Misconduct (*Chapter III Paragraph 22 and Appendix A-6*).

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 *Subparagraph* 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, the faculty member may assign a penalty but must notify the student of his/her right to appeal, if any, after which the Component shall afford him/her the process to which he/she may be entitled under Component policy before final imposition of a 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 *Subparagraph 5.6* and following except as provided under *Subparagraph 5.(15)*.
- (3) Honor Code. Notwithstanding *Subparagraph (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 *Subparagraph 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 an area of a campus or any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity; or
 - (3) Disrupting and/or preventing or attempting to prevent by force or violence or the threat of force or violence any lawful assembly authorized by the Component administration. A lawful assembly is disrupted when a person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or a reasonable fear of force or violence.
- 5.42 Any person who is convicted the third time of violating this statute shall not thereafter be eligible to attend any school, college, or university receiving funds from the State of Texas for a period of two years from such third conviction.
- 5.43 Nothing herein shall be construed to infringe upon any right of free speech or expression guaranteed by the Constitution of the United States or the State of Texas.
- 5.5 Suspended, Expelled, and Dismissed Student Restriction. No student who has been suspended, expelled, or dismissed for disciplinary reasons from a Component of the System shall, during the applicable period of discipline, be eligible to enroll at any other System Component. The registrar of a Component shall: (1) Make an appropriate notation on the student's transcript to accomplish this objective; and (2) Remove the notation when the student's disciplinary record has 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 *Subparagraphs 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.

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

- (10) Restitution whether monetary or by specific 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 *Subparagraphs 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.

- 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 or to another Vice President (designated by the President) who has not been previously involved in the case. Written notice of appeal must be received by the appeal officer within five (5) Component 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 may submit 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) Component business days after giving notice of appeal. The timely written arguments and information submitted by a party shall be forwarded to the other party. The receiving party may have three (3) Component business days from receipt to provide written response. 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) Component 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.

- (a) Interim Disciplinary Action in Non-Title IX Sexual Misconduct Matters. In a matter involving Non-Title IX Sexual Misconduct, 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 Due Process hearing against a student for violation of a policy or rule of the System or of the Component when the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the academic or business processes of the Component. The hearing, as provided in *Paragraph 5.7* of this *Chapter*, shall be held as soon as practicable after the suspension. See *Chapter IV, Subparagraph 2.2(14)* related to non-disciplinary removal from campus.
- (b) Interim Disciplinary Action in Title IX Sexual Harassment Matters. In a matter involving Title IX Sexual Harassment, a student may only be suspended, without prior notice or hearing, and immediately removed from campus, if their presence poses an immediate threat to any person's health or safety. As soon as practicable after removal, the Chief Student Affairs Officer, the Vice President in charge of student affairs, or the President shall provide the suspended person with notice and an opportunity to challenge the removal. The removal challenge does not include a hearing but is limited to an administrative review by an Administrator appointed by the President. The Appointed Administrator will review the relevant facts and written materials, if any, surrounding the emergency removal. This review will occur within 72 hours of the emergency removal and the burden is on the student to show why the removal should be lifted.
- (c) As soon as possible, the President shall inform the Chancellor and the Vice Chancellor and General Counsel of any actions taken under *Subparagraphs (a)* or *(b)*.

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.

6. STUDENT ORGANIZATIONS.

6.1 Definition of Composition and Authority. An organization in which active membership is limited to students (recognizing that faculty and staff may also be members) of a Component may become a registered student organization at that Component by complying with the registration procedures established by the Component. Neither the organization nor its representatives may suggest that either is acting with authority or as an agent of the Component.

- 6.2 Faculty and Staff Advisors. Each registered student organization shall have a faculty or staff advisor, whose name shall be provided to the Component administration as a part of the student organization registration procedures. The organization shall immediately report in writing any change in its advisor. Advisors to registered student organizations that do not have their accounts and financial records kept by the Component shall not have control of the funds and financial records of the student organization. Such control includes, but is not limited to, receipting of funds, check signing authority, authorization of expenditures, and preparing bank reconciliations. Advisors may not expend their personal funds on behalf of a student organization and request reimbursement.
- 6.3 Disciplinary Action. Any student organization is subject to disciplinary action or revocation of registration as a student organization for violation of a System and/or of the Component rule or regulation or for failing to comply with the direction of a Component official acting in the performance of his or her duties.
- 6.4 Requirements for Organizations. The President of each Component of the System may issue regulations governing the eligibility of students to participate in organized activities. He or she shall require and enforce the following:
- 6.41 As a condition to being a registered student organization or group during an academic year, every registered student organization or group shall furnish, to the appropriate Component officer at the beginning of, or prior to each such academic year, a complete list of officers or other members of the organization or group who are authorized to speak for, or represent, the organization or group in its relations with the Component and who are authorized to receive for the organization or group official notices, directives, or information from the Components. Each such list shall be current and accurately updated throughout the semester by the organization or group, and it shall be conclusively presumed that the officers or members whose names are on the list most recently filed by the organization or group are authorized to speak for and represent the organization or group in its relations with the Component and are authorized to receive for the organization or group official notices, directives, or information from the Component.
- 6.42 Except for national honor societies which require outside members, no registered student organization or group may have any person as an active member who is not either a student or a member of the faculty or staff of the Component. Except pursuant to the provisions of *Chapter VII, Subparagraph 3.4*, no organization or group, whether registered or not, may use any facility of any Component of the System if it has as an active member any person who is not either a student or a member of the faculty or staff of the Component.

- 6.43 Any Component funds that are expended on behalf of student organizations will be maintained by the Component. Both the advisor of the organization and the designated officer of the organization must authorize any expenditures from the organization's account. All university funds (such as those generated by student service fees) expended for the benefit of student organizations must be expended from budgeted Component accounts.
- 6.44 All Component-provided funds of registered student organizations are subject to audit by the Component. Failure to maintain adequate records may be considered in determining whether a student organization may maintain its registered status.
- 6.45 Student organizations, their officers, and sponsors are responsible for assuring that they comply with all applicable Texas State University System, State, and Federal *Rules and Regulations*, including tax code compliance.
- 6.46 Each Component may develop applicable policies and procedures to promote fiscal integrity and accountability for student organizations.

7. PARTICIPATION IN STUDENT GOVERNMENT.

- 7.1 Student Government. The student governments currently authorized at the Components of the System are hereby approved. Student government has no existence separate and apart from the Component, and student government shall have only such jurisdiction and exercise only such powers as the Board may now, or hereafter, delegate to it through the Component President.
 - 7.11 Constitutions and Bylaws Approved. The constitutions and bylaws of the several student governments in force at the date of adoption of these *Rules and Regulations* are hereby approved to the extent that they are not in conflict with such *Rules and Regulations*.
 - 7.12 Mode of Amending Constitutions and Bylaws. An amendment to the constitution or bylaws of a student government may be adopted by an association in accordance with its constitution and bylaws, but the change shall not become effective until transmitted to and acted upon by the Chief Student Affairs Officer and approved by the Component President.
 - 7.13 Amendment or Repeal by the Board of Regents. The Board shall amend or repeal any portion of the constitution and bylaws of a student government when, in the judgment of the Board, the interests of the particular Component shall require it.
 - 7.14 Amendment or Repeal by the President. The President shall have the power to amend or repeal any provision in the constitution or bylaws of the student government, when in the President's

judgment, the interests of the Component require it. The action by the President shall be subject to review *Subparagraph 7.13*, above.

- 7.15 Persons Compensated by Student Government. All persons employed on salary or compensated for personal services in any manner by or under the direct supervision of the student government shall have the approval of the Chief Student Affairs Officer and shall be subject to prior approval by the President or a designated appointee both as to salary and as to qualifications. This authority shall not be exercised in a manner that would infringe upon the constitutionally protected rights of students.
- 7.16 Annual Financial Reports. The Chief Student Affairs Officer shall require the officially recognized student government to make available, on an annual basis, a complete financial report to the Component business officer, as well as such special reports as may be called for by such business officer. A duplicate copy of each report shall be filed with the Chief Student Affairs Officer.
- 7.2 Rights and Obligations of Student Government. The student government on each campus shall be a recognized forum of student opinion.
 - 7.21 When a student government takes a position on issues directly related to a Component and its operations, it shall forward its recommendations to the Chief Student Affairs Officer and the President. This *Subparagraph* shall not prohibit the student government from free expression of its position.
 - 7.22 When a student government takes a position on non-Component issues, it shall make clear the fact that it does not speak for the Component.
 - 7.23 A student government may conduct polls, initiate petitions, and/or establish forums for debate or discussion; and, said action shall be regulated only as to time, place, and manner but shall be subject to *Chapter VII, Subparagraph 3.3*.
 - 7.24 Officers of a student government may so identify themselves when they express their personal views, but they shall then make it clear that they are not speaking for the Component or for the student body; and, they shall make it clear they are not speaking for the student government unless the legislative body of that government has authorized the statement in advance.
- 7.3 Stipends. A Component may authorize the student government to grant fair and reasonable stipends to elected student body officers provided such stipends are paid from student fees and are first authorized by a one time referendum vote of the student body. Thereafter, stipends are subject to approval by authorized student governments. The granting by student governments of such stipends shall not establish an employer/employee relationship with the Component, and the subject student officers shall not receive employee benefits from the Component. The provisions of

Subparagraph 7.15 above shall apply to the setting of the compensation of student body officers.

7.4 President's Authority. The Component President has authority over all its activities, policies, contractual agreements, and financial matters of student government, provided said authority does not infringe on the free exercise of the constitutional rights of the students or the student government.

8. USE OF THE STUDENT CENTER.

The use of the student center or student union facilities on the campus of each Component shall be subject to reasonable and nondiscriminatory regulations as may be promulgated by that center's director or governing board and approved by the Chief Student Affairs Officer and the President.

9. STUDENT DEBTS.

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 Non-Resident Foreign Student. 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.

10. CORRECT ADDRESS.

Each student shall notify and assure that the Registrar's Office always has the student's correct and current mailing address on file. The student may provide the notice by any means, hard copy or electronic, that is directed by the Registrar. The Component or System's obligation or desire to provide any notice will be fulfilled by mailing to the student's current address on file with the Registrar's Office.

11. STUDENT IDENTIFICATION CARDS.

Each 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 disbursements.

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 *Subparagraph 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.

12. STUDENT PARKING AND TRAFFIC.

All students are expected to obey the Component's parking and traffic regulations. Any student who receives a citation for violation of a Component's parking or traffic regulations shall be entitled to a hearing in front of a Component's traffic court or committee if the student makes a timely request. The hearing may consist of a personal appearance, a written statement, or both, as prescribed by the Component in its policies.

13. REGENTS' SCHOLAR AWARD.

- 13.1 Purpose. The honorary title, Regents' Scholar, recognizes students who achieve excellence in academic and co-curricular endeavors at Component institutions.
- 13.2 Process. Not later than August 31 of each year, the President of each Component may nominate to the Chancellor one outstanding student. Upon the recommendation of the Chancellor, the Board of Regents may bestow each year the title of "Regents' Scholar" upon a select student or students who have demonstrated the following:
- (1) Outstanding academic achievement and scholarship in his/her studies;
 - (2) Strong commitment to and leadership in co-curricular activities; and,
 - (3) Notable contributions to the Component institution and community.

At the time of graduation, a Regents' Scholar shall be recognized at his/her Component institution's commencement ceremonies.

- 13.3 Eligibility. To be considered for selection, at a minimum, a student must have a 3.75 cumulative GPA, be enrolled full-time at a Component institution, and have earned 25 semester credit hours (for 2-year institutions) or 60 semester credit hours (for 4-year institutions). Additionally, the student must demonstrate active involvement in co-curricular campus and leadership activities, and not have been on academic or disciplinary probation at any time while attending the Component institution.
- 13.4 Benefits of Award. Award of such a title shall be accompanied by passage of a resolution by the Board of Regents, memorialized in the minutes of the meeting at which it was awarded, and the issuance of a commemorative medallion. A cash scholarship from the Texas State University System Foundation payable to the Component institution for use by the student toward fees, textbooks, and other educational expenses, including but not limited to, lodging, dining, and parking may be awarded. The Chancellor and the Executive Director of the Foundation would determine in advance the amount of the scholarship.

14. FOREIGN TRAVEL FOR EDUCATIONAL PURPOSES.

A Component Institution may not approve faculty, staff or students to travel for educational purposes to regions of a country that are listed with a Travel Advisory of "Level 3" or "Level 4" by the United States Department of State, except in limited circumstances as described below.

- 14.1 Student Travel. A Component Institution may approve a student to travel for educational purposes to countries listed with a Travel

Advisory of “Level 3 or Level 4 due to COVID-19” by the United States Department of State, provided,

- (1) the Travel Advisory of “Level 3” or “Level 4” is not based on circumstances other than the prevalence of COVID-19; and
- (2) the traveler signs a waiver of liability, assumption of risk and hold harmless form, in a format approved by the Vice Chancellor and General Counsel.

In addition to the above, a Component may impose additional requirements for a student to travel for educational purposes to countries with a Travel Advisory of “Level 3 or Level 4 due to COVID-19” by the United States Department of State.

- 14.2 Faculty and Staff Travel. A Component Institution may approve faculty and staff to travel for educational purposes to countries listed with a Travel Advisory of “Level 3” due to any exigency or “Level 4 due to the prevalence of COVID-19” by the United States Department of State, if the traveler signs a waiver of liability, assumption of risk and hold harmless form, in a format approved by the Vice Chancellor and General Counsel. Travel to an area with a Travel Advisory Level of 4 will not be approved if the Level 4 designation by the United States Department of State is for any reason other than the prevalence of COVID-19.