

# **Stephen F. Austin State University**

## **MINUTES OF THE BOARD OF REGENTS**



**Nacogdoches, Texas  
October 17 and 18, 2010  
Meeting 263**

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**MEETING 263**

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**Stephen F. Austin State University  
Minutes of the Meeting of the Board of Regents  
Nacogdoches, Texas  
October 17 and 18, 2010  
Austin Building 307  
Meeting 263**

**Sunday, October 17, 2010**

The regular meeting of the Board of Regents was called to order in open session at 2:07 p.m., Sunday, October 17, 2010, in the Austin Building Board Room by Chair Melvin White.

**PRESENT:**

Board Members:      Mr. Melvin White, Chair  
                             Mr. Carlos Amaral  
                             Mr. Richard Boyer  
                             Dr. Scott Coleman  
                             Mr. James Dickerson  
                             Ms. Valerie Ertz  
                             Mr. Bob Garrett  
                             Ms. Sydni Mitchell  
                             Mr. James Thompson

President:              Dr. Baker Pattillo

Vice-Presidents:      Dr. Richard Berry  
                             Mr. Danny Gallant  
                             Mr. Steve Westbrook

General Counsel:      Mr. Damon Derrick

Other SFA administrators, staff, and visitors

Regent Steve McCarty was absent due to illness.

*The Building and Grounds Committee convened at 2:07 p.m. and adjourned at 2:20 p.m.  
The Finance and Audit Committee convened at 2:20 p.m. and adjourned at 3:25 p.m. The  
Academic and Student Affairs Committee convened at 3:40 p.m. and adjourned at 5:18  
p.m.*

The chair called for an executive session at 5:35 p.m. to consider the following items:

Deliberations Regarding the Purchase, Exchange, Lease, Sale or Value of Real Property (Texas Government Code, Section 551.072)

- Possible Real Estate Purchase

Deliberations Regarding the Deployment, or Special Occasions for Implementation, of Security Personnel or Devices or a Security Audit (Texas Government Code, Section 551.076)

Consultation with Attorney Regarding Legal Advice or Pending and/or Contemplated Litigation or Settlement Offers, including but not limited to, proposed contracts and/or easements, actions concerning the Columbia Regional Geospatial Service Center; *Stephen F. Austin State University v. Sunbelt Pools, Inc.*, *American Granby*, and *National Diversified Sales, Inc.*; and *Dr. Eric Coleman v. Stephen F. Austin State University* (Texas Government Code, Section 551.071)

Deliberations Regarding Negotiated Contracts for Prospective Gifts or Donations (Texas Government Code, Section 551.073)

- Possible Naming Opportunity

Consideration of Individual Personnel Matters Relating to Appointment, Employment, Evaluation, Assignment, Duties, Discipline, or Dismissal of an Officer or Employee, including but not limited to the director of SFA art galleries; the director, assistant director, and all other employees of the Columbia Regional Geospatial Service Center; director of audit services; vice presidents and the president (Texas Government Code, Section 551.074)

The executive session ended at 7:15 p.m. and the board meeting was recessed for the evening with no further action.

### **Monday, October 18, 2010**

The chair reconvened the board meeting in open session at 9:00 a.m. on Monday, October 18, 2010.

PRESENT:

Board Members:      Mr. Melvin White, Chair  
                             Mr. Carlos Amaral  
                             Mr. Richard Boyer  
                             Dr. Scott Coleman  
                             Mr. James Dickerson  
                             Ms. Valerie Ertz  
                             Mr. Bob Garrett  
                             Ms. Sydni Mitchell  
                             Mr. James Thompson

President:              Dr. Baker Pattillo

Vice-Presidents: Dr. Richard Berry  
Mr. Danny Gallant  
Mr. Steve Westbrook

General Counsel: Mr. Damon Derrick

Other SFA administrators, staff, and visitors

Regent Steve McCarty was absent due to illness.

Regent Boyer led the pledge to the flags and Regent White provided the invocation.

## **RECOGNITIONS**

Dr. Berry introduced Dr. Dana Cooper, assistant professor of history, who recognized the officers of Phi Alpha Theta History Honor Society. Dr. Berry also introduced Dr. Kefa Onchoke and his student Amanda Nolan who described her undergraduate research in chemistry. Dr. Berry introduced the developers of the new SFA iPhone app, Craig Mosier and Michael Gillen. Dr. Robbie Steward, the newly hired chair of the Human Services Department was introduced. Danny Gallant introduced the members of the Banner Implementation Team. Steve Westbrook recognized members of the SFA Bass Club and Dr. Ralph Busby with members of the Orientation Team. Dr. Pattillo introduced Lt. Col. Todd M. Reichert, who presented a flag to the university that had flown over Kabul, Afghanistan in honor of SFA on September 2, 2010. The flag had been sent by Maj. Laurel Levine, a 1994 SFA graduate now stationed at Camp Eggers in Afghanistan.

## **APPROVAL OF MINUTES**

### **BOARD ORDER 11-01**

Upon motion by Regent Dickerson, seconded by Regent Boyer, with all members voting aye, it was ordered that the minutes of the July 19 and 20, 2010, regular meeting of the Board of Regents, the August 18, 2010 telephone meeting of the Board of Regents, and the September 25, 2010 special meeting of the Board of Regents be approved as presented.

## PERSONNEL

### BOARD ORDER 11-02

Upon motion by Regent Garrett, seconded by Regent Coleman, with all members voting aye, it was ordered that the following personnel items be approved:

#### FACULTY APPOINTMENTS FOR 2010 – 2011

##### BUSINESS

Natasha McClelland, Lecturer of Accounting, M.P.A. (Stephen F. Austin State University), at an academic year salary of \$40,000 for 100 percent time, effective September 1, 2010.

##### EDUCATION

Deena Petersen, Clinical Instructor of Human Services, M.S. (University of Southern Mississippi), at an academic year salary of \$50,000 for 100 percent time, effective September 1, 2010.

Larry Ponder, Assistant Professor Elementary Education, Ed.D. (Stephen F. Austin State University), at an annual salary of \$75,000 for 100 percent time, effective September 1, 2010.

##### FINE ARTS

Dawn Stienecker, Lecturer of Art, M.Ed. (University of Houston), at an academic year salary of \$38,000 for 100 percent time, effective September 1, 2010.

Runcie Tatnall, Assistant Professor of Art, M.F.A. (University of Miami), at an academic salary of \$45,000 for 100 percent time, effective September 1, 2010.

##### FORESTRY AND AGRICULTURE

Clayton Bailey, Assistant Professor of Agriculture, Ph.D. (University of Arizona), at an academic year salary of \$52,500 for 100 percent time, effective September 1, 2010; and a 1.5 month summer appointment with a salary of \$8,750 for 100 percent time, effective June 1, 2011.

##### LIBERAL AND APPLIED ARTS



Jerry Mathes, II, Visiting Assistant Professor of English, M.F.A. (University of Idaho), at an academic year salary of \$45,000 for 100 percent time, effective September 1, 2010.

#### SCIENCES AND MATHEMATICS

Jeanie Kay McRae, Clinical Instructor of Nursing, M.S.N. (University of Texas), at an academic year salary of \$54,000 for 100 percent time, effective September 1, 2010.

Melinda Shaw-Faulkner, Lecturer of Geology, M.S. (Stephen F. Austin State University), at an academic year salary of \$40,000 for 100 percent time, effective September 1, 2010.

Sally Thompson, Clinical Instructor of Nursing, M.S.N. (University of Texas), at an academic year salary of \$54,000 for 100 percent time, effective September 1, 2010.

#### STAFF APPOINTMENTS FOR 2010 – 2011

##### ADMISSIONS

Travis Isbell, Counselor, at an annual salary of \$32,000 for 100 percent time, effective September 7, 2010.

##### ATHLETICS

Patrick Boone V, Assistant Coach Men's Basketball, at a 10.5 month salary of \$45,000 for 100 percent time, effective August 23, 2010.

Patrick Sullivan, Head Coach Tennis, at a 10.5 month salary of \$40,000 for 100 percent time, effective September 1, 2010.

Brian Wall, Assistant Coach Track, at a 10.5 month salary of \$25,462 for 100 percent time, effective September 1, 2010.

##### BUSINESS

Alexis Majors, Academic Advisor, at an annual salary of \$35,000 for 100 percent time, effective August 20, 2010.

##### CAMPUS RECREATION

Kenneth Morton, Director of Campus Recreation, at an annual salary of \$72,500 for 100 percent time, effective August 16, 2010.

#### DEVELOPMENT

Joann Black, Coordinator of Annual Giving, at an annual salary of \$33,000 for 100 percent time, effective September 27, 2010.

#### EDUCATION

Brenda Johnson, Teacher-SFA Charter School, at an academic year salary of \$43,400 for 100 percent time, effective August 23, 2010.

Ginny Love, Teacher-Early Childhood Lab, at an academic year salary of \$38,625 for 100 percent time, effective August 2, 2010.

#### INFORMATION TECHNOLOGY SERVICES

Stephanie Wilkins, Administrator Database I, at an annual salary of \$43,282 for 100 percent time, effective August 23, 2010.

#### OFFICE OF INSTRUCTIONAL TECHNOLOGY

Janet Kamps, Distance Education Coordinator, at an annual salary of \$58,740 for 100 percent time, effective September 1, 2010.

#### RESIDENCE LIFE

Angela Cain, Manager of Residence Life Administration, at an annual salary of \$40,300 for 100 percent time, effective August 2, 2010.

Adam Dubose, Hall Director, at an annual salary of \$28,000 for 100 percent time, effective July 26, 2010.

Andrea Huggenvik, Hall Director, at an annual salary of \$28,000 for 100 percent time, effective July 12, 2010.

#### CHANGES OF STATUS FOR 2010 – 2011

##### ADMISSIONS

Ryan Horne, from Admissions Counselor at an annual salary of \$36,300 for 100 percent time, to Senior Admissions Counselor at an annual salary of \$37,400 for 100 percent time, effective September 1, 2010.

Kimberly Lower, from Assistant Director of Admissions at an annual salary of \$50,504 for 100 percent time, to Associate Director of Admissions at an annual salary of \$53,000 for 100 percent time, effective September 1, 2010.

Jessica Maynard, from Senior Admissions Counselor at an annual salary of \$42,000 for 100 percent time, to Assistant Director of Admissions at an annual salary of \$44,100 for 100 percent time, effective September 1, 2010.

Sharon Faye Swindell, from Regional Coordinator of Admissions at an annual salary of \$44,376 for 100 percent time, to Assistant Director of Admissions at an annual salary of \$45,699 for 100 percent time, effective September 1, 2010.

#### ALUMNI AFFAIRS

Rhonda Crim-Tumelson, from Coordinator of Alumni Communications at an annual salary of \$35,680 for 100 percent time, to Director of Alumni Publications/Communications at an annual salary of \$43,500 for 100 percent time, effective September 1, 2010.

#### BUSINESS

Deborah D. Dufrene, from Professor and Interim Associate Dean of Business at an annual salary of \$119,799 for 100 percent time, to Professor and Associate Dean of Business at an annual salary of \$126,000 for 100 percent time, effective September 1, 2010.

Annemarie Eubanks, from Adjunct Faculty in Computer Science at a summer semester salary of \$3,000 for 50 percent time, to Lecturer of Computer Science at an academic year salary of \$39,500 for 100 percent time, effective September 1, 2010.

Warren Fisher, from Professor of Management, Marketing and International Business at an academic year salary of \$97,109 for 100 percent time, to Professor and Associate Dean of Business at an annual salary of \$126,000 for 100 percent time, effective September 1, 2010.

Michael Stroup, from Professor and Interim Dean of Business at an annual salary of \$125,000 for 100 percent time, to Professor of Economics and Finance at an academic year salary of \$95,000 for 100 percent time, effective September 1, 2010.

#### CAMPUS RECREATION

Kenneth Norris, from Interim Director of Campus Recreation at an annual salary of \$40,516 plus \$600 per month for interim duties for 100 percent time, to Assistant Director of Facility and Member Services, at an annual salary of \$40,516 for 100 percent time, effective August 16, 2010.

#### DISABILITY SERVICES

Margaret Hilton, from Interpreter at an annual salary of \$19,000 for 50 percent time, to Staff Interpreter and Coordinator of Deaf and Hard of Hearing Services at an annual salary of \$39,433 for 100 percent time, effective September 1, 2010.

#### GENERAL COUNSEL

Damon Derrick, from Interim General Counsel at an annual salary of \$53,000 plus \$600 per month for interim duties for 100 percent time, to General Counsel at an annual salary of \$118,000 for 100 percent time, effective August 23, 2010.

#### HUMAN RESOURCES

Beverly Kurys, from Senior Human Resources Specialist at an annual salary of \$38,100 for 100 percent time, to Human Resources Representative at an annual salary of \$41,000 for 100 percent time, effective September 1, 2010.

#### INFORMATION TECHNOLOGY SERVICES

Earl Forney, from Administrator Database I at an annual salary of \$43,282 for 100 percent time, to Administrator Database II at an annual salary of \$48,000 for 100 percent time, effective September 1, 2010.

Tracey Foster, from Programmer/Analyst III at an annual salary of \$52,270 for 100 percent time, to Programmer/Analyst IV at an annual salary of \$56,800 for 100 percent time, effective September 1, 2010.

Shawn Michael Hardy, from Programmer/Analyst II at an annual salary of \$45,675 for 100 percent time, to Programmer/Analyst III at an annual salary of \$50,000 for 100 percent time, effective September 1, 2010.

#### LIBERAL AND APPLIED ARTS

Luis Aguerrevere, from Assistant Professor of Psychology at an academic year salary of \$46,000 for 100 percent time, to Instructor of Psychology at an academic year salary of \$43,000 for 100 percent time, effective September 1, 2010.

Ronald Anderson, from Professor of Music at an academic year salary of \$88,000 for 100 percent time, to Professor of Music and Interim Chair of Psychology at an academic year salary of \$88,000 with an additional \$1,333 per month for interim duties for 100 percent time, effective August 1, 2010.

Andrew Brininstool, from Visiting Assistant Professor of English at a summer semester salary of \$3,833 for 50 percent time, to Assistant Professor of English at an academic year salary of \$46,000 for 100 percent time, effective September 1, 2010.

Patricia Foster, from Assistant Professor of Psychology at an academic year salary of \$46,000 for 100 percent time, to Instructor of Psychology at an academic year salary of \$44,000 for 100 percent time, effective September 1, 2010.

Stephen McPaul, from Adjunct Faculty in Communications at a semester salary of \$10,000 for 100 percent time, to Visiting Lecturer of Communication and Contemporary Culture at a semester salary of \$18,000 for 100 percent time, effective September 1, 2010.

Christopher Sams, from Adjunct Faculty in English at a summer semester salary of \$3,833 for 50 percent time, to Assistant Professor of English at an academic year salary of \$46,000 for 100 percent time, effective September 1, 2010.

#### OFFICE OF INSTRUCTIONAL TECHNOLOGY

Lani Draper, from Online Communication Specialist in Public Affairs at an annual salary of \$42,936, to Instructional Design Specialist at an annual salary of \$43,201 for 100 percent time, effective September 1, 2010.

Laura Osborne, from Adjunct Faculty in English at a semester salary of \$10,500 for 100 percent time, to Faculty Support Specialist at an annual salary of \$42,451 for 100 percent time, effective September 1, 2010.

#### PROCUREMENT AND PROPERTY SERVICES

Manuel Guerrero, from Assistant Coordinator of HUB/System Specialist at an annual salary of \$43,038 for 100 percent time, to Manager of Vendor Relations at an annual salary of \$45,000 for 100 percent time, effective September 1, 2010.

#### PUBLIC AFFAIRS

Bryan Patton, from Developer/Designer Web at an annual salary of \$38,000 for 100 percent time, to Online Communication Specialist at an annual salary of \$40,000 for 100 percent time, effective September 1, 2010.

#### REGISTRAR

Sabrina Delaney, from Degree Audit Coordinator at an annual salary of \$29,751 for 100 percent time, to Associate Registrar at an annual salary of \$48,255 for 100 percent time, effective September 20, 2010.

#### SCIENCES AND MATHEMATICS

Anita Barnes, from Clinical Instructor in Nursing at an academic year salary of \$57,289 for 100 percent time, to Assistant Professor of Nursing at an academic year salary of \$64,289 for 100 percent time, effective September 1, 2010.

William Bruton, from Professor of Physics at an academic year salary of \$71,399 for 100 percent time, to Professor and Interim Associate Dean of Sciences and Mathematics at an 11 month salary of \$87,266 for 100 percent time, effective September 1, 2010.

Kimberly Childs, from Professor and Associate Dean of Sciences and Mathematics at an annual salary of \$99,015 for 100 percent time, to Professor and Interim Dean of Sciences and Mathematics at an annual salary of \$130,000 for 100 percent time, effective August 1, 2010.

Anthony Duben, from Professor and Dean of Sciences and Mathematics at an annual salary of \$137,800 for 100 percent time, to Professor of Chemistry at an academic year salary of \$85,000 for 100 percent time, effective August 1, 2010.

#### STUDENT AFFAIRS

Amanda Horne, from Coordinator of Student Activities Association at an annual salary of \$39,550 for 100 percent time, to Assistant Director for Student Activities at an annual salary of \$44,372 for 100 percent time, effective September 1, 2010.

Nick Stallworth, from Coordinator of Student ID and Technical Services at an annual salary of \$36,192 for 100 percent time, to Manager of Guest Services at an annual salary of \$41,000 for 100 percent time, effective September 1, 2010.

#### RETIREMENTS

Wayne Boring, Professor of Chemistry and Hazardous Materials Officer, effective August 31, 2010.

Charles Jones, Professor of Art, effective August 31, 2010.

Sandra McCune, Professor of Elementary Education, effective August 31, 2010.

Rebecca Yarbrough, Director of Printing Services, effective July 31, 2010.

#### TENURE

Academic tenure was awarded to the following individuals, effective fall semester, 2010.

Danny Arnold	Management, Marketing, and International Business
Judy Abbott	Elementary Education
Robbie Steward	Human Services

## **ACADEMIC AND STUDENT AFFAIRS**

### **BOARD ORDER 11-03**

Upon motion by Regent Dickerson, seconded by Regent Boyer, with all members voting aye, it was ordered that the following academic and student affairs item be approved.

#### **SMALL CLASSES FOR SUMMER II AND FALL 2010**

WHEREAS, the following was considered by the board members: Coordinating board rules require that all regular organized undergraduate classes with fewer than ten students enrolled and regular graduate classes with fewer than five students enrolled be approved by the Board of Regents. Under policies established by the board, such classes can only be taught for specific reasons, such as the course being needed for students to meet graduation requirements, etc. Courses for Summer II and Fall 2010 are listed in Appendix 1.

THEREFORE, the Summer II and Fall 2010 small class list was approved, as presented in Appendix 1.

## **BUILDING AND GROUNDS**

### **BOARD ORDER 11-04**

Upon motion by Regent Thompson, seconded by Regent Coleman, with all members voting aye, it was ordered that the following building and grounds item be approved.

#### **UTILITY EASEMENT FOR DEEP EAST TEXAS ELECTRIC COOPERATIVE, INC.**

WHEREAS, the Deep East Texas Electric Cooperative, Inc. has requested a twenty foot right-of-way easement for a distribution line on university property to serve the university beef farm. This distribution line is necessary in order to provide recent improvements to the beef farm with electric power.

THEREFORE, the Board of Regents granted the easement requested by Deep East Texas Electric Cooperative, Inc. to be located on the university beef farm as described in the proposed easement and shown by the referenced map. The board authorized the president to sign the Right-of-Way Easement and other associated documents as negotiated between the university and Deep East Texas Electric Cooperative, Inc. to effectuate the granting of the easement.

## **FINANCIAL AFFAIRS**

### **Board Order 11-05**

Upon motion by Regent Garrett, seconded by Regent Ertz, with all members voting aye, it was ordered that the following financial items be approved.

#### APPROVAL OF ANNUAL AUDIT PLAN, AUDIT CHARTER AND REPORT

WHEREAS, the board considered the following: According to the *Rules and Regulations of the Board of Regents*, the director of audit services shall annually submit information on the annual audit plan, work schedule and staffing plan to the president for his review and to the Board of Regents for their approval. The director shall submit an annual report as required by Art. 6252-5d, V.T.C.S., recodified at Government Code, Chapter 2101. The annual report shall be submitted to the president and the board for review prior to public dissemination.

In addition, the Internal Standards for the Professional Practice of Internal Auditing require the internal audit charter to be approved on an annual basis. It is included as Appendix 2.

THEREFORE, the annual audit plan, audit charter and report were approved as presented.

#### GRANT AWARDS

WHEREAS, the board members considered the following: Since the fiscal year 2009-10 budget was approved, the university has received grant awards that total \$30,719,662. Those include multi-year awards and represent a total increase of \$4,365,086 for fiscal year 2010 since the last report, with grant awards allocable to fiscal year 2010 equal to \$15,556,599. That total represents an increase of \$1,876,703 since the last report. When combined with grant awards included in the 2010 budget, this brings the grand total of grant awards allocable to fiscal year 2010 to \$25,860,153 with total multi-year value of \$63,528,074.

Awards allocable to fiscal year 2011 are currently \$15,643,976 with a total multi-year value of \$40,857,207. The grant awards result from extensive faculty research and service engagement across many academic disciplines. The grants include direct federal, federal pass through, state and private awards.

THEREFORE, the additional grant awards allocable to fiscal year 2010 that total \$1,876,703 and awards allocable to fiscal year 2011 that total \$15,643,976 were approved and ratified. The grant awards are detailed in Appendix 3.

Upon recommendation by the Finance/Audit Committee and by general consent of the board, the following financial item was tabled.

#### ORCHESTRATE HR THIRD PARTY MEDICAL BILLING SERVICES

Explanation:



Orchestrate HR is a Texas corporation that provides third party billing for medical services. Orchestrate HR desires to contract with the university to provide third party billing for specified medical services rendered in the athletics training facility. The university currently does not bill for such services rendered in the athletic training facility.

In order to contract with Orchestrate HR to provide these services, the university and contractor must enter into an agreement specifying the terms of the services to be offered and a business associate agreement in order to comply with requirements imposed by HIPAA. Orchestrate HR agrees to comply with HIPAA and all applicable privacy and confidentiality laws and regulations in providing the contemplated services. Orchestrate HR has agreed to provide third party billing services to the university for a fee of twenty-five percent (25%) of all collected dollars.

**Recommendation:**

The administration recommends the approval of Orchestrate HR as the university's third party billing service provider. The university further recommends that the Board of Regents authorize the president to sign any and all agreements needed to contract for the services and comply with federal laws and regulations as negotiated between Orchestrate HR and the university.

## **UNIVERSITY POLICIES AND PROCEDURES**

### **BOARD ORDER 11-06**

Upon motion by Regent Thompson, seconded by Regent Garrett, with all members voting aye, it was ordered that the policy revisions as presented in Appendix 4 b e adopted.

## **REPORTS**

President Pattillo reported on the following:

**Significant Dates**

October 23, SFA vs. Sam Houston at Reliant Stadium  
October 30, Homecoming  
November 2, Faculty/Staff Picnic  
December 11, SFA Gala  
December 16, President's Christmas Reception  
December 18, Commencement

Legislative Session

Gina Oglesbee, director of audit services, reported on the following:

Wireless Security Review  
JAMP Grant Audit

Follow-up Review  
Risk Assessment  
Quality Assurance Review and Self Assessment  
Update on Audit Plan

Dr. Ken Collier reported from the Faculty Senate:  
Improving Campus Communication

Andy Teel reported from the Student Government Association:  
Update on Fall SGA Legislation  
SGA's Volunteer Project at the Battle of the Piney Woods  
The Polar Bear Project (Educating Students on Resource Stewardship)  
President's Student Leader Roundtable

### **NOMINATING COMMITTEE**

Board Chair Melvin announced the appointment of the Nominating Committee for board officers for 2011-2012. The chair will be Scott Coleman and members will be Steve McCarty and Carlos Amaral.

The meeting was adjourned at 10:35 a.m.

**Texas Higher Education Coordinating Board Rules Currently in Effect (9-2006)**

**Chapter 5. Rules Applying to Public Universities and/or Health-Related Institutions of Higher Education in Texas**

**Subchapter B. Role and Mission, Tables of Programs, Course Inventory**

**§5.23 Definitions**

**§5.23.5** Organized classes—Classes whose primary mode of instruction is lecture, laboratory or seminar.

**§5.23.8** Small classes—Undergraduate level classes with less than 10 registrations, and graduate level classes with less than five registrations.

**§5.26 Offering of Small Classes by Public Universities**

In accordance with **Texas Education Code, §51.403(d)**, public universities may offer organized small classes which:

**§51.403(d.1)** have been approved by the governing board of the university;

**§51.403(d.2)** is a required course for graduation (the course is not offered each semester or term, and, if canceled, may affect the date of graduation of those enrolled);

**§51.403(d.3)** is a required course for majors in this field and should be completed this semester (or term) to keep proper sequence in courses;

**§51.403(d.4)** is a course in a newly established degree program, concentration, or support area;

**§51.403(d.5)** is part of an interdepartmental (cross-listed) course taught as a single class by the same faculty at the same station, provided that the combined enrollments do not constitute a small class;

**§51.403(d.6)** is a first-time offering of the course;

**§51.403(d.7)** is class size-limited by accreditation or state licensing standards;

**§51.403(d.8)** is class size-limited by availability of laboratory or clinical facilities; or

**§51.403(d.9)** is voluntarily offered by a faculty member in excess of the institutional teaching load requirement and for which the faculty member receives no additional compensation.

*Source Note: The provisions of this §5.26 adopted to be effective May 28, 2003, 28 TexReg 4124*

**SMALL CLASSES**  
**Summer II 2010**

Appendix 1

Course Information					
Section ID	Title	Number Enrolled	Credit Hour Value	Total Credit Hours	Texas Education Code Offering Compliance
ELE 560 501	TECHNOLOGY AND CURRICULUM	2	1	2	§51.403 (d.3)
SED 370 001	INTRODUCTION TO PEDAGOGY	8	3	24	§51.403 (d.3)
THR 429 001	THEATRE FOR YOUTH	9	3	27	§51.403 (d.2, d.3)
SPA 445 001	SPE STU/PENINSULAR LIT/CIV	9	3	27	§51.403 (d.2)
GEO 230 001	CULTURAL GEOGRAPHY	8	3	24	§51.403 (d.3)
CHE 302 001	FUND APPLICATIONS OF CHEMIS	5	4	20	§51.403 (d.2, d.3)
MTH 302 001	CONCEPTS IN GEOMETRY	4	3	12	§51.403 (d.2)
MTH 312 001	INTRO TO ALGEBRAIC SYSTEMS	8	3	24	§51.403 (d.3)

Small Class Hours	160
Total Summer II Hours	18,324
Percentage	0.87%

Date: \_\_\_\_\_

Approval: \_\_\_\_\_

SMALL CLASSES  
Fall 2010

Appendix 1

Course Information						
Section ID	Title	Number Enrolled	Credit Hour Value	Total Credit Hours	Texas Education Code Offering Compliance	
CSC 342 001	Algorithm Analysis	7	3 .00	21	§51.403 (d.3)	
CSC 431 001	Systems Simulation & Model Bld	7	3 .00	21	§51.403 (d.2)	
CSC 530 001	System Simulation & Model Bldg	2	3 .00	6	§51.403 (d.2)	
BCM 347 001	Administrative Communication	7	3 .00	21	§51.403 (d.2)	
ELE 351 413	EC-4 Learn,Plan,Inst,Clstrm-Lab	8	1 .00	8	§51.403 (d.2)	
ELE 351 417	EC-4 Learn,Plan,Inst,Clstrm-Lab	9	1 .00	9	§51.403 (d.2)	
ELE 352 413	Current Issues/Profession-Lab	8	3 .00	24	§51.403 (d.2)	
ELE 352 417	Current Issues/Profess-Lab	9	3 .00	9	§51.403 (d.2)	
MLG 422 611	Science in the Middle Grds-Lab	3	3 .00	3	§51.403 (d.2)	
ELE 442 001	Student Teaching Seminar	9	1 .00	9	§51.403 (d.2)	
ELE 495 501	Humane & Enviro Education	2	3 .00	6	§51.403 (d.5)	
ELE 584 588	Research Analysis Teaching	1	3 .00	3	§51.403 (d.5)	
ELE 595 588	Humane & Environmental Edu	1	3 .00	3	§51.403 (d.5)	
HMS 336 588	Adult Develop Family Context	1	3 .00	3	§51.403 (d.5)	
HMS 441 688	Contempory Family Issues	1	3 .00	3	§51.403 (d.5)	
HMS 443 688	Infant Growth & Development	1	3 .00	3	§51.403 (d.5)	
RHB 340 601	Anat & Funct of Vis Sys	8	3 .00	24	§51.403 (d.2)	
RHB 407 020	Voc Eval/Job Placemt Sev Dis	8	3 .00	24	§51.403 (d.2)	
RHB 422 020	Adv Chem Sub Use & Abuse	6	3 .00	18	§51.403 (d.2)	
SPH 442 601	Seminar in Sph & Lang Methods	6	3 .00	18	§51.403 (d.2)	
SPE 442 001	Visual & Multiple Imp	9	3 .00	27	§51.403 (d.2)	
SPH 471 601	Advanced Language for the Deaf	7	3 .00	21	§51.403 (d.2)	
COU 507 020	Vocational Evaluation	3	3 .00	9	§51.403 (d.2)	
COU 533 020	Counseling Skills & Tech	4	3 .00	12	§51.403 (d.3)	
SPE 560 501	Children/Behavior Disorder	4	3 .00	12	§51.403 (d.5)	
SPE 570 501	Special Studies in Spec Ed	3	3 .00	9	§51.403 (d.2)	
KIN 200 017	Physical Fitness Training	7	2 .00	14	§51.403 (d.1)	
AED 592 501	Prac Inquiry & Action Res II	4	3 .00	12	§51.403 (d.3)	
AED 678 021	Higher Ed. Fin., Policy & Law	4	3 .00	12	§51.403 (d.4, d.6)	
RHB 340 601	Anat & Funct of Vis Sys	8	3 .00	24	§51.403 (d.2)	
MUT 310 001	Audio Production	7	3 .00	21	§51.403 (d.3)	
MUT 325 001	Music Industry	7	1 .00	7	§51.403 (d.3)	
MHL 355 001	Music for Children III	1	3 .00	3	§51.403 (d.2)	
MTC 463 501	Scoring & Arranging	2	3 .00	6	§51.403 (d.9)	
ANS 241 020	Horse Production-Lab	8	1 .00	8	§51.403 (d.2)	
ANS 241 001	Horse Production	8	2 .00	16	§51.403 (d.2)	
HRT 323 0	Env Hort Physiology	5	3 .00	15	§51.403 (d.6)	
PLS 340 020	Advanced Poultry Science-Lab	7	1 .00	7	§51.403 (d.2)	

SMALL CLASSES  
Fall 2010

Appendix I

PLS	340 001	Advanced Poultry Science	7	2 .00	14	\$51.403 (d.2)
HRT	416 020	Plant Propagation-Lab	7	1 .00	7	\$51.403 (d.2)
HRT	416 001	Plant Propagation	7	2 .00	14	\$51.403 (d.2)
HRT	516 020	Plant Propagation	2	3 .00	6	\$51.403 (d.5)
HRT	516 001	Plant Propagation	2	3 .00	6	\$51.403 (d.5)
ENV	500 851	Survey Environ Toxicology	1	3 .00	3	\$51.403 (d.2)
ENV	500 451	Survey Environ Toxicology	3	3 .00	9	\$51.403 (d.2)
GIS	395 021	GIS Database Mgmt-Lab	6	3 .00	18	\$51.403 (d.4)
GIS	395 001	GIS Database Mgmt	6	3 .00	18	\$51.403 (d.4)
FOR	411 001	Timber Management	5	3 .00	15	\$51.403 (d.2)
FOR	475 021	GIS Apps in Wildlife Mgmt-Lab	4	3 .00	12	\$51.403 (d.2)
FOR	475 001	GIS Apps in Wildlife Mgmt	4	3 .00	12	\$51.403 (d.2)
MCM	456 001	Adv Television Production	4	3 .00	12	\$51.403 (d.2)
ENG	490 001	Senior Seminar	6	3 .00	18	\$51.403 (d.2, d.4)
PSC	305 001	Appellate Advocacy I	3	3 .00	9	\$51.403 (d.9)
BIO	404 001	Plant Physiology	7	4 .00	28	\$51.403 (d.2)
BIO	415 001	Prin of Electronic Microscope	4	4 .00	16	\$51.403 (d.2)
BIO	555 001	Biological Ultrastructure	4	4 .00	16	\$51.403 (d.2)
BTC	548 051	Bioinformatics	3	3 .00	9	\$51.403 (d.2)
BTC	556 051	Biotech Research Seminar	4	1 .00	4	\$51.403 (d.2)
CHE	516 001	Organometallic Chemistry	4	3 .00	12	\$51.403 (d.9)
CHE	531 001	Coordination Chemistry	2	3 .00	6	\$51.403 (d.9)
CHE	556 001	Topics in Biochemistry	3	3 .00	9	\$51.403 (d.9)
GOL	131 001	Introductory Geology-Honors	9	4 .00	36	\$51.403 (d.2, d.3)
GOL	132 002	The Earth Through Time	7	4 .00	28	\$51.403 (d.2, d.3)
GOL	361 001	Invertebrate Paleontology	9	4 .00	36	\$51.403 (d.2, d.3)
MTH	300 500	Foundations of Mathematics	9	3 .00	27	\$51.403 (d.2, d.4)
MTH	305 001	Intro to Numerical Methods	6	3 .00	18	\$51.403 (d.2)
MTH	345 001	Math for the Sec Sch Teacher	7	3 .00	21	\$51.403 (d.2)
MTH	539 001	Real Analysis I	4	3 .00	12	\$51.403 (d.2, d.3)
PHY	431 001	Intro to Quantum Mechanics	5	3 .00	15	\$51.403 (d.9)

Small Class Hours	937
Total Fall Hours	146,204
Percentage	0.64%

Date: \_\_\_\_\_

Approval: \_\_\_\_\_

**STEPHEN F. AUSTIN STATE UNIVERSITY  
DEPARTMENT OF AUDIT SERVICES  
INTERNAL AUDIT CHARTER  
October 18, 2010**

**Purpose**

Internal auditing is an independent, objective assurance and consulting activity designed to add value and improve the university's operations. It helps the university accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

The purpose of the Department of Audit Services is to provide the Board of Regents and the President an independent appraisal of the adequacy and the effectiveness of the University's system of internal administrative and accounting controls and the quality of performance when compared with established standards. The primary objective is to assist the Board of Regents, the President and University management in the effective discharge of their responsibilities.

**Authority**

The Department of Audit Services is an integral part of Stephen F. Austin State University and functions within established policies. The Director of Audit Services reports functionally to the Board of Regents and administratively to the President.

The Department of Audit Services will have unrestricted access to all University activities; records, both manual and electronic; property; and personnel relevant to any area being reviewed. Members of the Audit Services' staff will handle all documents and other information acquired in the course of their duties prudently.

**Standards and Independence**

The Department will operate within the guidelines of the Texas Internal Auditing Act (Article 6252 – 5d., V.A.C.S.), the Institute of Internal Auditors (IIA) Professional Practices Framework which includes the Definition of Internal Auditing, the Code of Ethics, and the International Standards for the Professional Practice of Internal Auditing as mandatory guidance. In addition, where

applicable the Department will follow Generally Accepted Government Auditing Standards (GAGAS).

The Department's internal auditors will uphold the principles of integrity, objectivity, confidentiality, and competency. Internal auditors will be independent of the activities or operations they review; they will not engage in any activity which would impair their independence.

## **Responsibility**

The Department of Audit Services will fulfill its responsibility to the Board and the President by:

- developing an audit plan based on a risk analysis which includes consideration of the university's goals and objectives and the concerns of management and the Board.
- providing audit coverage that consistently meets the needs and expectations of management
- following up on identified weaknesses, findings and recommendations from previous audit work
- participating in a program of quality assurance designed to ensure the increasing professionalism of the department and standard of the work performed
- performing consulting services including advisory and related service activities, the nature and scope of which are agreed upon and which are intended to add value and improve the university's governance, risk management, and control processes without assuming management responsibility. Examples include counsel, advice, facilitation, training, and committee service.

Annually the Director of Audit Services will submit information on the annual audit plan, work schedule, and staffing plan to the President for his review and to the Board of Regents for their approval. Quarterly the Director will provide activity reports to the President and the Board detailing progress against the annual audit plan, audit accomplishments, and highlights of any significant audit findings and recommendations. The Director of Audit Services will submit reports as required to the State Auditor's Office, Governor's Office, Legislative Budget Board and Sunset Advisory Commission.

The scope of audit activities will include all controls, reports and operations of the University. The Department of Audit Services will examine and evaluate:

- The reliability and integrity of financial and operating information and the means used to identify, measure, classify and report information.



- The systems established to ensure compliance with policies, plans, procedures, laws and regulations that could have a significant impact on the University.
- The means of safeguarding assets and verifying their existence.
- The economy and the efficiency with which resources are employed.
- The extent to which the operations and programs of the University are consistent with its objectives and goals.
- The ethics objectives and activities of the University.
- The potential for fraud and the management of fraud risk.

## Grants awarded between June 25, 2010 and September 15, 2010

## Summary Report – Fiscal Year 2010

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<b>Total current year awards for 2010</b>	<b>\$25,860,153</b>
Subtotal direct federal	5,951,234
Subtotal federal pass-through	16,602,460
Subtotal state and state pass-through	2,553,041
Subtotal private and local government	753,418
 <b>Total awards (all years) for grants active in 2010</b>	 <b>\$63,528,074</b>

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*New, Additional, or Previously Unreported Awards for FY 2010***Direct Federal Awards*****National Visitor Use Monitoring Research – Kisatchie National Forest***

FY 2010 Award: \$10,000 (*additional award*) Total Award: \$91,000  
 PI/PD: Dr. Pat Stephens-Williams, School of Forestry

***Urban Connections Expansion***

FY 2010 Award: \$8,000 (*additional award*) Total Award: \$158,000  
 PI/PD: Dr. Pat Stephens-Williams, School of Forestry

**Federal Pass-through Awards*****Community-based Cemetery Interpretation***

FY 2010 Award: \$102,600  
 Total Award: \$205,200 (*Subaward - continuing*)  
 Sponsor: City of Nacogdoches (NPS, U.S. Dept. of the Interior)  
 Term (this action): November 1, 2008 – October 31, 2011  
 Description: *Funds are provided to develop interpretive, educational and digital projects for Oak Grove and Zion Hill cemeteries and assist participating communities with their cemetery interpretation efforts through workshops, technical assistance, web-based services and mini-grants.* PI/PD: Ms. Chay Runnels, Center for Regional Heritage Research, School of Human Sciences

***\*NISD Summer Learning Camp – From Field to Fashion (ARRA Stimulus Funds)***

FY 2010 Award: \$1,000  
 Total Award: \$1,000 (*Interlocal Agreement*)  
 Sponsor: Nacogdoches ISD (U.S. Dept. of Education)  
 Term (this action): July 6, 2010 – July 15, 2010  
 Description: *Funds are provided to allow the Stone Fort Museum to offer a summer learning camp for NISD enrolled students, which will introduce students to textile art skills that were once critical for survival, but are now considered crafts or arts and within the realm of leisure pursuits.* PI/PD: Ms. Carolyn Spears, Stone Fort Museum

\*New awards

Prepared by the Office of Research &amp; Sponsored Programs

## Grants awarded between June 25, 2010 and September 15, 2010

***Visually Impaired Preparation (VIP) Program FY10***

FY 2010 Award: \$15,000                      Total Award: \$502,000  
 PI/PD: Dr. Dixie Mercer, Department of Human Services

***Curriculum Work in Support of the Geriatric Education Center (GEC)***

FY 2010 Award: \$6,000                      Total Award: \$6,000  
 PI/PD: Dr. Freddie Avant, School of Social Work

***Texas Team: Expanding Nursing Education Capacity through Regionalization and Partnership (ARRA Stimulus Funds)***

FY 2010 Award: (-\$6,000)                      Total Award: \$129,809  
 PI/PD: Dr. Glenda Walker, School of Nursing

**State and State Pass-through Awards*****Stephen F. Austin State University Charter School***

FY 2010 Budget: \$1,618,621  
 Total to date: \$2,665,883  
 Sponsor: Texas Education Agency  
 Term (this action): August 15, 2008 – continuing  
 Description: Funds are provided for the operation of the SFASU Charter School based on average daily attendance (ADA) of students. PI/PD: Ms. Lysa Hagan, Department of Elementary Education

***\*Evaluation and Electrostatic Particle Ionization and BioCurtain Technologies to Reduce Dust, Odor, and Other Pollutants from Broiler Houses***

FY 2010 Award: \$4,657  
 Total Award: \$23,287 (Subcontract)  
 Sponsor: Texas AgriLife Research / TAMU (TX State Soil and Water Conservation Board)  
 Term (this action): April 1, 2010 – April 30, 2012  
 Description: The purpose of this project is to evaluate the ability of Electrostatic Particle Ionization and BioCurtain technologies to reduce dust, odor, and other environmental pollutants emitted from confined commercial broiler houses, and to educate poultry producers on the effectiveness and application of these systems. PI/PD: Dr. Sheryll Jerez, Waters of East Texas Center, Division of Environmental Science

***Pineywoods Area Health Education Center (AHEC)***

FY 2010 Award: \$10,000 (additional award)                      Total Award: \$133,982  
 PI/PD: Ms. Janis Ritter, AHEC, College of Sciences and Mathematics

***AmeriCorps AHEC Professional Corps Placement Agreement***

FY 2010 Award: \$5,000                      Total Award: \$10,000  
 PI/PD: Ms. Janis Ritter, AHEC, College of Sciences and Mathematics

## Grants awarded between June 25, 2010 and September 15, 2010

**Private and Local Government Awards*****Beaumont Foundation of America Scholarships***

FY 2010 Award: \$54,000  
 Total Award: \$190,500 (Grant - *continuing*)  
 Sponsor: Beaumont Foundation of America  
 Term (this action): August 1, 2007 – June 30, 2011  
 Description: *This grant provides funding for student scholarships.* PI/PD: Mr. Michael O'Rear, Financial Aid

***\*White-tailed Deer Data Collection, Analysis and Training FY10***

FY 2010 Award: \$25,000  
 Total Award: \$25,000 (Contract)  
 Sponsor: The Campbell Group  
 Term (this action): September 8, 2009 – September 8, 2010  
 Description: *This purpose of this contract is to provide data collection, analysis and training to The Campbell Group hunt clubs, while coordinating with the Texas Parks and Wildlife Department regarding application and reporting requirements for the Managed Lands Deer Permit Program.* PI/PD: Dr. James Kroll, School of Forestry

***Integration of Dilute Acid Pretreatment and Enzymatic Hydrolysis***

FY 2010 Award: \$14,825 (*additional award*)  
 Total Award: \$215,425 (Contract)  
 Sponsor: SD Research Company, LLC  
 Term (this action): September 1, 2007 – December 31, 2009  
 Description: *This contract provides funding to investigate integration of dilute acid pretreatment and enzymatic hydrolysis of specific feedstocks in a small pilot scale study.* PI/PD: Dr. Alexandra Van Kley, Division of Biotechnology

***\*Effects of Animal Feed Grade Sodium Bisulfate on Commercial Broilers***

FY 2010 Award: \$8,000  
 Total Award: \$8,000 (Contract)  
 Sponsor: Jones-Hamilton, Inc.  
 Term (this action): April 29, 2010 – July 1, 2010  
 Description: *This contract provides funding to determine the effects on gastrointestinal microflora, intestinal pH, and fecal pH from feeding sodium bisulfate, both individually and in combination with dietary enzymes, lactic acid, or Bacillus subtilis, to broiler chickens under commercial settings.* PI/PD: Dr. Joey Bray, Department of Agriculture

***Subtotal Current Year Awards (this report) = \$1,876,703***

***Subtotal Continuing Awards (total award) = \$4,307,799***

***Subtotal New Awards (total award) = \$57,287***

## Grants awarded between June 25, 2010 and September 15, 2010

## Awards for Fiscal Year 2011 – as of September 15, 2010

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<b>Total current year awards</b>	<b>\$15,643,976</b>
Subtotal direct federal	2,717,338
Subtotal federal pass-through	9,559,298
Subtotal state and state pass-through	3,117,935
Subtotal private and local government	249,405
 <b>Total awards (all years) for new awards (this period)</b>	 <b>\$ 9,292,903</b>
<b>Total awards (all years) for all continuing grants</b>	<b>\$ 31,564,304</b>

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**Direct Federal Awards****NETRH: Network for East Texas Rural Health**

FY 2011 Award: \$180,000  
 Total Award: \$540,000 (Grant - continuing)  
 Sponsor: DHHS – U.S. Dept. of Health and Human Services  
 Term (this action): July 1, 2008 – April 30, 2011  
 Description: *This grant provides funds to create a viable, sustainable, rural health care network to provide health education and related services through certified community outreach services to improve the health of the targeted population. PI/PD: Ms. Janis Ritter, College of Sciences and Mathematics*

**Texas Middle and Secondary Mathematics Project - Noyce Supplemental Funds**

FY 2011 Award: \$155,962  
 Total Award: \$581,821 (Grant - continuing)  
 Sponsor: National Science Foundation  
 Term (this action): September 11, 2008 – September 30, 2012  
 Description: *This grant will further develop mathematics teacher leadership capacity for selected program graduates who teach in high-needs partner districts, and will fund accompanying administrative and evaluation costs associated with this effort. PI/PD: Dr. Kimberly Childs, STEM Center, College of Sciences and Mathematics*

**Orientation and Mobility for the Blind Training Program**

FY 2011 Award: \$100,000  
 Total Award: \$500,000 (Grant – continuing)  
 Sponsor: U.S. Dept. of Education  
 Term (this action): September 1, 2009 – August 31, 2014  
 Description: *Funding will allow SFASU to continue and enhance its Orientation and Mobility (O&M) for the Blind program by training and graduating O&M specialists who will be eligible for professional certification by the Academy for Certification of Vision Rehabilitation and Education Professionals (ACVREP). PI/PD: Mr. Bob Bryant, Department of Human Services*

\*New awards

Prepared by the Office of Research &amp; Sponsored Programs

## Grants awarded between June 25, 2010 and September 15, 2010

**\*Collaborative Research: UTMOST: Undergraduate Teaching in Mathematics with Open Software and Textbooks**

FY 2011 Award: \$14,734  
 Total Award: \$48,986 (Grant)  
 Sponsor: National Science Foundation  
 Term (this action): September 1, 2010 – August 31, 2013  
 Description: *This project will convert existing open source textbooks into web-based electronic texts that integrate traditional mathematical exposition with a comprehensive, free, open-source mathematics software and hands-on demonstrations.*  
 PI/PD: Dr. Thomas Judson, STEM Center, Department of Mathematics and Statistics

**\*Market Study Comparison and Plan for Ratcliff Lake Recreation Area**

FY 2011 Award: \$10,000  
 Total Award: \$10,000 (Challenge Cost-Share Agreement)  
 Sponsor: U.S. Dept. of Agriculture, U.S.F.S.  
 Term (this action): July 21, 2010 – September 30, 2011  
 Description: *The purpose of this federally sponsored project is to develop a plan and design for upgrading services at Ratcliff Lake Recreation Area using visitor use market research.* PI/PD: Dr. Pat Stephens-Williams, School of Forestry

**\*El Camino Real de los Tejas Oral History Research Project (Sabine River to the Angelina River, Texas: Phase III)**

FY 2011 Award: \$9,648  
 Total Award: \$19,296 (Gulf Coast CESU Cooperative Agreement)  
 Sponsor: U.S. Dept. of the Interior, National Park Service  
 Term (this action): September 20, 2010 – September 30, 2012  
 Description: *Funds are provided to record data from informants of advanced age regarding resources associated with El Camino Real de los Tejas National Historic Trail, as well as documenting cultural information related to occupation of the region.*  
 PI/PD: Dr. George Avery, Center for Regional Heritage Research, College of Liberal and Applied Arts

**\*El Camino Real Demonstration Garden and Wayside Exhibit**

FY 2011 Award: \$8,725  
 Total Award: \$8,725 (Gulf Coast CESU Cooperative Agreement)  
 Sponsor: U.S. Dept. of Interior, National Park Service  
 Term (this action): August 20, 2010 – March 30, 2012  
 Description: *Funds are provided to support planning and design of El Camino Real de los Tejas Demonstration Garden and Wayside Exhibit, and to provide public access to an online plant database.* PI/PD: Ms. Carolyn Spears, Center for Regional Heritage Research, Stone Fort Museum

**\*El Camino Real 101 Education Workshops**

FY 2011 Award: \$8,005  
 Total Award: \$12,312 (Gulf Coast CESU Cooperative Agreement)  
 Sponsor: U.S. Dept. of Interior, National Park Service  
 Term (this action): August 16, 2010 – March 30, 2012

\*New awards

Prepared by the Office of Research &amp; Sponsored Programs

**Grants awarded between June 25, 2010 and September 15, 2010**

Description: *Funds are provided to support trail-wide education through workshops in Louisiana and Texas that will further disseminate current research on El Camino Real de los Tejas National Historic Trail.* PI/PD: Ms. Carolyn Spears, Center for Regional Heritage Research, Stone Fort Museum

***An Investigation of Chytridiomycosis and Amphibian Declines in East Texas***

FY 2011: \$4,528  
 Total Award: \$20,000 (Cooperative Agreement – continuing)  
 Sponsor: U.S.D.A., Forest Service, Southern Research Institute  
 Term (this action): August 4, 2008 – August 31, 2012  
 Description: *The purpose of this award is to determine whether Batrachochytrium dendrobatidis is present in amphibian communities of the Angelina National Forest, SFASU Experimental Forest, and the Davy Crockett National Forest, and to determine the relative infection rates of the various species of amphibians in the respective communities.* PI/PD: Dr. Matthew Kwiatkowski, Department of Biology

**Previously Described Awards*****East Texas GEAR UP: Gaining Early Awareness and Readiness for Undergraduate Programs***

FY 2011 Award: \$1,026,931                      Total Award: \$6,150,178  
 PI/PD: Mrs. Barbara Davis, Department of Secondary Education

***CERT-Prep ELL: Consortium for Excellence in Rural Teacher Preparation for English Language Learners***

FY 2011 Award: \$362,962                      Total Award: \$1,494,664  
 PI/PD: Dr. Lisa Mize, Perkins College of Education

***Texas Leadership Initiative: Mathematics Instruction Transformed - Texas LIMIT (ARRA Stimulus Funds)***

FY 2011 Award: \$301,880                      Total Award: \$1,494,187  
 PI/PD: Dr. Kimberly Childs, STEM Center, College of Sciences and Mathematics

***Pilot Study: ENLACE – English Language Acquisition Center for Excellence***

FY 2011 Award: \$276,118                      Total Award: \$1,434,108  
 PI/PD: Dr. Betty Alford, Department of Secondary Education / Educational Leadership

***Proliferation Inhibition and Apoptosis Induction of Tumor Cells by Saponins Aesculiosides***

FY 2011 Award: \$129,851                      Total Award: \$262,080  
 PI/PD: Dr. Shiyu Li, School of Forestry

***Virtual Reach: A Pilot Collaborative for Head Start Employees Seeking the Baccalaureate***

FY 2011 Award: \$81,125                      Total Award: \$330,011  
 PI/PD: Dr. Tara Newman, Department of Human Services

***The Radon Transform in White Noise Analysis***

FY 2011 Award: \$14,997                      Total Award: \$29,364  
 PI/PD: Dr. Jeremy Becnel, Department of Mathematics and Statistics

\*New awards

Prepared by the Office of Research & Sponsored Programs

**Grants awarded between June 25, 2010 and September 15, 2010*****Ground Truthing Excavations at Los Adaes State Historic Site, Robeline Louisiana***

FY 2011 Award: \$14,554 Total Award: \$24,949

PI/PD: Dr. George Avery, Center for Regional Heritage Research, College of Liberal and Applied Arts

***A Photographic Exhibit of El Camino Real de los Tejas National Historic Trail***

FY 2011 Award: \$12,414 Total Award: \$30,000

PI/PD: Mr. Christopher Talbot, School of Art

***El Camino Real de los Tejas Oral History Research Project from the Sabine to the Angelina River, Phase II***

FY 2011 Award: \$4,904 Total Award: \$18,390

PI/PD: Dr. George Avery, Center for Regional Heritage Research, College of Liberal and Applied Arts

***Subtotal Current Year Awards (this report) = \$2,717,338******Subtotal Continuing Direct Federal Awards (total award) = \$12,909,752******Subtotal New Direct Federal Awards (total award) = \$99,319*****Federal Pass-through Awards*****\*Building Efficiency and Retrofit Revolving Loan Program- Phase II (ARRA Stimulus Funds)***

FY 2011 Award: \$3,713,750

Total Award: \$7,427,500 (Loan Program)

Sponsor: State Energy Conservation Office (U.S. Dept. of Energy)

Term (this action): June 24, 2010 – December 31, 2011

Description: *The purpose of this Recovery Act-funded loan program is to reduce SFA's carbon footprint with boiler replacements and upgrades, outside air handling unit replacements, lighting efficiency improvements, water management, power quality and vending machine energy savers.* PI/PD: Mr. Lee Brittain, Physical Plant Department***\*State Fiscal Stabilization Fund Higher Education Incentive (ARRA Stimulus Funds)***

FY 2011 Award: \$628,772

Total Award: \$628,772 (Formula Grant)

Sponsor: TX Higher Education Coordinating Board (US Dept. of Education)

Term (this action): September 1, 2010 – August 31, 2011

Description: *These Recovery Act funds are being used to support faculty salaries in various academic departments.* PI/PD: Ms. Dora Fuselier, Office of the Controller***\*Visually Impaired Preparation (VIP) Program FY11***

FY 2011 Award: \$487,000

Total Award: \$487,000 (Interagency Agreement - renewal)

Sponsor: Texas Dept of Assistive and Rehabilitative Services  
(U.S. Department of Education)

Term (this action): September 1, 2010 – August 31, 2011

*\*New awards**Prepared by the Office of Research & Sponsored Programs*



### Grants awarded between June 25, 2010 and September 15, 2010

Description: *SFA will prepare 34 new professionals taking coursework leading to endorsement in visual impairment or Academy for Certification of Vision Rehabilitation and Education Professionals (ACVREP) certification in Orientation and Mobility, and will offer at least one Braille class during the term of the project. PI/PD: Dr. Dixie Mercer, Department of Human Services*

#### ***A Landscape Scale Evaluation of the Eastern Wild Turkey Population in Texas***

FY 2011 Award: \$104,764  
 Total Award: \$523,820 (Interagency Agreement – *continuing*)  
 Sponsor: TX Parks and Wildlife (U.S. Dept. of the Interior)  
 Term (this action): September 1, 2006 – August 31, 2011  
 Description: *Funds are provided to develop an interactive, geospatially and biologically linked database, develop viable reintroduction strategies, and coordinate sound harvest management strategies to maintain a viable and persistent Eastern wild turkey population throughout East Texas. PI/PD: Dr. Warren Conway, School of Forestry*

#### ***Angelina-Nacogdoches Partnership Phase II***

FY 2011 Award: \$66,600  
 Total Award: \$185,000 (Grant – *continuing*)  
 Sponsor: TX Higher Education Coordinating Bd. (U.S.D ept. of Education)  
 Term (this action): May 1, 2009 – May 31, 2011  
 Description: *This grant provides funds for SFASU faculty and staff to perform instructional training and leadership as site coordinators for a summer institute and academic year workshops for in-service public school teachers. PI/PD: Dr. Stephen Wagner, Department of Biology*

#### ***\*Community Rehabilitation Program Start-up (ARRA Stimulus Funds)***

FY 2011 Award: \$124,583  
 Total Award: \$124,583 (Interagency Agreement)  
 Sponsor: TX Dept of Assistive and Rehabilitative Services  
 (U.S. Dept. of Education)  
 Term (this action): August 1, 2010 – September 30, 2011  
 Description: *This Recovery Act-funded grant provides funds to establish a DARS/DRS Community Rehabilitation Program (CRP), within the Department of Rehabilitation Counseling at SFASU and to create a sustainable community rehabilitation program. PI/PD: Dr. William Weber, Department of Human Services*

#### ***Special Health Resources for Texas Evaluation Project***

FY 2011 Award: \$49,200  
 Total Award: \$147,600 (Subaward – *continuing*)  
 Sponsor: Special Health Resources for Texas, Inc. (U.S. DHHS/HRSA)  
 Term (this award): September 1, 2008 – August 31, 2011  
 Description: *This project enables the School of Social Work to provide independent external evaluation services to SHRT for the East Texas Dental/Oral Care Services Program, including development of an evaluation, data analysis, and facilitation of regional focus groups to gather data regarding service delivery. PI/PD: Dr. Stephen Cooper, School of Social Work*

*\*New awards*

*Prepared by the Office of Research & Sponsored Programs*

## Grants awarded between June 25, 2010 and September 15, 2010

**Hunt's Woods Mountain Biking and Recreational Trail System**

FY 2011 Award: \$36,953  
 Total Award: \$104,700 (Interagency Agreement – *continuing*)  
 Sponsor: U.S. Dept. of Transportation  
 Term (this award): November 10, 2008 – August 31, 2011  
 Description: *This grant provides funds for the construction of recreation trail improvements in Nacogdoches County, Texas. PI/PD: Dr. Pat Stephens-Williams, School of Forestry*

**\*Special Education Consolidated Grant FY11**

FY 2011 Award: \$25,250  
 Total Award: \$25,250 (Formula Grant)  
 Sponsor: Texas Education Agency (U.S. Dept. of Education)  
 Term (this action): August 3, 2010 – September 30, 2011  
 Description: *Funds are provided for instructional support at the SFASU Charter School, including early identification, intervention and counseling services for students with impairments and disabilities. PI/PD: Ms. Lysa Hagan, Department of Elementary Education*

**\*Geriatric Education Center (GEC) FY 11**

FY 2011 Award: \$21,600  
 Total Award: \$21,600 (Interagency Agreement - *renewal*)  
 Sponsor: U.T. Medical Branch – Galveston (D.H.H.S.)  
 Term (this action): July 1, 2010 – June 30, 2011  
 Description: *The purpose of this federally sponsored program is to help provide high-quality, continuing education in geriatrics and to improve health care for older adults including those in rural communities. PI/PD: Ms. Janis Ritter, AHEC, College of Sciences and Mathematics*

**Previously Described Awards****Building Efficiency and Retrofit Revolving Loan Program- Phase I (ARRA Stimulus Funds)**

FY 2011 Award: \$3,917,185      Total Award: \$9,817,961  
 PI/PD: Mr. Lee Brittain, Physical Plant Department

**Child Welfare Professional Development Project FY11**

FY 2011 Award: \$147,013      Total Award: \$176,415  
 PI/PD: Ms. Becky Price-Mayo, School of Social Work

**Development of a Watershed Protection Plan for Attoyac Bayou**

FY 2011 Award: \$64,783      Total Award: \$194,348  
 PI/PD: Dr. Matthew McBroom, Waters of East Texas Center, School of Forestry

**SHRT Women of Color Grant Evaluation (WOC)**

FY 2011 Award: \$50,000      Total Award: \$250,000  
 PI/PD: Dr. Freddie Avant, School of Social Work

\*New awards

Prepared by the Office of Research &amp; Sponsored Programs

**Grants awarded between June 25, 2010 and September 15, 2010*****Mentor Program and Workshops for Area Child Care Providers (ARRA Stimulus Funds)***

FY 2011 Award: \$40,507                      Total Award: \$157,382  
 PI/PD: Ms. Lori Harkness, Department of Elementary Education

***StateView Program Development and Operations for the State of Texas***

FY 2011 Award: \$25,000                      Total Award: \$72,141  
 PI/PD: Mr. P.R. Blackwell, Columbia Regional Geospatial Service Center, Forestry

***Evaluating the Effectiveness of a NASA-led Effort to Build Climate Literacy among NPS & FWS Educators: NASA Earth to Sky II***

FY 2011 Award: \$19,791                      Total Award: \$60,017  
 PI/PD: Dr. Theresa Coble, School of Forestry

***Community-based Cemetery Interpretation***

FY 2011 Award: \$17,100                      Total Award: \$205,200  
 PI/PD: Ms. Chay Runnels, School of Human Sciences

***Special Education IDEA-B (ARRA Stimulus Funds)***

FY 2011 Award: \$12,947                      Total Award: \$26,891  
 PI/PD: Ms. Lysa Hagan, Department of Elementary Education

***Evaluating the Effectiveness of a NASA-NPS Partnership Related to Vegetation Dynamics in Western National Parks***

FY 2011 Award: \$6,500                      Total Award: \$26,000  
 PI/PD: Dr. Theresa Coble, School of Forestry

***Subtotal Current Year Awards (this report) = \$9,559,298***

***Subtotal Continuing Federal Pass-through Awards (total award) = \$11,947,475***

***Subtotal New Federal Pass-through Awards (total award) = \$8,714,705***

**State and State Pass-through Awards*****SFA Mathematics, Science, and Technology (MST) Academy***

FY 2011 Award: \$349,220  
 Total Award: \$698,441 (Grant - continuing)  
 Sponsor: TX Higher Education Coordinating Board  
 Term (this action): November 24, 2008 – August 31, 2011  
 Description: *This grant provides funds to increase the number of fully qualified secondary science and mathematics teachers who have advanced training in the disciplines, and to prepare teachers to offer Advanced Placement courses in mathematics and science.* PI/PD: Dr. Kimberly Childs, STEM Center, College of Sciences and Mathematics

***\*Pineywoods Area Health Education Center (AHEC) FY11***

FY 2011 Award: \$120,000  
 Total Award: \$120,000 (Interagency Agreement - renewal)  
 Sponsor: U.T. Medical Branch – Galveston

*\*New awards*

*Prepared by the Office of Research & Sponsored Programs*

**Grants awarded between June 25, 2010 and September 15, 2010**

Term (this action): September 1, 2010 – August 31, 2011  
 Description: *The purpose of this ongoing project is to build and maintain an integrated, community-based, regional organization to effectively and efficiently address and support achievements of East Texas AHEC objectives.* PI/PD: Ms. Janis Ritter, AHEC, College of Sciences and Mathematics

**\*Cole Audiology Services**

FY 2011 Award: \$99,000  
 Total Award: \$99,000 (Contract)  
 Sponsor: Texas Dept. of Aging and Disability Services  
 Term (this action): September 1, 2010 – August 31, 2011  
 Description: *The purpose of this contract is to provide a Texas board-certified audiologist experienced in working with individuals with developmental disabilities to provide audiology services.* PI/PD: Dr. Danielle Perry, Department of Human Services

**\*Deep East Texas P-16 Regional Marketing and Career Readiness**

FY 2011 Award: \$50,000  
 Total Award: \$50,000 (Grant)  
 Sponsor: Texas Higher Education Coordinating Board  
 Term (this action): September 1, 2010 – August 31, 2011  
 Description: *Funds are provided to facilitate a data-driven effort to create a college-going culture for the region's 28,000 P-12 students and ensure that students have the skills and knowledge necessary to succeed in college and the workforce.* PI/PD: Dr. Mary Nelle Brunson, Academic Affairs

**\*Encouraging the College Bound into Healthcare Occupations (ECHO)**

FY 2011 Award: \$35,435  
 Total Award: \$35,435 (Subcontract)  
 Sponsor: U.T. Medical Branch – Galveston (THECB)  
 Term (this action): June 1, 2010 – May 31, 2011  
 Description: *This project facilitates the delivery of consistent curriculum content at AHEC health career camps, the implementation of various programs to successfully support students moving into higher education and health career degree programs, and the provision of high school counselor educational sessions with the most current research about guiding minority students.* PI/PD: Ms. Janis Ritter, AHEC, College of Sciences and Mathematics

**\*Fish/Mussel Distribution/Habitat Relative to Toledo Bend Reservoir**

FY 2011 Award: \$33,400  
 Total Award: \$38,400 (Interagency Agreement)  
 Sponsor: Sabine River Authority  
 Term (this action): September 1, 2010 – August 31, 2012  
 Description: *Funds from this grant will be used to survey mussel and fish species in Toledo Bend Reservoir in order to develop ecological niche models for sensitive species, as well as investigate the biological and ecological mechanisms that limit Sabine shiner distribution within the Sabine River watershed.* PI/PD: Dr. Michael Collyer, Waters of East Texas Center, Department of Biology

\*New awards

Prepared by the Office of Research & Sponsored Programs

## Grants awarded between June 25, 2010 and September 15, 2010

***\*Dwarf Turf-type and Early Maturing Annual Ryegrass to Establish Perennial Vegetation***

FY 2011 Award: \$4,617  
 Total Award: \$9,234 (Interagency Agreement)  
 Sponsor: Texas Dept of Transportation (U.S. Dept. of Transportation)  
 Term (this action): September 1, 2010 – August 31, 2012  
 Description: *Funds from this award will be used to determine if dwarf or early maturing ryegrasses are less competitive nurse crops for warm season perennials and to identify the long-term effect of treatments on establishment and persistence of warm-season perennials and wildflowers.* PI/PD: Dr. Michael Maurer, Department of Agriculture

***\*Fall 2010 Orientation and Mobility Cooperative Internship Program***

FY 2011 Award: \$2,000  
 Total Award: \$2,000 (Interagency Agreement)  
 Sponsor: TX Dept. of Assistive and Rehabilitative Services  
 Term (this action): September 7, 2010 – November 19, 2010  
 Description: *This grant provides direct Orientation & Mobility services to blind and visually impaired consumers of the Division for Blind Services (DBS).* P I/PD: Mr. Bob Bryant, Department of Human Services

**Previously Described*****Stephen F. Austin State University Charter School***

FY 2011 Budget: \$1,906,268      Total to date: \$4,572,151  
 PI/PD: Ms. Lysa Hagan, Department of Elementary Education

***Systemic Texas Educator Preparation Sites (STEPS) for College and Career Readiness Demonstration Project***

FY 2011 Award: \$338,360      Total Award: \$500,000  
 PI/PD: Dr. Betty Alford, Department of Secondary Education / Educational Leadership and Dr. Kimberly Childs, College of Sciences and Mathematics

***Master College Readiness Special Advisor FY10-11***

FY 2011 Award: \$80,000      Total Award: \$160,000  
 PI/PD: Ms. Debra Kiesel, Academic Affairs

***Disability Services – Interpreter Services 10-11***

FY 2011 Award: \$35,000      Total Award: \$70,000  
 PI/PD: Mr. Chuck Lopez, Disability Services

***Assessment of Population Status and Evaluation of Suitable Habitats for Louisiana Black Bear (Ursus americanus luteolus) in East Texas***

FY 2011 Award: \$21,456      Total Award: \$91,760  
 PI/PD: Dr. Christopher Comer, School of Forestry

\*New awards

Prepared by the Office of Research &amp; Sponsored Programs

FY 2011 Award: \$16,001 Total Award: \$16,001  
PI/PD: Dr. Kevin Langford, Department of Biology

FY 2011 Award: \$16,000 Total Award: \$32,000  
PI/PD: Dr. Kenneth Farrish Waters of East Texas Center, Environmental Science

FY 2011 Award: \$11,178 Total Award: \$23,287  
PI/PD: Dr. Sheryll Jerez, Waters of East Texas Center, Environmental Science

***Subtotal Current Year Awards (this report) = \$1,211,667***

**Subtotal Continuing State/State Pass-through Awards (total award) = \$1,591,489**

**Subtotal New State/State Pass-through Awards (total award)=\$354,069**

FY 2011 Award: \$32,067  
Total Award: \$103,260 (Grant)  
Sponsor: Hogg Foundation for Mental Health  
Term (this action): August 1, 2010 – July 31, 2013  
Description: *Funds are provided to pay tuition and fees of incoming social work graduate students and current bilingual scholarship recipients, and to provide stipends for professional development activities related to the bilingual scholarship program.*  
PI/PD: Dr. Sharon Templeman, School of Social Work

FY 2011 Award: \$9,375  
Total Award: \$18,750 (Contract)  
Sponsor: Union Spring Cemetery Association  
Term (this action): August 1, 2010 – July 31, 2012  
Description: *Funds are provided to collect GPS locations to build a geo database of information inscribed on the headstones of graves in the Union Spring Cemetery and to generate a map based on this information that is suitable for display.*  
PI/PD: Mr. PR Blackwell, Columbia Regional Geospatial Service Center, Forestry

FY 2011 Award: \$5,862  
Total Award: \$30,608 (Interlocal Agreement - *continuing*)  
Sponsor: Nacogdoches County  
Term (this action): September 16, 2008 – August 31, 2013

**Grants awarded between June 25, 2010 and September 15, 2010**

Description: *Funds are provided to monitor and analyze the presence of wetlands at Lake Naconiche for five years following closure of the dam.* PI/PD: Dr. Hans Williams, Waters of East Texas Center, School of Forestry

**\*Tournées Festival Film Program**

FY 2011 Award: \$1,800  
 Total Award: \$1,800 (Grant - *renewal*)  
 Sponsor: French American Cultural Exchange  
 Term (this action): September 1, 2010 – August 31, 2011  
 Description: *This award supports the screening of contemporary French cinema on the SFASU campus.* PI/PD: Dr. Joyce Johnston, Department of Modern Languages

**\*Elizabeth Brown Grant for Interior Design Programs**

FY 2011 Award: \$1,000  
 Total Award: \$1,000 (Grant)  
 Sponsor: IFDA Educational Foundation  
 Term (this action): August 24, 2010 – November 30, 2010  
 Description: *This grant provides funds to update SFASU's Interior Design program's code library in order to enhance current curriculum.* PI/PD: Dr. Sally Ann Swearingen, School of Human Sciences

**Previously Described*****Beaumont Foundation of America Scholarships***

FY 2011 Award: \$82,500                      Total Award: \$190,500  
 PI/PD: Mr. Michael O'Rear, Financial Aid

***Vegetative Community Development on Reclaimed Coal Mine Land in East Texas***

FY 2011 Award: \$41,370                      Total Award: \$106,609  
 PI/PD: Dr. Brian Oswald, School of Forestry

***Welch Chemistry Departmental Research Grant FY11***

FY 2011 Award: \$26,250                      Total Award: \$35,000  
 PI/PD: Dr. Michael Janusa, Department of Chemistry

***Morinne T. Perkins, Wilma Perkins Jorgensen, and Marilyn Perkins Buie - James I. Perkins Family Research Associates in Elementary Education***

FY 2011 Award: \$15,000                      Total Award: \$75,000  
 PI/PD: Dr. Elizabeth Vaughan, Department of Elementary Education

***Black Bear Population Abundance in the Northern Lower Peninsula, Michigan***

FY 2011 Award: \$9,934                      Total Award: \$18,600  
 PI/PD: Dr. Daniel Scognamillo, School of Forestry

***Focused Visitor Research Survey in Grand Teton National Park***

FY 2011 Award: \$8,140                      Total Award: \$24,420  
 PI/PD: Dr. Pat Stephens-Williams, School of Forestry

\*New awards

Prepared by the Office of Research & Sponsored Programs

**Grants awarded between June 25, 2010 and September 15, 2010*****Louisiana Black Bear Habitat Evaluation***

FY 2011 Award:	\$6,982	Total Award:	\$19,200
PI/PD: Dr. Christopher Comer, School of Forestry			

***Pulmonary Health Initiative***

FY 2011 Award:	\$6,000	Total Award:	\$26,000
PI/PD: Ms. Janis Ritter, AHEC, College of Sciences and Mathematics			

***Long Leaf Pine Data Collection – Research Internship***

FY 2011 Award:	\$3,125	Total Award:	\$17,500
PI/PD: Dr. William Forbes, Department of Social and Cultural Analysis			

***Subtotal Current Year Awards (this report) = \$249,405***

***Subtotal Continuing Private/Local Government Awards (total award) = \$543,437***

***Subtotal New Private/Local Government Awards (total award) = \$124,810***

***Note:***

- *Amounts are based on award notices as they are received from the funding agency, not expenditures or balances in funds/accounts.*
- *Does not include non-grant financial aid or gift accounts.*



**Policies for Board Review  
October 18, 2010**

<b>Policy Name</b>	<b>Policy Number</b>	<b>Primary Action/Change</b>	<b>Page Number</b>
Academic Advising for Undergraduate Students	A-59	Major rewrite.	P-3
Allocation of Information Technology Resources	F-39	Addition of responsibilities for library. Provost is responsible for implementation.	P-5
Annual Budget Preparation	C-2	Removed specific schedule for approval.	P-7
Annual Disclosure of Crime Statistics	D-52	Addition of fire safety and fire statistics.	P-8
Appeal Procedure Relating to the Provision of Accommodations for Students with Disabilities	F-34	Reviewed with no changes.	P-14
Designation of School Status	A-63	Major rewrite.	P-17
Developmental Education and Texas Success Initiative	A-57	Minor changes.	P-20
Distance Education Faculty Competencies and Compensation	A-58	Minor clarifications.	P-25
Doctoral Students: Allowable Credit Hours and Completion Time	A-7.5	Policy title changed. Minor clarifications.	P-27
Effort Reporting and Certification for Sponsored Activities	A-68	Training requirements added.	P-29
Electronic Accessibility	F-44 NEW	New policy.	P-32
Faculty Evaluation and Merit Pay	E-20A	Policy title changed. Major rewrite.	P-34
Faculty/Staff Traffic Appeals	D-12	Updated titles and clarified schedule of appeals board.	P-37
Food Purchases	C-13	Minor wording changes; updated title.	P-41
Graduate Student Orientation and Advisement	A-61	Policy title changed. Minor wording changes.	P-43
Guest Lecturers	A-21	Minor clarifications.	P-45
Homer Bryce Stadium and William R. Johnson Coliseum	B-12	Reviewed with no changes.	P-46
Inclement Weather and Other Emergencies	D-19.1	Updated staff title.	P-48

<b>Policy Name</b>	<b>Policy Number</b>	<b>Primary Action/Change</b>	<b>Page Number</b>
Minimum Length of Courses	A-14	Policy title changed. Minor wording changes.	P-49
Performance Review of Officers Reporting to the Provost and VPAA	E-38A	Minor wording changes.	P-50
Recording of Broadcasts for Educational Use	A-33	Minor clarifications.	P-51
Reporting of Abuse, Exploitation or Neglect of Elderly or Disabled Persons	D-46	Updated statutory references.	P-53
Residence Requirement	A-55	Minor clarifications.	P-55
Scholarship Disbursement	F-24	The account manager of scholarships will determine whether funds should be repaid if student becomes ineligible.	P-57
Stone Fort Museum Collections	F-25	Minor clarifications; cross-referenced to Gift Policy	P-59
Student Evaluation of Instruction	A-48	Each section of each course to be evaluated each semester.	P-62
Student Organization Risk Management Training	F-43	Major rewrite.	P-63
Summer Teaching Appointments	A-18A	Minor clarifications.	P-65
Timely Warning	D-51	Major rewrite.	P-66
Training and Certification of University Vehicle Operators	D-36	Reviewed with no changes.	P-69
Transfer Admission	A-44	Minor wording changes.	P-72

## Academic Advising for Undergraduate Students (A-59)

**Original Implementation:** October 31, 2000

**Last Revision:** ~~October 30, 2007~~ October 18, 2010

### Introduction

~~The mission of undergraduate academic advising at Stephen F. Austin State University (SFASU) is to support students in reaching their full educational potential through personal exploration, goal setting and academic mastery. Advisors provide information and encouragement as students define, plan and accomplish their educational, career and life goals.~~

Each academic unit ~~will~~ shall provide all its undergraduate students, both full-time and part-time, with a systematic, ~~and~~ effective advising program. *An advising session is mandatory for undergraduate students prior to registration for courses in the following situations:*

~~All students who are required and those who choose to be advised prior to every registration period are to be advised according to the following guidelines:~~

- ~~Each semester for All~~ students with fewer than 60 earned hours of credit;
- ~~Each semester for students and all students~~ on academic probation;
- ~~At least one a~~Annually ~~advisement~~ for students with 60 or more earned hours of credit;
- 1. ~~must be advised prior to each registration period.~~

~~Students with 60 or more earned hours of credit must be advised on an annual basis and may be advised more frequently if desired, and should have an official degree plan on file.~~

*Students retain the right to be advised more frequently. Individual academic units may specify additional requirements that could require of students for to participate in mandatory advising. Students should be advised that an official degree plan should be filed once 90 hours of credit are earned.*

*The responsibilities of the academic advisor shall include, but are not limited to, informing advisees of the following: The responsibilities of the advisor toward students may include, but are not limited to, the following: areas of planning and mentoring:*

~~□ exploring and clarifying educational, career, and life goals;~~

- ~~creating~~ Sshort- and long-term plans to accomplish their educational objectives;
- ~~selecting a p~~Program of studyptions tohat match reflects a student's their goals, interests, and abilities;
- ~~understanding and following applying~~ Academic regulations; and procedures and requirements;
- ~~identifying appropriate courses~~

- ~~notifying students of course drop and semester credit hour limitations~~
- *Information about degree requirements, such as the core curriculum, major-specific courses, course sequencing, minimum grade-point averages, removal of withheld grades, and time limits for completion of degree programs;*
- *University requirements, such as minimum course load for full-time classification, repeat courses on grade point average, timetable for dropping courses, and residency requirements;*
- *Deadlines to submit degree and graduation plans-*

*During each registration period, ~~Each academic units~~ responsible for advising students must have an appropriate number of advisors available on a published schedule ~~provide daily advising opportunities.~~ each registration period for the following tasks:*

- ~~advising the student on degree requirements such as core, major or other required courses, proper sequencing of courses, minimum hours of credit, minimum grade-point averages, removal of withheld grades and time limits for completion of degree programs~~
- ~~advising the student on University requirements such as minimum course load to be classified as a full-time student, impact of repeat courses on grade point average, timetable for dropping individual courses and the impact on grade point average, residency requirements~~
- ~~referring the student to their dean at the appropriate time for completing the signed degree plan and/or final graduation plan~~

Academic advising programs for undergraduate students must be *annually* appropriately evaluated and included in *as part of* the annual-unit assessment ~~report~~*process*.

~~, including information on how the results of the assessment will be used to enhance effective assistance to students.~~

**Cross Reference:** General Bulletin, Student Handbook

**Responsible for Implementation:** Provost and Vice President for Academic Affairs

**Contact for Revision:** Provost and Vice President for Academic Affairs

**Forms:** None

## Allocation of Information Technology Resources (F-39)

**Original Implementation:** October 31, 2000

**Last Revision:** ~~January 30, 2007~~ October 18, 2010

### RESOURCE ALLOCATION

The allocation of information technology resources is consistent with the university's strategic plan as submitted to the State of Texas Legislative Budget Board every biennium. ~~Within the strategic plan is a separate appendix for information resource (IR) goals and objectives.~~ These items are updated every biennium and are consistent with the institution's purpose and goals.

Three organizational entities are primarily responsible for executing the *information resource (IR)* ~~strategic plan~~ function: Information Technology Services (ITS), Office of Instructional Technology (OIT), and the university library. These three entities provide central IR services for the campus. The following chart displays the organization and *the* functional responsibilities for these IR services.

<b>LIBRARY</b>	<b>INSTRUCTIONAL TECHNOLOGY</b>	<b>UNIVERSITY INFORMATION SYSTEMS</b>
<del>University Webmaster</del> <i>Library Web Services</i>	Coordination of:	Help Desk (Faculty, Staff, and Students)
<del>Commercial Electronic Information</del> <i>Subscription &amp; Open Access Resources</i>	Distance Education	Personal Computer Repair (Faculty, Staff, and Students)
<del>Instructional Research Support</del>	Distributed Learning	Administrative Application Systems
<del>Faculty Research Support</del>	Environments	Telephone Service
<del>Distance Learning Library</del> <del>Coordination (including Internet)</del> <i>Support</i>	Technology Research and Development	Local and Wide-Area Networks
<i>Tutoring Services</i>	Faculty Training/Consultation	Internet and Internet2 service
		University Portal (mySFA)
		E-mail Service

Electronic Resource- Based Instruction <i>University Archives</i>		
Records Retention Management		
Test Grading		
<i>Computer Labs</i>		
<i>Technology Classrooms</i>		

The remaining IR responsibility lies primarily with the six academic colleges. Each college is responsible for offering ~~state-of-the-art~~ modern computer labs and faculty desktop computing.

Allocation of information technology resources is aligned with implementation of institutional goals, objectives, and strategies.

**Cross Reference:** None

**Responsible for Implementation:** ~~President~~ *Provost and Vice President for Academic Affairs*

**Contact for Revision:** Director, Information Technology Services; Director, Office of Instructional Technology; Director of Library

**Forms for Implementation:** None

## Annual Budget Preparation (C-2)

**Original Implementation:** March 1, 1989

**Last Revision:** ~~October 30, 2007~~ *October 18, 2010*

Preparation of the annual operating budget is coordinated through the Office of the Vice President for Finance and Administration. Guidelines are established by the president based upon legislative appropriations, student fees and other local income, non-pledged and pledged auxiliary system student fees and other income, the university's allocation of the Higher Education Fund, and estimates of other fund revenues. Guidelines will reflect current legislative appropriation riders in effect and any other legal restrictions. Budgets will be prepared by operating department heads, submitted to the next appropriate level of review, to the vice president in charge of the division, to the president for review, and then to the Board of Regents for final consideration. The schedule for preparation of the budget will be determined by the vice president for finance and administration in association with the president's cabinet. ~~Generally the schedule may allow for board of regents review in April on even-numbered years and for review in July for odd-numbered years.~~ Approved budgets will be announced to the university departments through administrative channels following approval of the Board of Regents.

All budgets are based on available funds and no expenditures may be made except as provided for in the approved budget or in accordance with changes approved by the board.

**Cross Reference:** None

**Responsible for Implementation:** Vice President for Finance and Administration

**Contact for Revision:** Vice President for Finance and Administration

**Forms:** None

## Annual Disclosure of Crime Statistics (D-52)

**Original Implementation:** October 30, 2007

**Last Revision:** ~~None~~ October 18, 2010

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, commonly referred to as the “Clery Act,” *and/or the Higher Education Opportunity Act of 2008 (HEOA)*, requires institutions of higher education receiving federal financial aid to report specified crimes *and fire* statistics on college campuses and to provide other safety and crime information to members of the campus community. Campuses must publish an Annual Security *and Fire Safety* Report detailing statistics regarding reported crimes committed on campus and at affiliated locations for the previous three calendar years, *fires that occur in on-campus residence halls*, and describing specified policies, procedures and programs regarding safety and security. This requirement of the Clery Act is intended to provide students and their families, as higher education consumers, with accurate, complete and timely information about the safety of the campus so that they can make informed decisions.

The ~~Clery Act~~ *federal law* requires the collection and reporting of annual crime statistics reflecting reports of specified crimes that occur on and adjacent to a university campus and certain properties associated with the campus *as well as fires that occur in on-campus residence halls*. The statistical compilation must be broken down by specified types of crimes and campus disciplinary referrals, and must indicate if a specified crime is a hate crime. Campuses must also provide a geographic breakdown of the crime statistics according to the following defined geographic areas: “on campus” (including further breakdown of the number of crimes that occurred in campus student residential facilities), “in or on a non-campus building or property” and “on public property.”

### **Annual Security *and Fire Safety* -Report**

The Stephen F. Austin State University Police Department (SFAPD) prepares an Annual Security *and Fire Safety* Report to comply with the Clery Act *and HEOA*. This report is prepared in cooperation with the Residence Life and the Student Rights and Responsibilities departments. Each entity provides updated information on their educational efforts and programs to comply with the Clery Act.

SFAPD officers enter all reports and all crime incidents reported directly into an automated case management software program. Once an officer enters the report in the program, a departmental administrator reviews the report to ensure it is classified within the appropriate crime category. The department examines the data to ensure that all



crimes that have been reported are recorded in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting (UCR) Handbook as required by the Clery Act regulations.

SFA is required under the Clery Act to provide a Crime Statistics Summary Report related to its campus and other locations by calendar year. This SFA Crime Statistic *and Fire* Summary Report is sent annually to the U.S. Department of Education and can be viewed on the Office of Postsecondary Education–Department of Education’s website at <http://ope.ed.gov/security/GetOneInstitutionData.aspx>  
<http://ope.ed.gov/security/InstDetail.asp>

The university’s Annual Security *and Fire Safety* Report (ASR) is updated each year and it is available on the SFA Web site at: <http://www.sfasu.edu/upd/crimestats.asp>. Copies of the ASR may also be obtained at the SFA Police Department, located on East College Street, or by calling 936.468.2252.

The Annual Security *and Fire Safety* Report must describe specified campus policies concerning:

- Reporting criminal activity or other emergencies on campus;
- Security of, maintenance of and access to campus facilities;
- Authority of campus law enforcement units;
- Monitoring and recording through local police agencies of off-campus criminal activities by students; ~~and~~
- Alcohol and drugs;:-
- *Fire Safety;*
- *Fire Suppression in Residence Halls; and*
- *Timely Warning Procedures.*

In addition, the report must describe:

- The type and frequency of campus programs to inform students and employees about campus security procedures and precautions and the prevention of crimes;
- Available drug and alcohol abuse prevention education programs;
- Campus programs to prevent sexual assaults, including procedures to be followed when such an assault occurs; and
- Where law enforcement agency information concerning registered sex offenders may be obtained.

#### **Definitions of Reportable Crimes:**

*Arson* is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

*Aggravated Assault* is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

*Burglary* is the unlawful entry of a structure to commit a felony or a theft.

***Destruction/Damage/Vandalism of Property (except "Arson")*** is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

*Drug Law Violations* is defined as the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics-manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

*Hate Crime* is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias against a race, religion, disability, sexual orientation, or ethnicity/national origin.

- Race: A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).
- Gender: A preformed negative opinion or attitude toward a group of persons because those persons are male or female. Gender bias is also a Clery Act-specific term, not found in the FBI's Hate Crime Data Collection Guidelines.
- Religion: A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).

- Sexual orientation: A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).
- Ethnicity/national origin: A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).
- Disability: A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

*Illegal Weapons Possession* is defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

*Intimidation* is to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

*Larceny-Theft* is the unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Note: Constructive possession is defined by Black's Law Dictionary, 6th ed. as "where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.")

*Liquor Law Violations* is defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness. Included in this classification is the furnishing, possessing, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating still; furnishing liquor to a minor or intemperate person; underage possession; providing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and attempts to commit any of the above.

*Motor Vehicle Theft* is the theft or attempted theft of a motor vehicle.

*Murder and Non-Negligent Manslaughter* is defined as the willful (non-negligent) killing of one human being by another.

*Negligent Manslaughter* is defined as the killing of another person through gross negligence.

*Robbery* is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

*Sex Offenses – Forcible* is defined as any sexual act directed against another person, forcibly and/or against that person's will; or not forcible or against the person's will where the victim is incapable of giving consent.

*Sex Offenses – Non-forcible* are incidents of unlawful, non-forcible sexual intercourse. Only two types of offenses are included in this definition; incest and statutory rape.

***Simple Assault*** is an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

### **Other Policy-Related Definitions**

*Campus* is defined as any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is frequently used by students and supporters for institutional purposes (such as food or other retail vendor).

*Non-campus building or property* is defined as any building or property owned or controlled by a student organization officially recognized by the institution; or any building or property (other than a branch campus) owned or controlled by an institution that is used in direct support of or relation to the institution's educational purposes, is frequently used by students and is not within the same reasonably contiguous geographic area of the institution.

*Public property* is defined as all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare or parking facility, and is adjacent to a facility owned or controlled by the

institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

### **Campus Security Authorities**

Campus security authorities, as defined by the Clery Act, have an obligation to report allegations of Clery Act-defined crimes that they conclude are made in good faith. These crime allegations should be reported to the SFA Police Department (SFAPD). The Clery Act definition of a campus security authority includes SFA personnel beyond SFAPD officers. An official of SFA who has significant responsibility for student and campus activities, including but not limited to, student housing, student discipline and campus judicial proceedings, is a campus security authority. The intent of including non-law enforcement personnel as campus security authorities is to acknowledge that many individuals and students in particular are hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus-affiliated individuals.

### **Counselors Confidential Reporting**

Campus professional counselors, when acting as such, are not considered to be campus security authorities and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The Clery Act defines a professional counselor as an employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

**Cross Reference:** 20 USC 1092(f); *Higher Education Opportunity Act, Public Law 110-315 (8/14/08)*; Timely Warning Policy (D-51)

**Responsible for Implementation:** Vice President for University Affairs

**Contact for Revision:** Chief of University Police

**Forms:** None

## Appeal Procedure Relating to the Provision of Accommodations for Students with Disabilities (F-34)

**Original Implementation:** July 14, 1998

**Last Revision:** ~~October 30, 2007~~ *October 18, 2010*

Students enrolled at Stephen F. Austin State University, or faculty or staff members requested to make accommodations for persons with disabilities, who disagree with the provision of accommodations or the denial of accommodations may submit an appeal to the director of disability services/ADA coordinator (director) located in disability services, Room 325 of the Human Services Building. Appeals covered under this policy may be initiated by: 1) student or faculty member, regarding the provision of academic accommodations; 2) student or staff member, regarding the provision of accommodations for non-academic programs or activities; 3) student, regarding the denial of accommodations by the director of disability services; 4) student, regarding the denial of housing accommodations by the director of housing.

Appeals of decisions of the director of disability services (number 3 above) should be submitted to the vice president for university affairs, or their designee (VPUA/D), located in Room 314 of the Austin Building. Grievances or complaints of discrimination based on disability relating to other circumstances not described above should be addressed through the university's "Discrimination Complaints/Sexual Harassment" policy, E-46, a copy of which may be obtained *online*, from the director of disability services/ADA coordinator or the university's general counsel.

The appeal should be written; should state the specific nature and basis of the appeal; and, should be signed and dated by the individual making the appeal. It should be provided to the director or VPUA/D in a timely manner following the decision being appealed, but not later than 180 days from the date of notification of the decision being appealed.

Within two (2) working days of receipt of the appeal, the director or VPUA/D will schedule a meeting with the chair/director of the department involved, the faculty or staff member involved, and the student. The purpose of this meeting will be to review the circumstances and, if possible, to reach a mutually agreed upon resolution.

If unresolved, the appeal will be forwarded by the director or VPUA/D to an Appeal Review Committee (Committee) for a second and final decision.

Depending upon the administrative or academic area involved in the decision being appealed, the Appeal Review Committee will be composed of three members selected by

the director or VPUA/D. The director will serve as chair and ex officio member of the committee in situations listed above with the exception of number three (3) when the VPUA/D will appoint a faculty member or academic administrator with background and/or experience in disability-related matters to serve as chair. In academic appeals (number 1 above), the committee will be composed of one faculty member from the department involved; the dean of the college involved; and a member of the ADA Advisory Committee. For appeals in non-academic programs and activities and housing accommodations (numbers 2 and 4 above), the committee will be composed of: one staff member from the department involved; the director of the department involved; and a member of the ADA Advisory Committee. In appeals relating to denial of accommodations (number 3 above), the committee will be composed of one faculty member from the Department of Human Services; and two additional members knowledgeable about ADA issues. When selecting committee members, the director or VPUA/D shall exclude individuals who served on the Academic Assessment Committee or the Housing Assessment Committee that provided initial review of the documentation and/or request. The director or VPUA/D will communicate the decision and /or recommendations of the Appeal Review Committee to the individual seeking the appeal.

In all circumstances listed above, the Appeal Review Committee may seek input from appropriate parties other than committee members, including the student making the appeal, a faculty or staff member with experience relevant to the circumstances, the VPUA/D for academic affairs, dean of another college, or another director or department head with relevant experience. The Appeal Review Committee may seek advice from the university's general counsel.

It is the intent of the university that meetings related to the appeal are informal in nature to allow all parties the opportunity for reasonable input and discussion. The appeal process, including the initial meeting, the meeting of the Appeal Review Committee and communication of the final decision to the individual making the appeal should be completed with expediency, ideally within seven (7) to ten (10) working days to avoid any delay in provision of accommodations or support services.

For specific information regarding provision of academic assistance, refer to policy F-33, Academic Accommodation of Students with Disabilities. Refer to policy D-3, Animals on University Property, for service animal information. For general policy information, refer to policy F-16, Accessibility for Persons with Disabilities.

**Cross Reference:** Accessibility for Persons with Disabilities (F-16); Academic Accommodation of Students with Disabilities (F-33); Animals on University Property (D-3)

**Responsible for Implementation:** Vice President for University Affairs

**Contact for Revision:** Director of Disability Services

**Forms:** None



## Designation of School Status (A-63)

**Original Implementation:** February 3, 2005

**Last Revision:** ~~October 30, 2007~~ October 18, 2010

### I. Introduction

Stephen F. Austin State University is subdivided into colleges for the purpose of accommodating broad program areas with common academic interests. The colleges are further subdivided into *academic* units designated as departments, ~~schools and or~~ divisions ~~for the purpose of allowing to enable~~ smaller scholarly communities to devote attention to specific degree programs for students and ~~find collegial support for research and service along traditional disciplinary lines.~~

~~From time to time there arises a need to seek the support of the university-wide academic community to allow academic units to become redrawn and re-organized as specialized units within the college pursuing a common goal and under the leadership of the college dean. Such a unit may be designated as "school".~~

### II. Definitions

1. ~~University~~ an entity of higher education chartered by the state to grant degrees and headed by a president.
2. ~~College~~ the highest academic sub-unit of the university, offering programs of study leading to a degree, and headed by an academic dean.
3. ~~School~~ the subdivision of a college organized for the common purpose of providing higher education in specialized or professional fields that lead to a degree, certification, or licensure, and headed by a director or associate dean.
4. ~~Department/Division~~ an academic sub-unit of a college having a common disciplinary or scholarly objective and headed by a chair or other academic administrator.

### III. Guidelines For Designating School Status

An academic units seeking school status ~~will~~ *shall* be evaluated using the following guidelines:

1. The unit should offer primarily professional programs and degrees.
2. The programs of the unit should ~~be have~~ *professional* accreditation ~~by professional agencies.~~
3. The unit should have a total enrollment of *at least 150* students majoring in its programs ~~of at least 150.~~
4. ~~The unit must have a qualified, well-trained faculty.~~
- 5.4. The unit may have been the recipient of a substantial endowment or gift.

#### IV.II. Proposal Review and Approval

~~Before an academic unit of a college can receive "school" status, that unit must bring~~ *An academic unit seeking "school" status should develop a proposal before the council of deans. The proposal should that provides qualitative and quantitative data relating to the vision of the unit justifications for acquiring the school designation. The proposal, endorsed by a two-thirds vote of full-time faculty members (tenured and tenure-track) within the unit, That information should be organized around the following categories:*

1. A concise statement ~~giving should outline~~ the rational for the request ~~to re-designate the academic unit as a school.~~ This statement should address the distinctiveness of the discipline and the advantages of school status to future graduates of the program. *A clear discussion should demonstrate how the request addresses the university's guidelines for awarding designation as a school.*
2. ~~A discipline specific self-study that has been completed within the last five years (with appropriate up-dates) copies of visitors' reports, and annual assessment documents outlining the goals and accomplishments of the unit during the past five years.~~
- 3.2. ~~Background of the unit including the history of the unit, outside drivers for the requested change in unit status, staffing for the program including a faculty list with degrees, accreditation, degree options available to students, trends in student placement, comparable~~ *The impact of the change on staffing (faculty and administrative) and resources should be examined in detail. Peer programs at other universities should be presented for comparison purposes, if available, recommendations from an advisory board where applicable, and/or letters of recommendation support from professionals or practitioners in the field, and enrollment projections for five years should be attached and referenced in the discussion.*
3. A quality enhancement plan ~~which should addresses the continuous describe how school status will be leveraged improvement of the effectiveness of the unit for a~~

*over the next five year period to improve academic programs*~~directly following the designation of school status.~~

- ~~1-4.~~ *A discipline-specific self-study completed within the last five years (with appropriate updates) should accompany the proposal. Copies of visitors' reports and annual assessment documents should be included, if available.*

*Upon endorsement by the faculty of the academic unit, the proposal shall be forwarded to the college's dean. If recommended by the dean, the proposal shall be reviewed by the Deans Council and provost and vice president for academic affairs. If approved, the proposal shall be forwarded to the president, who may present it to the Board of Regents for consideration. ~~Upon the recommendation of the council of deans and the approval of the provost and president, the proposal will be placed on the board of regents' agenda for approval. After approval is received~~ For final approval, a request for approval will shall be forwarded to the Texas Higher Education Coordinating Board.*

**Source of Authority:** Provost and Vice President for Academic Affairs

**Cross Reference:** None

**Contact for Revision:** Provost and Vice President for Academic Affairs

**Forms:** None

## Developmental Education and Texas Success Initiative (A-57)

**Original Implementation:** April 18, 2000

**Last Revision:** ~~October 30, 2007~~ October 18, 2010

The Texas Success Initiative (TSI) is a program administered by the Center for College Readiness at the Texas Higher Education Coordinating Board (THECB). The objective of the program is to assist colleges and universities to ensure that Texas students are prepared academically to succeed in higher education.

The TSI program requires each institution of higher education to assess the academic skills of each entering undergraduate student to determine the student's readiness to enroll in freshman-level academic coursework. The THECB designates particular diagnostic instruments approved for assessing students' skills in reading, writing, and mathematics.

Entering undergraduates may earn exemption from TSI assessment by supplying certain scores on designated assessment instruments, such as SAT, ACT, or *Texas Assessment of Knowledge and Skills (TAKS)*-TAKS. Other students may earn exemptions through prior study at private or out-of-state institutions, or through qualifying military service.

The purposes of this ~~e-SFASU Developmental Education~~ policy are to:

- articulate *Stephen F. Austin State University's (SFA)* requirements regarding TSI assessment and developmental coursework;
- promote quality and accountability in developmental education and advising;
- provide for effective delivery of the developmental education program; *and,*
- ensure that all students receive assistance in becoming ready to succeed in freshman-level academic coursework.

### Exemption from Testing

The assessment requirements of the TSI program do not apply to ~~a the following~~ students *who*:

- ~~has a student who has~~ graduated with an associate or baccalaureate degree from an *accredited* institution of higher education;

- ~~a student who has~~ transferred to SFA from a *private, independent, or accredited out-of-state institution* ~~private, independent or accredited out-of-state institution~~ of higher education after satisfactory completion of college-level coursework as designated by SFA;
- ~~a student who is~~ serving on active duty as a member of the armed forces of the United States or the Texas National Guard;
- ~~a student who is~~ currently serving as a member of a reserve component of the armed forces of the United States and has been serving for at least the three-year period preceding SFA enrollment;
- ~~a student who was~~ honorably discharged, retired or released from active duty as a member of the armed forces of the United States or the Texas National Guard on or after August 1, 1990;
- ~~a student who was~~ honorably discharged, retired, or released from service as a member of a reserve component of the armed forces of the United States on or after August 1, 1990;
- ~~a student who is~~ enrolled at SFA in a non-degree-seeking status;
- ~~a student who has~~ achieved certain scores as determined by THECB on the SAT or ACT and has enrolled at SFA within five years of achieving those scores;
- ~~a student who has~~ achieved certain scores as determined by THECB on the exit-level assessment required for public high school graduates in Texas and has enrolled at SFA within three years of achieving those scores; *and,*
- ~~a student who has~~ satisfied all readiness requirements at another Texas institution of higher education and has supplied appropriate documentation of that status.

### Testing Requirements

SFA accepts scores ~~from~~ any of the assessment instruments designated by THECB. ~~for use in assessing college readiness: THEA, ASSET, COMPASS or ACCUPLACER.~~ Each undergraduate student must supply assessment scores in reading, writing, and mathematics, or demonstrate qualification for exemption from such assessment, prior to initial enrollment.

Under exceptional circumstances, a student may be allowed to enroll in certain freshman-level courses for one semester without TSI assessment scores. (Enrollment restrictions based on prerequisites and other entry criteria will limit courses for which the student is eligible.) The student must then supply TSI assessment scores by the end of the first semester of enrollment. Examples of exceptional circumstances include a documented

illness, injury, or emergency that prevented testing, or necessary delays in providing appropriate accommodations for a student with a documented disability.

### Developmental Education Program and Advising

For each student who fails to meet the minimum passing standards as set by THECB, ~~on a TSI assessment instrument, SFA will provide~~

~~to~~ provide individual advising regarding developmental education necessary to ensure the readiness of that student in performing freshman-level academic coursework. *SFA will also*

~~to~~ assist the student in developing an individual plan for academic success, ~~including enrollment in developmental and non-developmental coursework.~~

Each student who has not met all college-readiness requirements must meet with an advisor in the Academic Advising Center (AAC) before registering for classes each semester. The student's progress toward ~~s achieving meeting~~ readiness standards will be reviewed ~~during that meeting, and the~~. An advisor will provide individual assistance in registering for required developmental coursework. ~~and in resolving any questions related to the student's readiness status.~~

### Meeting Developmental Requirements

For each failed area of *deficiency* ~~a TSI assessment instrument~~, the student must enroll immediately in developmental coursework to address that area of deficiency. ~~The student must continue to enroll in assigned developmental coursework until the AAC SFASU determines that the student is ready to perform freshman-level academic coursework in that area. As indicators of readiness, the AAC SFASU may consider the student's performance in developmental education, performance in appropriate non-developmental coursework, and/or performance on an approved TSI assessment instrument. For course-based developmental work (ENG 099, MTH 099, RDG 098), an earned grade of "C" or higher will demonstrate that the student is college-ready. A student may retest at any time to demonstrate readiness using any of the four assessment instruments approved by THECB. (THEA, ASSET, COMPASS or ACCUPLACER). It is the student's responsibility to submit any updated test scores to the AAC. Academic Advising Center.~~

### Documentation of TSI Status

In accordance with THECB regulations, the *student's* SFA transcript will indicate each student's current status regarding college readiness in reading, writing, and mathematics. This status will be updated each semester. ~~as soon as practical and feasible.~~

### Dual-Credit and Concurrent Students

High school students who achieve ~~sufficient~~*certain* scores on the tenth-grade Texas Assessment of Knowledge and Skills (TAKS) test (or other state-administered assessment approved by the THECB) may enroll in dual-credit courses *through their senior year of high school* without taking a state-approved TSI assessment. ~~through their senior year of high school.~~ Upon enrolling for degree-seeking credit *at SFA*, these students must satisfy requirements for TSI exemption or take an approved TSI assessment test in reading, writing, and mathematics.

Any high school student seeking concurrent enrollment must demonstrate qualification for exemption from TSI assessment or *earn an acceptable score on* ~~take an~~ approved TSI assessment instrument before enrolling ~~in any coursework~~ at SFA.

### Attendance, Grades, and Academic Standing

~~Students who have not met all readiness requirements must engage in appropriate, continuous developmental education upon enrolling at SFASU.~~ Students are not allowed to drop developmental courses from their schedule unless they pass a TSI assessment instrument or can provide documentation of satisfying readiness requirements in another manner. If a student is allowed to drop a developmental course, the dropped course does not count towards the course drop limitation policy as described in the Texas Higher Education Coordinating Board Rules, Chapter 4, Subchapter A, Section 4.34.10.

Grades earned in developmental courses do not count towards a student's cumulative GPA. Credit for developmental courses may not be used to meet graduation requirements.

### Evaluating Effectiveness of Developmental Education

~~T~~Beginning in the 2007-2008 academic year and every third year thereafter, the Academic Advising Center AAC will collect and compile information about students' success in achieving TSI readiness standards. *This information will be prepared for the provost and vice president for academic affairs. If subsequent performance in related freshman-level academic coursework is to be collected and complied, this would be the responsibility of individual academic units.*

~~and their subsequent performance in related freshman-level academic coursework. This information will be prepared for the Office of the Provost and Vice President for Academic Affairs, and it will be used to determine program modifications and enhancements to ensure student success.~~

**Cross References:** ~~Texas Higher Education Coordinating Board Rules, Chapter 4, Subchapter A, Section 4.319 Tex. Admin. Code §§ 4.10, .51-.60; and Subchapter C, Section 4.51-4.60; Texas Education Code, Section 51.3062 Tex. Educ. Code § 51.3062~~

**Responsible for Implementation:** Provost and Vice President for Academic Affairs

**Contact for Revision:** Provost and Vice President for Academic Affairs

**Forms:** None



## Distance Education Faculty Competencies and Compensation (A-58)

**Original Implementation:** August 1, 2000

**Last Revision:** ~~October 30, 2007~~ October 18, 2010

Employees may receive a stipend for the development of online courses or portions of online courses and/or for teaching or delivering an online course. No stipends are given for developing or delivering hybrid or *interactive television (ITV)* courses.

*Distance education courses ~~definitions are classified as~~ include the following:*

- *Online course – A course which has been approved by the Office of Instructional Technology (OIT) as fully-developed for online delivery.*
- *Hybrid course – A course which has not yet been approved as a fully-developed online course yet delivers at least 50% of its instruction online.*
- *ITV course – A course in which the majority of the content is delivered using two-way interactive television between ~~one~~ two or more locations.*

*Three requirements must be met to be eligible*

*To be eligible to receive a stipend for developing or teaching an online course; (1) the person must be ~~recognized-certified by~~ by the Office of Instructional Technology (OIT) as an ~~certified~~ online instructor, (2) the person must be ~~and~~ approved by the appropriate academic chair/director and dean to offer the class, and (3) ~~In addition,~~ the course must be ~~approved-recognized by the Office of Instructional Technology-OIT~~ as a fully-developed online course. While OIT shall assess the design elements of a course for online delivery, ~~Course~~ the content and quality of online courses ~~is a~~ are the responsibilities of the ~~departmental academic unit and college responsibilities~~. Persons who received online or distance education certification prior to employment at Stephen F. Austin State University (SFA) may be granted SFA certification by demonstrating competency in online course development and teaching to the satisfaction of OIT.*

*The provost and vice president for academic affairs, after receiving recommendations from ~~the~~ OIT and the distance education committee, shall set ~~The~~ the amount of the stipends for the development and/or delivery of online courses ~~is set by the provost and vice president for academic affairs after receiving recommendations from the OIT and the distance education committee.~~*

*For the purposes of clarification, distance education course definitions are as follows:*

- *Online course – A course which has been approved by SFASU as being fully-developed for online delivery.*
- *Hybrid course – A course which has not yet been approved as a fully-developed online course yet delivers at least 50% of the instruction online.*

- ~~•ITV course—A course in which the majority of the content is delivered using two-way interactive television between one or more locations.~~

**Cross Reference:** None

**Responsible for Implementation:** Provost and Vice President for Academic Affairs

**Contact for Revision:** Provost and Vice President for Academic Affairs

**Forms:** None

## Doctoral Students: Allowable Credit Hours and Completion Time (A-7.5)

**Original Implementation:** April 21, 1998

**Revision Date:** ~~April 24, 2007~~ October 18, 2010

1. The doctoral degree typically requires a minimum number of credit hours ~~above those required to obtain beyond~~ a master's degree. ~~Those s~~Students who have reached *ninety-nine (a total of 99)* or more credit hours ~~above those required for a master's degree will shall be disallowed ineligible for student employment by at~~ Stephen F. Austin State University (SFA).
2. ~~Those s~~Students who have completed *ninety-nine (a total of 99)* or more credit hours ~~above those required for beyond~~ a master's degree ~~will shall pay be subject to paying tuition and fees in an amount to be commensurate with the current rate for out-of-state tuition and fees, or the equivalent of full-cost-of-education as determined by Stephen F. Austin State University SFA.~~
3. *After three years of full-time enrollment, a formal review of each student's doctoral progress shall be conducted within the graduate program and shared with the student. Students who have accumulated more than ninety-nine (99) credit hours beyond a master's degree without completing doctoral degree requirements may be terminated from the program by the dean of graduate studies.*
- 3.4. ~~Every academic year, a formal review of each doctoral student's academic progress will be conducted subsequent to three years of full-time enrollment by the appointed graduate program advisor within the department and/or respective college. In all cases, the review process will be initiated within the program/department and follow the guidelines set forward in the most current Graduate Bulletin and/or the most current guidelines as recorded in the Office of the Associate Vice President for Graduate Studies and Research. Each review will result in a progress profile to be shared with the student, major professor, graduate program advisor, department chair, and dean of the college, and placed on record with the Graduate School. Subsequent to the three-year review, a doctoral student must file a progress report signed by the major professor with the graduate program advisor. Accumulation of credit hours in excess of 99 above those required to obtain a master's degree while failing to complete the degree will constitute unsatisfactory progress and may result in the termination of the student's degree program. In the case when a student's program who is terminated, from a program she/he may request a post-termination review, to be conducted by the department chair, graduate program advisor, and dean of the college. The post-termination review may result in a recommendation for reinstatement to the Associate Vice President for dean of graduate studies and Research.~~
- 4.5. ~~A student's written appeal for reinstatement beyond the post-termination review may must be made in writing to the dean of graduate studies University Graduate~~

*Council. ~~The appeal should be sent to the Dean of Graduate Studies to be placed on the agenda of the University Graduate Council for final resolution.~~*

**Cross Reference:** Graduate Bulletin,; ~~Texas Education Code 61.059 (1)~~Tex. Educ. Code § 61.059(l)

**Responsible for Implementation:** Provost and Vice President for Academic Affairs

**Contact for Revision:** Provost and Vice President for Academic Affairs

**Forms:** None

## Effort Reporting and Certification for Sponsored Activities (A-68)

**Original Implementation:** January 29, 2008

**Last Revision:** ~~None~~ October 18, 2010

This policy establishes requirements for recording and reporting employee effort to comply with federal and state laws and regulations [Office of Management and Budget Circular A-21 and Texas Uniform Grant Management Standards II-(B)(11)(h)(1-5, 7)].

Effort reporting is a process that uses after-the-fact activity records to certify that only allowable payroll expenses are charged to or contributed (cost-shared or matched) to grants, contracts, and other sponsored agreements, and that effort commitments to sponsored agreements are met as specified in the agreement.

- A. Effort reports are required for faculty and staff who devote effort (paid or cost-shared) to one or more sponsored agreements that are funded by state or federal sponsors.
- B. Effort is defined as the amount of time spent on a particular activity and is not based on a traditional 40-hour work week. The total effort associated with institutional base salary is defined as 100% effort. This includes instruction, departmental administration, departmental research, sponsored projects, and other activities.

Effort expended for extra compensation, such as salary supplements, stipends, or additional compensation as defined in SFA Policy E-9, or for work not compensated by the university, is not included in effort calculations.

- C. Effort reports should reasonably reflect the activities for which employees are compensated by the institution. However, in the use of any methods for apportioning salaries, it is recognized that, in an academic setting, teaching, research, service, and administration are often inextricably intermingled. Therefore, a precise assessment of factors that contribute to costs is not always feasible, nor is it expected. Reliance, therefore, is placed on estimates in which a degree of tolerance is appropriate ~~[OMB A-21, J.10.b.(1).(e)]~~.
- D. Tolerance is defined by the university as +/- five percent (5%) of the committed effort. Effort certification report adjustments may be required when: 1) certified effort does not match salary expenditures within the tolerance limit for the time

period covered by the report; 2) there are payroll cost transfers; or 3) revised ~~PARs~~ *personnel actions* are generated.

- E. Project directors (PDs) or principal investigators (PIs) are responsible for ensuring that effort certification reports are completed accurately and in a timely manner for each individual subject to this policy and paid and or cost-shared from a grant, contract, or other state/federal sponsored agreement for which they serve as PD/PI.

To confirm that the distribution of activity represents a reasonable estimate of the work performed by the employee during the period, reports will be signed by the employee, PD/PI, or other responsible person with suitable means of verification that the work was performed ~~{OMB A-21, J.10.e.(2).(e)}~~.

- F. Effort certification reports are generated for individuals by payroll when any portion of a salary is paid or cost-shared in a reporting period from state of Texas and/or federally sponsored accounts. Completed forms are returned to the controller's office for review, filing, and retention.
- G. Effort attributed to any state/federal sponsored agreement (grant, contract, or cooperative agreement) must represent work specific to the agreement. Intentional falsification, forgery, or fraudulent alteration of effort certification reports constitutes fraud. Criminal and/or employee discipline measures may be pursued.
- H. *Training in the effort certification process is mandatory for all employees with payroll expenses charged to or contributed (cost-shared or matched) to externally funded grants, contracts, or other sponsored agreements subject to effort reporting requirements, and for departmental and other employees involved in the effort reporting process. The Office of Research and Sponsored Programs (ORSP) will provide and document training activities.*

Detailed procedures for effort reporting and certification; information on training; timelines for distribution, completion, and submission of effort reports; for modifications to salary charges based on variances between the estimated and actual effort; and for correction of effort reports are outlined in the Technical Assistance Manual published by the Office of Research and Sponsored Programs (ORSP).

**Cross Reference:** ORSP Technical Assistance Manual; Office of Management and Budget Circular A-21, J.10. (2 C.F.R. § 220, Appendix J.10.); Texas Uniform Grant Management Standards II-(B)(11)(h)(1-5, 7); ~~SFA Policy E-9~~, Salary Supplements, Stipends and Additional Compensation (E-9).

**Responsible for Implementation:** Provost and Vice President for Academic Affairs

**Contact for Revision:** Director, Office of Research and Sponsored Programs; Controller

**Forms:** Effort Certification Reports for Faculty and Salaried Employees

## **Electronic Accessibility (F-44) NEW**

**Original Implementation:** October 18, 2010

**Last Revision:** None

Stephen F. Austin State University is committed to making electronic information and services accessible to all users. Chapter 2.13 of the Texas Administrative Code establishes standards for electronic and information resources (EIR) including: software applications and operating systems; telecommunication products; video and multimedia products; self contained closed products; desktop and portable computers; and procurement of these products.

In order for EIR products or service to be considered accessible, the product should offer an alternate format or method for providing information, including product documentation, to people with disabilities. Additionally, it should work with assistive technology commonly used to increase, maintain, or improve functional capabilities for individuals with disabilities.

### **Electronic Accessibility Coordinator (EAC)**

The university shall designate an Electronic Accessibility Coordinator to monitor policy compliance and train Web publishers and developers about electronic accessibility. The coordinator will chair the Electronic Accessibility Board, and may be contacted at [accessibility@sfasu.edu](mailto:accessibility@sfasu.edu).

### **Electronic Accessibility Board (EAB)**

The EAB is responsible for developing procedures regarding compliance with accessibility standards and this policy. In addition, this board will review all exception requests.

### **Compliance Exceptions and Exemptions**

If a university official believes that achieving compliance with the policy is either not possible, or would impose a significant difficulty or expense, that official should contact the EAC for an Electronic Accessibility Exception Request form.

Once received, the EAB will review the request and forward it, with recommendations, to the vice president for university affairs. The vice president of university affairs will review and forward the request to the president for a final decision.

### **Procurement of Electronic and Information Resources**

All EIR developed, procured or changed through a procured services contract, and all EIR services provided through hosted or managed services contracts, shall comply with Chapters 206 and 213 of the Texas Administrative Code, as applicable, unless an exception is approved by the president, or an exemption has been approved by the Department of Information Resources.

Departments shall coordinate purchases of EIR with Procurement Services and the Accessibility Coordinator. All purchases for EIR shall follow university policy C-62, Purchase of Electronic and Information Resources.

### **Web Accessibility and Usability Testing**



All official and affiliated university Web pages intended for the public shall be accessible to, and usable by, all users and compliant with Texas Administrative Code Section 206.70, unless an exception is approved by the president, or an exemption has been made. Web developers shall follow guidelines established by chapter 206 of the Texas Administrative Code, section 508 of the Rehabilitation Act, as amended, to the extent required under law, and criteria established by university procedures to improve the accessibility of all university websites. Web site markup should be validated to ensure proper coding and rendering on multiple platforms, browsers, and browser versions. Accessibility issues shall be checked by accessibility Web sites or software. To facilitate compliance, the university EAB recommends that all university Web developers utilize the centrally funded information management tools provided by the university. The university's usability Web site offers guidance on conducting usability tests, and the Web accessibility page provides assistance in accessibility planning.

#### **Web Accessibility Link**

Each university Web site that provides entry to members of the public must contain a "Web Accessibility" link to the Electronic Accessibility Site. This site contains the university's Web accessibility policy and contact information for the university's EAC.

#### **Suggestions and Concerns**

Existing Web site compliance issues can be addressed to the EAC. Please send your name, contact information, the nature of the accessibility problem, and the Web site address or specific Web page of concern to [accessibility@sfasu.edu](mailto:accessibility@sfasu.edu).

#### **Grievances**

If a user has a complaint about the accessibility of Stephen F. Austin State University Web sites, or access to other electronic equipment, he or she should notify the EAC at [accessibility@sfasu.edu](mailto:accessibility@sfasu.edu). The EAC, or designee, will contact the complainant regarding the issue and attempt to resolve the complaint. This procedure is in addition to any applicable appeal or grievance procedure otherwise available under university policy.

#### **Additional Information and Resources**

Additional information about accessibility programs in Texas is available from the Governor's Committee on People with Disabilities.

**Cross Reference:** Purchase of Electronic and Information Resources (C-62); University Web Site (D-45); Web Accessibility Page (<http://www.sfasu.edu/web-dev-test/85.asp>); 1 Tex. Admin. Code §§ 206.1-.2, .70-.75; 1 Tex. Admin. Code §§ 213.1-.2, .30-.41; Tex. Gov't Code §§ 2054.451-.465; Section 508 of the Rehabilitation Act, as amended, 29 U.S.C. 794d

**Responsible for Implementation:** Vice President of University Affairs

**Contact for Revision:** Electronic Accessibility Coordinator

**Forms:** Electronic Accessibility Exception Request Form

## ***Faculty Administrative Evaluation of Faculty Performance and Consideration for Merit Pay (E-20A)***

**Original Implementation:** September, 1982

**Last Revision:** ~~October 30, 2007~~ October 18, 2010

*Stephen F. Austin State University (SFA) recognizes that faculty performance should be regularly and systematically evaluated. SFA recognizes the importance of clearly articulated criteria and procedures for documenting and evaluating performance in teaching, scholarly and creative activities, and service.*

*Faculty evaluations should be used when considering tenure, promotion, and/or merit pay. The dean shall announce a schedule for review of these criteria and procedures.*

~~Stephen F. Austin State University (SFASU) includes among the aspects of its mission and purpose effective teaching, significant performance and scholarly activity by its faculty members, and substantial service. It believes that the achievement of those aspects should be regularly and systematically assessed; and, in each case in which the achievement has been accomplished in an exemplary manner, recognition and rewards in the form of merit pay, promotion, and tenure should be extended. To evaluate the performance of its faculty members and to provide appropriate rewards, the university will employ the policies and procedures set forth below. As described below, an annual report of activities by each faculty member and follow-up interviews by appropriate administrators constitute the basis of evaluation and of recommended rewards. The annual Faculty Activity Report (FAR) may be used for any or all considerations: evaluation, merit pay, promotion, and tenure. Cover sheets and other information that may be required, however, differ according to the purpose(s) for which the material is being used.~~

~~The university recognizes the importance of clearly articulated criteria and procedures for documenting and evaluating meritorious performance in teaching, scholarly and creative activities, and service. SFASU understands and supports the need for faculty evaluation to be a process that is collegial, collaborative, and continuing. The university's goal in formalizing the process for evaluating meritorious performance of its faculty is to ensure the establishment of policy within each academic unit that is consistent with the mission of the college and university, that sets guidelines for a comprehensive review process, and that results in fair and equitable assessment of faculty in all academic divisions. The academic dean of each college shall periodically review the merit evaluation criteria and procedures of each department or division within the college.~~

~~As described in the Faculty Handbook and policy E-26A, Guarantees Relating to Matters Other Than Termination and Non-Renewal of Contracts, each academic unit shall follow the procedure by which a faculty member who disagrees with his or her evaluation may request that such evaluation be reviewed within the academic unit. If the faculty member is dissatisfied with the results of such review, he or she may request that the case be reviewed at higher administrative levels, according to policy E-26A.~~

### Faculty Evaluation

~~Fulltime faculty members (excluding adjuncts) shall be formally evaluated annually for their assigned duties, which may include teaching, scholarly/creative activity, and service. For the evaluation, faculty members will~~*shall* ~~present to their academic chair/director all relevant or requested documentation, including at least the completed annual Faculty Activity Report (FAR), of their activities during the preceding year (September 1 through August 31). and any other pertinent information that may be requested. Faculty members will~~*The chair/director shall review with each faculty member the submitted documentation and the administrative evaluation. A copy of the administrative evaluation shall be provided to the faculty member. their annual FAR and administrative evaluation with their chair/director. Following the administrative reviews, After the administrative reviews are completed, the chair/director will*~~may~~ *meet with the college dean to review FARs, the information obtained in the interviews, and the administrative faculty evaluations. Following this review, t*~~The dean will submit~~*shall forward an Administrative Evaluation Form* ~~administrative evaluations and any supporting documentation to the provost and vice president for academic affairs for recommendation, if appropriate, to the president of the university, with a copy to the faculty member.~~

### Merit Pay

*For merit pay consideration, faculty members shall present to their academic chair/director all relevant or requested documentation, including at least the completed annual FAR and any other information required under individual academic unit, college or university policy.*

#### 1. Qualifications:

~~To qualify for merit pay, a faculty member must submit to the appropriate administrator a completed FAR of the preceding year and any other pertinent information that may be requested.~~

#### 2. Criteria and Procedures:

~~Outstanding teaching, scholarly/creative activity, and service shall constitute the basis for awarding merit pay to a faculty member. For each of those three categories, Academic units and/or colleges and departments/divisions shall~~ establish their own appropriate and specific merit criteria and awarding procedures.

~~Merit recommendations by the chair/director are approved shall be subject to approval by the dean and, provost and vice president for academic affairs, and president. The provost and vice president shall make merit recommendations to the president for final approval.~~

**Cross Reference:** Faculty Handbook; Academic Promotion (E-3A); and Tenure (E-50A)

**Responsible for Implementation:** President and Provost and Vice President for Academic Affairs

**Contact for Revision:** Provost and Vice President for Academic Affairs

**Forms:** Annual Faculty Activity Report and Administrative Evaluation Form available in the Office of the Provost and Vice President for Academic Affairs

## Faculty/Staff Traffic Appeals (D-12)

**Original Implementation:** March 2, 1981

**Last Revision:** ~~January 27, 2009~~ October 18, 2010

The purpose of this procedure is to insure due process of law to any faculty/staff member charged with a violation of the university's parking regulations.

Any faculty/staff member at Stephen F. Austin State University may appeal a parking citation within seven (7) working days of the issuance of the citation. With the exception of "Flagrant Violations" as described in the Parking and Traffic Regulations (Policy D-24), these appeals may be made by contacting ~~UPD~~ *the Parking and Traffic Office* directly. The cited faculty/staff member should phone, mail, or email his/her explanation for receiving the citation. In the event that this initial appeal is denied or that the violation is more serious in nature, a more formal appeal process is set forth below. This process will involve submitting a formal application for appeal, which is obtained at the ~~University Police Department~~ *Parking and Traffic Office*, to the Faculty/Staff Traffic Appeals Board. On the application the faculty/staff member will select which of the listed hearing dates are compatible with his/her schedule.

### Composition and Jurisdiction of Faculty/Staff Traffic Appeals Board.

#### Composition

1. The Faculty/Staff Traffic Appeals Board shall be composed of seven (7) faculty/staff members appointed by the president, in consultation with the vice president for academic affairs, the vice president for ~~business~~ finance and administration, the vice president for university affairs, and the faculty senate. ~~The Student Traffic Appeals Board and the Faculty/Staff Traffic Appeals Board shall select one of its members to serve as an ex-officio member on the other board with all privileges of membership except the right to vote and to hold office.~~ The Faculty/Staff Traffic Appeals Board shall elect its chairperson.
2. The members of the Faculty/Staff Traffic Appeals Board shall serve three-year staggered terms.
3. Any member of the board who receives three (3) or more traffic (including parking) citations within any regular semester shall be disqualified as a member and replaced for the unexpired term. Vacancies will be filled with the appointment of a new member by the president.

#### Jurisdiction

The Faculty/Staff Traffic Appeals Board shall have original jurisdiction over all parking citations issued by the ~~University Police Department~~ *Parking and Traffic Office or the University Police Department to members of the faculty and staff.*

## **Summoning Procedure**

### **Notice**

Within ten (10) days of the appeal application date, the chairperson of the Faculty/Staff Traffic Appeals Board shall inform the applicant in writing of the time and place of his/her hearing. The hearing will be within thirty (30) days of the appeal application date.

### **Failure to Appear**

The failure of the appellant to appear at the time appointed for his/her hearing shall forfeit his/her right to a hearing and shall constitute a waiver of the rights granted by these procedures, unless the Faculty/Staff Traffic Appeals Board excuses the absence for good cause shown.

## **Conduct of Hearing**

### **Sessions**

The Faculty/Staff Traffic Appeals Board shall *meet on the second Monday of each month during the fall and spring semesters.* ~~determine in September of each year the schedule of hearing dates for the fall and spring semesters and publish these dates on the appeals application form.~~ The chairperson may cancel a hearing if, in his/her judgment, it is not required due to the lack of appeals brought to the board. Hearings will be scheduled by the chairperson as required during the summer.

~~Appeals~~ ~~The hearings will shall~~ be heard during regular business hours of the university. Where possible, they ~~shall~~ *will* be scheduled by the chairperson at a time convenient to both the parties and the panel members. The university and its ~~police department~~ *Parking and Traffic Office* shall be parties in all appeals brought before the board.

### **Appellant's Rights**

The appeals application form and the hearing notice from the Faculty/Staff Traffic Appeals Board shall, among other things, inform the faculty/staff member of his/her rights:

1. to be accompanied by one (1) representative;
2. to know the identity of the *traffic officer or* police officer who issued the citation;
3. to summon his/her own witnesses, produce evidence, and to speak in his/her own defense;
4. to cross-examine witnesses testifying against him/her;
5. to inspect and copy the record of the hearing at his/her cost.

### **Rules of Procedure**

1. The board may hear appeals for parking citations for which an application to appeal has been filed in accordance with these rules.
2. Each citation shall be appealed separately.
3. Each appeal shall be heard and decided on its own merit.
4. The board may examine, cross-examine, call, recall, and dismiss any witness.
5. The board may limit the number of witnesses whose testimony will be repetitious and establish time limits for testimony so long as all viewpoints are given a reasonable opportunity to be expressed.
6. The board shall maintain an adequate record of each hearing. Summary notes shall be deemed an adequate record for this purpose.
7. The chief of the University Police Department, or his/her delegate, may represent the university in any hearing.
8. The board may enter into closed session for deliberation at the conclusion of the presentation of evidence.
9. The board's judgment must be rendered within three (3) working days of the hearing.
10. A member of the board must excuse himself/herself from any appeal in which he/she is involved, or in which a member of his/her family is involved.

### **Findings and Sanctions**

#### **Findings**

The board shall decide only whether or not the defendant is guilty of the parking offense as charged in the citation.

#### **Sanctions**

The service charges for each offense are established by the Board of Regents and may not be reduced or eliminated by the Faculty/Staff Traffic Appeals Board if the individual is found guilty of the parking offense.

**Cross Reference:** None

**Responsible for Implementation:** President

**Contact For Revision:** President

**Forms:** ~~None~~ *Faculty/Staff Citation Appeal Form*



## Food Purchases (C-13)

**Original Implementation:** April 13, 1988

**Last Revision:** ~~October 30, 2007~~ *October 18, 2010*

With the exception of food purchased for travel, educational research, laboratory purposes, or as provided in the Appropriations Act for expenses related to the governing board, the only funds which may be expended for food and/or beverage purchases shall be from Auxiliary, Designated, or Restricted Accounts.

Expenditure of these funds for such purposes must serve a legitimate public purpose or must further the educational function of the university.

Restricted funds may be used if allowed by the donor or granting agency.

State funds and funds under the control of the Intercollegiate Athletic Office may not be used to purchase alcoholic beverages. Purchase of alcoholic beverages must be approved in advance by the appropriate vice president.

Payments for food purchases can be made on a university Procurement Card, (P-Card) or with a Purchase Requisition. The P-Card receipt/P-Card transaction detail summary or the Purchase Requisition must indicate the time and place of the function and must identify the direct beneficiaries of the function. ~~The Purchase Requisition must be approved by appropriate administrative personnel.~~

The following statement must be ~~typed~~ *included* on the Purchase Requisition or P-Card transaction detail summary and must be certified as true and correct by the account manager.:

"I hereby certify under penalty of law that the expenditure of funds for the purchase of food and beverage is necessary for the completion of the functions of this department, qualifies as a legitimate public purpose, or that the educational function of the university is well served thereby."

An original itemized receipt from the restaurant or vendor is required for P-Card documentation or for payment of a purchase order to a vendor or to an individual seeking reimbursement. Credit card receipts without an itemized receipt from the restaurant or vendor are not acceptable.

**Cross Reference:** Purchase Requisition (C-30); Procurement Card (C-44)

**Responsible for Implementation:** Vice President for Finance and Administration

**Contact for Revision:** Controller, Director of ~~Purchasing and Inventory~~ *Procurement and Property Services*/HUB Coordinator

**Forms:** None

## Graduate Student Orientation and Advisement (A-61)

**Original Implementation:** October 31, 2000

**Last Revision:** ~~October 30, 2007~~ October 18, 2010

~~Academic departments units offering participating in graduate programs course work should provide ensure all of their graduate students, both full-time and part-time, with a systematic, that effective program of orientation and academic advising is provided to students by the instructor of record. Additionally, academic units that house graduate degrees should assign each All-students in the program, whether full-time or part-time, are to be assigned a graduate faculty member who shall serve as an-the academic advisor. until degree completion to direct the student during his or her program of studies. The unit should also arrange an formal-orientation that introduces new students to departmental organization, administration, key personnel, facilities, degree requirements, and procedures.~~

The responsibilityies of the academic advisor ~~will~~ shall include, but are ~~may not be~~ limited to, ~~the~~ informing advisees of the following:

~~□ providing or arranging for an orientation to departmental organization, administration, key personnel, facilities and procedures~~

- ~~directing advisees the student to a~~ University resources, guidelines, procedures, and policies which may affect the student's ~~that relate to the~~ graduate experience;
- ~~informing the student of T~~the program's relationship to the college, university, and external agencies;
- ~~providing an orientation to explaining T~~the registration process; ~~and its including~~ key dates; ~~procedures, early registration, restrictions, and other information~~
- ~~advising the student on D~~degree requirements; such as core or required courses, proper sequencing of courses, minimum credit hours, minimum grade-point averages, removal of withheld grades, thesis vs. non-thesis option, transfer courses, and time limits for completion of degree programs;
- ~~advising the student on G~~graduate school requirements, such as maintaining good academic standing in the graduate school, comprehensive examinations, ~~and thesis/dissertation approval procedures, thesis/exhibition/dissertation examinations, and policies and procedures relevant to taking (and retaking) comprehensive or thesis examinations;~~
- ~~relating~~ providing the student with an explanation of ~~S~~standards of academic honesty in the classroom and in research;
- ~~advising the student on his or her R~~rights and responsibilities of graduate students;

- ~~How to and pointing out the appealing decisions and/or the actions of others academic decisions;~~
- ~~How to assisting the student with the process of applying for graduation and completing all documentation required for graduation.~~

Departmental orientation and advising programs must be appropriately evaluated and included in *as part of* the annual ~~departmental unit~~ assessment report, including information on how the results of the assessment will be used to enhance effective assistance to students.

**Cross Reference:** ~~Current~~ Graduate Bulletin, Graduate Student Handbook, Student Handbook

**Responsible for Implementation:** Provost and Vice President for Academic Affairs

**Contact for Revision:** ~~Dean and Associate Vice President for~~ of Graduate Studies and Research

**Forms:** None

## Guest Lecturers (A-21)

**Original Implementation:** October 1, 1980

**Last Revision:** ~~October 30, 2007~~ October 18, 2010

~~Occasionally, a faculty member may find it desirable to have a guest lecturer not affiliated with the university address his/her class. Guest lecturers may add a significant intellectual dimension to a course. When guest lecturers not affiliated with the university are utilized in the conduct of a class, it is the obligation of the faculty member the instructor-of-record shall to assure ensure that the principles of academic responsibility are upheld. Except as provided under policy governing absences from classes by faculty when officially absent from class, the faculty member instructor-of-record will shall be present when a during the delivery of a guest lecturer addresses his/her class.~~

**Cross Reference:** Faculty Handbook

**Responsible for Implementation:** Provost and Vice President for Academic Affairs

**Contact for Revision:** Provost and Vice President for Academic Affairs

**Forms:** None

## **Homer Bryce Stadium and William R. Johnson Coliseum (B-12)**

**Original Implementation:** 1972

**Last Revision:** ~~October 30, 2007~~ *October 18, 2010*

The provisions of the policy on the Use of University Facilities (B-1) govern the use of all buildings, facilities, equipment, and grounds, hereafter referred to as facilities, under the control of Stephen F. Austin State University. That policy provides that the university may establish additional procedures for the reservation and use of specific facilities; therefore, the following provisions apply to Homer Bryce Stadium and William R. Johnson Coliseum.

Use of Homer Bryce Stadium or William R. Johnson Coliseum by persons other than the university athletic department will be arranged through the coordinator of athletic operations and approved by the director of athletics. Such usage will be limited to events sponsored by university departments or recognized student organizations conducting activities within their established role and scope. Some events may be sponsored by the university, such as high school and University Interscholastic League events as well as other athletic events, which are sanctioned by an official governing organization. Persons or groups wishing to use either of these facilities should contact the coordinator of athletic operations (in person or by phone) concerning the availability of the facility if applicable. Questions regarding the use of these facilities for camp/conference participants should be directed to the coordinator of university reservations, located in the Pattillo Student Center. (See Camp and Conference Reservations policy.)

1. The coordinator of athletic operations will complete a facility use application.
2. The coordinator of athletic operations will assist university departments and student organizations with coordination of university police department and university physical plant services for upcoming events.
3. If a fee is required, a contract will be completed before the date of the event.
4. The William R. Johnson Coliseum marquee will be used to advertise only official university events. Requests for messages on the marquee should be made to the coordinator of athletic operations.

**Cross Reference:** None

**Responsible for Implementation:** President

**Contact for Revision:** President

**Forms:** None

## **Inclement Weather and Other Emergencies (D-19.1)**

**Original Implementation:** June 1, 1990

**Last Revision:** ~~October 30, 2007~~ *October 18, 2010*

In the event ~~that~~ inclement weather or other conditions impede the normal operations of the university, the president may declare an emergency, cancel classes, and close university offices for an appropriate period. The president's decision may be provided to the news media by the Office of Public Affairs. In the absence of a specific announcement ~~curtailing otherwise activities, the~~ faculty, staff, and students should assume normal operation of the university.

If the president ~~decides to~~ declares an emergency, cancels classes, and/or closes university offices, certain critical areas shall be required to continue operations. These are:

1. University Police - Employees designated by the chief of university police.
2. Physical Plant - Employees designated by the director of the physical plant department.
3. Housing - Employees designated by the director of ~~housing~~ *residence life*.
4. Student Center - Employees designated by the director of student services.
5. Any other area deemed critical by an appropriate vice president.

Employees who are required to report to work during the period the university is closed may receive compensatory time. Employees who voluntarily report to work during the period the university is closed shall not receive compensatory time. Employees who are on vacation or sick leave during the period the university is closed will not be charged for leave.

The provisions of this policy apply to all employees, regardless of the nature of their employment or the time of their work shift.

**Cross Reference:** None

**Responsible for Implementation:** President

**Contact For Revision:** Vice President for University Affairs

**Forms:** None



## **~~Minimum Length of Courses~~ *Contact Hours* (A-14)**

**Original Implementation:** February 4, 1986

**Last Revision:** ~~October 30, 2007~~ October 18, 2010

Stephen F. Austin State University requires that *the number of contact hours for each course (except individual instruction) offered for degree credit shall conform, in format, to the rules and regulations of the Texas Higher Education Coordinating Board.*

Permission to offer a course in a shortened format must be given by the appropriate academic dean and the provost and vice president for academic affairs. *This permission is contingent upon who shall a determination that the format-instruction and content make it-of the material are appropriate for-to a shortened duration and that the quality of the course-learning is at least equal to or better than-a course offered under-in a regular format. Students enrolled in such-a shortened course s-must meet the university's regular university-admissions requirements.*

**Cross Reference:** ~~Chapter 4, Subchapter A, Section 4.6, Texas Higher Education Coordinating Board, May 27, 2003.~~ 19 Tex. Admin. Code § 4.6 (2003)

**Responsible for Implementation:** President; Provost and Vice President for Academic Affairs

**Contact for Revision:** Provost and Vice President for Academic Affairs

**Forms:** None

## **Performance Review of Officers Reporting to the Provost and Vice President for Academic Affairs (E-38A)**

**Original Implementation:** December 6, 1979

**Last Revision:** ~~October 30, 2007~~ October 18, 2010

The provost and vice president for academic affairs (VPAA) ~~will~~ *shall* conduct an annual performance review ~~of with each administrator who reportings directly to him/her in an individual conference in the late spring each year~~ *the provost's office*. The performance review ~~will~~ *shall* focus on ~~the fulfillment of those whether~~ responsibilities outlined by university policy or included in specific assignments *have been fulfilled*.

~~A summary of the annual performance review will be prepared by the provost and vice president for academic affairs for the individual reviewed and the president.~~

During the second year of service and once every three years thereafter, the performance review ~~of administrators who report to the provost and vice president for academic affairs will~~ *shall* be augmented by written input ~~solicited from their reviewee's~~ peers (deans, chair/directors) and ~~respective appropriate~~ faculty and administrative staff. ~~The questions to be used will be developed by~~ *The provost and vice president for academic affairs VPAA shall develop the survey questions in consultation with appropriate administrators reporting to him/her and the president.*

~~Once completed, the provost and VPAA shall submit all A summary of the triennial review reports will be prepared by the provost and vice president for academic affairs for individuals reviewed; to the individual reviewed those participating in the process; and the president.~~

**Cross Reference:** None

**Responsible for Implementation:** Provost and Vice President for Academic Affairs

**Contact for Revision:** Provost and Vice President for Academic Affairs

**Forms:** None

## Recording of Broadcasts for Educational Use (A-33)

**Original Implementation:** December 21, 1982

**Last Revision:** ~~January 30, 2007~~ October 18, 2010

*Material transmitted for public programming by broadcast stations, cable systems, satellite, or any other transmission medium may be recorded and used for educational purposes in accordance with federal copyright law. ~~This policy statement applies to any transmission medium used to convey to the general public programs delivered by broadcast stations, cable systems, satellite, or any other transmission medium, and applies to any form of transmitted information from any source except where a~~ different, forbidden by an explicit agreement exists between the parties originating and receiving the program or information. Broadcast programs are televised programs transmitted by television stations for reception by the general public without charge. Programs may not be recorded from a television satellite/cable unless these programs are authorized for free reception or the institution obtains a license to copy the programs.*

The following guidelines must be observed in the off-air recording of broadcast programming for educational use:

1. A broadcast transmission may be recorded off-air simultaneously with the broadcast transmission (including simultaneous cable retransmission) and retained by Stephen F. Austin State University (SFA) for a period not to exceed the first forty-five (45) consecutive calendar days after the date of the recording. Upon conclusion of such the retention period, all off-air recordings must be erased or destroyed immediately by the holder of the recording.
- ~~1. Broadcast programs are television televised programs transmitted by television stations for reception by the general public without charge. Programs may not be recorded from a television satellite/ unless these programs are authorized for free reception or the institution obtains a license to copy the programs.~~
- ~~1.2. An~~ Off-air recordings may be used *only* once by ~~individual~~ *an* teachers-instructor ~~in for the course of relevant teaching activities, and but may be repeated once one other time only~~ when instructional reinforcement is necessary.; ~~This provision applies when re-broadcast occurs~~ All use of recordings must be made in a classrooms and/or in similar places devoted to instruction within a single building, cluster, or campus, as well as in the homes of students receiving formalized home instruction, during during the first ten (10) consecutive school days in the 45-calendar-day retention period. School days are defined as school session days (not counting weekends, holidays, vacations, examination periods, or other scheduled interruptions) within the 45-calendar-day retention period.
- ~~1.3.~~ Off-air recordings may be made only at the request of and used by individual teachers-instructors and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of

- the same ~~teacher~~ *instructor*, regardless of the number of times the program may be broadcast.
- ~~1.4. An off-air recording may be copied -limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers-instructors under these guidelines. Each such additional copy shall be subject to all provisions governing the original recording and must contain the copyright notice of the broadcast program as recorded.~~
- ~~1.5. After the first ten (10) consecutive school days, off-air recordings may be used to until the end of the 45-calendar day retention period only for teacher evaluation purposes; (i.e., to determine whether or not to include the broadcast program in the teaching curriculum), and may not be used in the recording institution for student exhibition or any other non-evaluation purpose without authorization. If the instructor wishes to add the broadcast program to the curriculum, permission must be obtained from the copyright owner.~~
- 1.6. Off-air recordings need not be used in their entirety, ~~but~~ The recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

~~All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.~~

**Cross Reference:** Faculty Handbook

**Responsible for Implementation:** Provost and Vice President for Academic Affairs

**Contact for Revision:** Provost and Vice President for Academic Affairs

**Forms:** None

## Reporting of Abuse, Exploitation or Neglect of Elderly or Disabled Persons (D-46)

**Original Implementation:** August 1, 2000

**Last Revision:** ~~October 30, 2007~~ October 18, 2010

The purpose of this policy is to comply with state law that requires the reporting of abuse, exploitation, or neglect of elderly or disabled persons, as those terms are defined in ~~Chapter 48, Section 48.002, of the Human Resources Code, V.T.C.A.~~ Employees and students of the university are required to report to the appropriate department head for the area involved if they have reasonable cause to believe that an elderly or disabled person has been abused, exploited or neglected within the university and its programs. The department head shall contact and advise the general counsel regarding the report. A thorough investigation shall be conducted as outlined in the Human Resources Code promptly after receiving the report. If the report involves a disabled person, the Office of Disability Services will be advised and included in the investigation process. If necessitated by the result of the investigation, the allegation shall be reported to the appropriate regulatory agency. Allegations involving clients of the Department of Assistive and Rehabilitative Services shall be reported to the commission-assigned liaison or client's sponsoring counselor. A substantiated allegation shall result in appropriate disciplinary or legal action.

### Definitions

1. "Abuse" means:
  - a. the negligent or willful infliction of injury, unreasonable confinement, intimidation, or cruel punishment with resulting physical or emotional harm or pain to an elderly or disabled person by the person's caretaker, family member, or other individual who has an ongoing relationship with the person; or
  - b. sexual abuse of an elderly or disabled person, including any involuntary or nonconsensual sexual conduct that would constitute an offense under Section 21.08, Penal Code (indecent exposure) or Chapter 22, Penal Code (assaultive offenses), committed by the person's caretaker, family member, or other individual who has an ongoing relationship with the person.
2. "Neglect" means the failure to provide for one's self the goods or services, including medical services, which are necessary to avoid physical or emotional harm or pain or the failure of a caretaker to provide such goods or services.

**Cross Reference:** ~~Chapter 48, Human Resources Code, V.T.C.A.~~ *Texas Human Resources Code Chapter 48*

**Responsible for Implementation:** General Counsel

**Contact for Revision:** Director of Disability Services, General Counsel

**Forms:** None

## Residence Requirement (A-55)

**Original Implementation:** January 25, 2000

**Last Revision:** ~~October 30, 2007~~ October 18, 2010

The term "in-residence" includes all of the following types of courses: on-campus, off-campus, distance education, field-based, practicum, internship, and *thesis and dissertation work* for the master's and doctoral degrees; ~~thesis and dissertation courses~~. Extension courses are not considered in-residence and do not count toward residence requirements. Only courses offered by Stephen F. Austin State University ~~may~~ shall be counted toward in-residence requirements.

### Undergraduate Degree Programs

Undergraduate degrees require a minimum of 42 semester hours in-residence, ~~36~~ of which *36 hours* must be advanced work (300-499/00 level).

First majors consist of at least 30 semester hours and must include at least 18 hours of advanced work, *of which* ~~At least 12 hours of these must be~~ advanced work ~~hours must be completed~~ in-residence.

~~A s~~Second majors ~~must~~ consist of at least 24 semester hours, of which *at least 12 hours* must be advanced; ~~work completed~~ in-residence ~~courses~~.

~~An a~~Academic Minor consists ~~normally of from~~ 18 - 24 semester hours, *of which with* at least ~~nine9 hours~~ ~~hours of must be~~ advanced work ~~courses~~; and six of which must be completed in-residence.

### Master's Graduate Degree Programs

Master's degrees require a minimum of 24 semester hours *completed* in-residence.

Advanced Graduate Studies courses (575 and 576) ~~may be counted toward residence requirements.~~

### Doctoral Degree Programs

Doctoral ~~program degree~~ in-residence requirements are determined by ~~the~~ each college.

**Cross Reference:** None

**Responsible for Implementation:** Provost and Vice President for Academic Affairs

**Contact for Revision:** Provost and Vice President for Academic Affairs

**Forms:** None



## Scholarship Disbursement (F-24)

**Original Implementation:** March 9, 1988

**Last Revision:** ~~January 30, 2007~~ October 18, 2010

*Scholarships are one form of financial aid.*

Title 20, Subchapter IV ~~regulations~~ of the Higher Education Act of 1965 (as amended) ~~which governs the federal student financial aid programs.~~ *This law requires that a participating institutions has-to have a central source to coordinate all financial awards to its students. To assure university-wide coordination of all scholarships and other student financial assistance, a* All disbursements of *financial* assistance other than student employment or graduate assistantships should be coordinated by the *Office of Student Financial Aid office.*

All scholarships ~~and financial aid should~~ *shall* be recorded on ~~and distributed through the financial aid management system and disbursed using the university disbursement system normally used for student financial assistance.~~ Prior to disbursement of *any financial aid, to the student, any debt owed by the student to the university shall* ~~will~~ be deducted from the ~~award amount of the scholarship.~~

1. ~~To facilitate payment of the award, the award committee or department-academic unit selecting a scholarship recipient must send to the Financial Aid Office Scholarship Coordinator a notification that contains the necessary information. listed below:~~
2. ~~Name of scholarship~~
3. ~~Account number~~
4. ~~Recipient's name~~
5. ~~Campus ID or Social Security number~~
6. ~~Specific award period, (i.e., fall and/or spring, summer session I and/or summer session II)~~
7. ~~Dollar amount for each award period~~
8. ~~Account manager, department, phone number, and date~~
- 9.2. ~~The department-academic unit should~~ *must* provide any special criteria associated with the scholarship, ~~such as:~~
10. ~~Must student be enrolled in a specific course, minimum number of hours, or major?~~
11. ~~Once disbursement is received, enter into the computer and credit bill:~~
12. ~~If needed, a financial aid adjustment will be made to reflect the additional scholarship offer, and notification sent to the student.~~

- ~~13.~~ After the bill is credited, any remaining funds will be issued to student.
3. Once disbursement is made, the scholarship must be credited to the student's account. Any remaining funds shall be issued to the student.
- ~~14.~~4. In order to credit scholarship funds to accounts of students who have pre-registered bills, requests for disbursement must be received by the Financial Aid Office ten business days before the first class day of each semester.
- ~~15.~~5. The ~~donor or~~ account manager of the scholarship program ~~decides~~ shall determine whether funds should be repaid ~~should if~~ the student drop a specific course or withdraws from school the university or no longer meets the eligibility criteria for the scholarship. In such situations, ~~t~~The ~~donor or~~ account manager ~~then~~ must notify ~~contacts~~ the Financial Aid Office whether or not to charge back the funds and issue a bill to the student.

**Cross Reference:** ~~None~~ Title IV of the Higher Education Act of 1965, 20 U.S.C. § 1070.

**Responsible for Implementation:** Provost and Vice President for Academic Affairs

**Contact For Revision:** Director of Financial Aid

**Forms:** Disbursement Request Form, email or memo

## Stone Fort Museum Collections (F-25)

**Original Implementation:** April, 1982

**Last Revision:** ~~July 10, 2007~~ October 18, 2010

The Stone Fort Museum selectively collects artifacts which the museum's curator determines ~~are~~ useful in interpreting the prehistory and history of East Texas prior to 1900. ~~with~~ *The museum places special emphasis on the Spanish and Mexican periods that beginning in 1690 with the establishment of the Spanish Mission Tejas and ending with the overthrow of the Mexican government in 1836 by Texas revolutionists.*

### Permanent Acquisition Policies

1. ~~The museum may add~~ *Objects are added* to the collection by means of gifts, bequests, purchases, exchanges, or any ~~other~~ transactions by which title to the objects passes to the museum. ~~Criteria~~ *Criteria* for acceptance to the permanent collection are the following:
  - a. Consistency with the museum's focus
  - b. A clear title available from the source of acquisition
  - c. Adequacy of documentation
  - d. Acceptable condition
  - e. Ability of the museum to care properly for and use the acquisition
  - f. Research potential
  - g. Educational, interpretive, and exhibit potential
  - h. Intrinsic value ~~possessing associations associated with important events, or individuals, or age and typicality of objects, or typicality.~~
2. ~~Donations of artifacts that meet the museum's collecting purposes are sought and encouraged.~~ Potential donors must present evidence of a clear, *and* legal title to any gift, and must complete a "Gift Agreement" form for each donation. Items of questionable provenance or obtained through illicit trade shall not be acquired.
3. In accepting ~~all any~~ collections, ~~regardless of the mode of acquisition,~~ the museum ~~seeks to must~~ acquire, ~~in addition to property rights,~~ any copyright, patent, and/or trademark *rights* that may legally restrict ~~the museum's~~ full use of the acquisition.
4. All donations are tax deductible; however, the museum assumes no responsibility for evaluating donations.
5. All donations become state property and ~~therefore,~~ must be outright and unconditional gifts ~~to be used at the discretion of the museum's curator. under state laws regulating the use of state property.~~
  - a. The museum ~~must shall not~~ accept ~~each a~~ gift ~~without that contains a any~~ condition *requiring* that it be kept intact, ~~that it be~~ exhibited, either temporarily or permanently, or ~~that the museum keep the gift kept~~ permanently.
  - b. The museum reserves the right to restore, reconstruct, refurbish, or repair any part of any gift.

6. ~~The museum does not accept any gift it cannot use, but will assist prospective donors in finding an appropriate home for the object.~~
7. In the event that a gift is tendered but not accepted by the museum, it must be removed from the Stone Fort Museum within thirty (30) days of notification. All items not removed by this deadline shall automatically become the property of the museum and shall be subject to disposal.
8. ~~All gifts must be reported to the office of the vice president for development by completing a "Report of Gifts Received" form. (See Gift policy.)~~

### Incoming Loan Policies

1. ~~Because of the expense involved in housing, handling, maintaining, insuring and exhibiting collections, t~~The museum does not accept artifacts on loan for extended periods. Temporary loans are considered for special exhibits or programming, but only for assigned time periods. An "Incoming Loan Agreement" form must be completed prior to the loan of objects.
2. All material loaned to the museum ~~will be treated with care and will be~~ is subject to collections care procedures governing permanent collections.
3. All loan items must be removed from the Stone Fort Museum on the date stated on the "Incoming Loan Agreement" form. ~~Any~~ items not removed ~~by within~~ thirty (30) days ~~from this of the~~ deadline shall automatically become the property of the Stone Fort Museum and shall be subject to ~~museum-its~~ policies. Texas Property Code, Chapter 80, establishes the ownership for loaned cultural property that has been abandoned by the lender, establishes uniform procedures for the termination of loans of property to museums, allows museums to conserve loaned property under certain conditions, and limits actions to recover loaned property. Under Texas law, ~~P~~property on loan to a museum for fifteen (15) years or more and to which no person has made claim according to the records of the museum, is considered to be abandoned. ~~The items and~~ becomes the property of the museum ~~if once the museum has given the notifies the lender notification and~~ unless ~~there is~~ an unexpired loan agreement *exists* to the contrary.

### Outgoing Loan Policies

1. The museum loans collection material solely for educational *and/or* research purposes. Borrowed items remain the property of the museum and may not be claimed, mortgaged, loaned, assigned, used as collateral, or otherwise encumbered by the borrower. The borrower must complete an "Outgoing Loan Agreement" form.
2. The borrower is prohibited from photographing or digitally recording objects on loan without written consent of the ~~curator~~ *Stone Fort Museum*, and any prints or digital recordings of the loaned material may not be published for any purposes beyond educational use without written consent of the ~~Stone Fort Museum~~ *curator*.
3. Any ~~and all~~ use of the loan material ~~will shall~~ be credited to the Stone Fort Museum, Stephen F. Austin State University.

4. The borrower ~~will~~ *shall* exercise all reasonable precautions to protect the loan from damage, loss, destruction, or alteration. The borrower may not glue, pin, punch, drill, tape, nail, tack, or otherwise violate the integrity of the loan, nor may the borrower clean, repair, retouch, or otherwise alter the loan.
5. In the event of damage, loss, alteration, or any other change in the condition of the loan, the borrower must immediately notify the ~~Stone Fort Museum~~ *curator* in writing. Damage or loss in shipment must ~~also be reported to the museum~~ *curator* immediately.

**Cross Reference:** Texas Property Code, ~~sec. 80.001 et seq.~~ §§ 81.001-.008; *Gift Reporting Policy (C-15)*.

**Responsible for Implementation:** Provost and Vice President for Academic Affairs

**Contact For Revision:** Curator of the Stone Fort Museum

**Forms:** Gift Agreement, Incoming Loan Agreement, Outgoing Loan Agreement (available in the Stone Fort Museum), Report of Gifts Received (available in the Office of Development)

## Student Evaluation of Instruction (A-48)

**Original Implementation:** April 20, 1999

**Last Revision:** ~~October 30, 2007~~ October 18, 2010

~~All courses taught shall, at minimum, be evaluated annually by students in the course. The instruction of each section of each course shall be evaluated each semester by students.~~ The format, instruments, and evaluation procedures will be determined by the academic unit. Evaluation data are used for a variety of important purposes including, but not limited to:

- course and program improvement, planning, and accreditation;
- instruction evaluation purposes;
- ~~• making decisions on faculty tenure, promotion, pay, and retention~~
- assistance ~~of ing~~ faculty members in their continuous instructional improvement; and,
- assistance ~~of ing~~ faculty and ~~administrators~~ chairs/directors in making recommendations related to personnel decisions.

**Cross Reference:** Faculty Handbook

**Responsible for Implementation:** Provost and Vice President for Academic Affairs

**Contact for Revision:** Provost and Vice President for Academic Affairs

**Forms:** None

## Student Organization Risk Management Training (F-43)

**Original Implementation:** October 30, 2007

**Last Revision:** ~~None~~ October 18, 2010

Stephen F. Austin State University shall provide a risk management program at least once during each academic year for *four* members and *an* advisors of *each* student organizations registered at the institution. It is the policy of the university that each student organization registered with the university meeting the definition below must have representatives attend the annual risk management program. The registered advisor(s) of these organizations must attend this training no less than once every ~~four~~ *three* years.

For the purposes of this policy:

- I. Organizations required to have representatives attend the program are:
  - A. All *student* organizations ~~classified as a Level II organization by registered through the Office of Student Activities~~ *Student Affairs Programs*.
  - B. All newly registered student organizations, ~~regardless of their classification,~~ within their first ~~year~~ *30 business days of registration being recognized by Student Affairs Programs*.
- II. ~~Members Included in the four members~~ required to attend the program are the president and vice president, or their equivalents, as listed on the organization's registration with ~~the Office of Student Activities~~ *Student Affairs Programs*. ~~If plus~~ *Additionally*, if an organization has ~~an officer positions that is the equivalent of~~ *to* a risk management officer and/or a new member officer, these officers must also attend the program. *If the organization does not have the specific leaders named, they are required to send the four highest ranking leaders of their organization to the training.*
- III. Definition and requirements for persons serving as an advisor(s):
  - A. "Advisor" means a person who:
    1. serves in an advisory capacity to a student organization to provide guidance to the organization and its members;
    2. is older than 21 years of age; and
    3. is not *an enrolled undergraduate* student at Stephen F. Austin State University.
  - B. An advisor must attend a risk management program at least once every *4 three* years, or whenever a mandated advisor training is provided.
- IV. The content of the risk management program will include topic areas mandated by the Texas Education Code, as well as topic areas deemed relevant by the university.
- V. *Stephen F. Austin State University shall take attendance at the risk management training and may impose reasonable sanctions on an organization which is required to send members and advisors to attend the program and fails to attend.*

- IV.VI. *The student organization must provide Student Affairs Programs with a current copy of the risk management policy adopted by their student organization.*

**Cross Reference:** Texas Education Code Sec 51.9361

**Responsible for Implementation:** Vice President for University Affairs

**Contact for Revision:** Director of Student ActivitiesAffairs

**Forms:** None



## Summer Teaching Appointments (A-18A)

**Original Implementation:** April 20, 2004

**Last Revision:** ~~October 30, 2007~~ October 18, 2010

The university offers no guarantee of a summer teaching appointment to any faculty member except as specifically contracted. All summer instructional contracts are contingent upon sufficient class enrollments and availability of funding.

Utilizing *student and programmatic needs and considering* faculty input ~~and based on student and programmatic needs~~, each ~~department, school, academic unit or~~ college is required to adopt a written policy concerning the allocation of summer teaching assignments. These policies ~~will~~ *shall* define priority for summer course offerings and set criteria for allocating teaching assignments among the eligible faculty, including the impact of grant funds on summer employment.

~~These Summer teaching policies and procedures are subject to the~~ *must be* approved of by the academic dean and provost vice president for academic affairs. Once *final approval is obtained*, a copy of the policy ~~will~~ *shall* be ~~made available~~ *placed on file with the dean and provost and vice president for academic affairs and distributed to the* faculty. The policy must be reviewed by ~~the departments, schools, academic units or~~ and colleges ~~on no less than every five years intervals~~.

**Cross Reference:** Faculty Handbook

**Responsible for Implementation:** Provost and Vice President for Academic Affairs

**Contact for Revision:** Provost and Vice President for Academic Affairs

**Forms:** None

## Timely Warning Policy (D-51)

**Original Implementation:** October 30, 2007

**Last Revision:** ~~None~~ October 18, 2010

A Campus Crime Alert/Timely Warning ("~~Alert/Timely Warning~~") (A/TW) is ~~provided~~ *designed to heighten safety awareness and to provide students, faculty and staff with timely notification of crimes that are considered to represent a serious or continuing threat to the campus community and heighten awareness.* The alert ~~will~~ *may* provide pertinent information related to ~~the~~ *a* crime and/or suspect (~~as more specifically described below in the Timely Warning Procedure section~~); and ~~will also~~ *may* seek information that ~~may~~ *will help* lead to arrest and conviction of ~~the~~ *an* offender.

~~The Stephen F. Austin State University Police Department (SFAPD) is responsible for preparing and issuing Alerts/Timely Warnings. SFAPD personnel will make the decision of whether to issue an Alert/Timely Warning on a case-by-case basis considering the facts surrounding a crime, including factors such as the nature of the crime, the continuing danger to the campus community and the possible risk of compromising law enforcement efforts. Information for Alerts/Timely Warnings may also come from other law enforcement agencies or other officers. Alerts/Timely Warnings will be issued to the campus community as soon as pertinent information about the crime is available. Alerts/Timely Warnings will be delivered using the following means:~~

- ~~• by e-mail to students' and employees' campus e-mail accounts;~~
- ~~• on the SFAPD Campus Alert website at <http://www2.sfasu.edu/upd/information.html>;~~
- ~~• by webpage banners on all pages hosted on the main SFA web server, directing traffic to the campus alert website.~~

### Timely Warning Procedure

*The Stephen F. Austin State University Police Department (SFAPD) is responsible for determining if an emergency exists, then preparing and issuing Alerts/Timely Warnings. As no two incidents are alike, the decision to issue an A/TW will be made on a case-by-case basis, considering the facts surrounding a crime or emergency and the perceived continuing danger to the campus community. Upon learning of an incident that could potentially require activation of an alert, the supervisor on duty will brief the chief or assistant chief of police, who will make a determination regarding issuance of an A/TW.*

*Should the chief and assistance chief be unavailable, the supervisor on duty should brief an available lieutenant who will make the issuance decision. Should contact not be possible with any of the police officials described above, the vice president for university affairs may make the issuance decision. An A/TW may be delayed if law enforcement officials determine that such an alert would risk or compromise law enforcement efforts to deal with the emergency or rescue a victim.*

*Information that may require an A/TW may also originate with other law enforcement agencies or other law enforcement officers. This information may indicate there is an incident or potential incident that represents a serious or continuing threat to campus safety. When notified by these external agencies, the decision to issue an A/TW in this case will be made in the same process described above.*

~~The SFAPD will prepare and issue an Alert/Timely Warning whenever a report is received of a crime that represents a serious or continuing threat to the safety of students, faculty and staff.~~

~~Campus Crime Alerts/Timely Warnings will be e-mailed to all students, faculty and staff and will be posted on the SFAPD's website. Alternative methods for distributing Campus Crime Alerts may include media releases, campus newspaper, flyers posted in university buildings, and phone message boards.~~

~~Whenever local authorities make the SFAPD aware of an off-campus crime that represents an ongoing threat to the safety of students, faculty and staff, the university will issue a Campus Crime Alert/Timely Warning.~~

Information included in Campus Crime Alerts/~~Warnings~~ will include *the following*, at minimum, *unless it is determined by law enforcement that such information would compromise law enforcement efforts to deal with the emergency or rescue a victim:*

- A ~~succinct~~ *concise* description of the incident and type of crime, including location, date and time of occurrence
- A physical description of the suspect, including gender and race
- Composite drawing of the suspect, or photograph, if available
- Apparent connection to previous incidents, if applicable
- Race of the victim, but only if there was an apparent bias motive
- Sex of the victim, if relevant
- Injury sustained by the victim
- Date and time the campus alert was released
- A notice to the campus community to exercise caution

*Alerts/Timely Warnings may be delivered using the following means:*

- *Outdoor alert system*
- *Mobile alert system*
- *E-mail to students' and employees' campus e-mail accounts*
- *Web page banners on all pages hosted on the primary SFA Web server, linked to the campus alert Web site*

*Alternative methods for distributing Campus Crime Alerts/Timely Warnings may include, but are not limited to, media releases, campus newspaper, flyers posted in university buildings and phone message boards.*

*Any or all methods may be activated depending on the emergency and its circumstances.*

#### ***Cancellation Procedure***

*When the incident causing the A/TW to be issued no longer poses an imminent threat to the campus community, the alert may be terminated by the chief of police or the assistant chief. Should these positions be unavailable, the alert may be terminated by an available lieutenant or the vice president of university affairs. Upon termination of an alert, an "All Clear" message will be transmitted to the campus community.*

**Cross Reference:** 20 USC 1092(f); Policy for Reporting the Annual Disclosure of Crime Statistics (D-52)

**Responsible for Implementation:** Vice President for University Affairs

**Contact for Revision:** Chief of University Police

**Forms:** None

## Training and Certification of University Vehicle Operators (D-36)

**Original Implementation:** May 4, 1983

**Last Revision:** ~~October 30, 2007~~ *October 18, 2010*

1. For the purpose of this policy, the following definitions shall apply.
  - a. "Oper ate" means to be in actual physical control of a motor vehicle upon a highway.
  - b. "Highway" means the entire width between property lines of any road, street, way, thoroughfare, or bridge in this state not privately owned or controlled, when any part thereof is open to the public for vehicular traffic and over which the state has legislative jurisdiction under its police power.
  - c. "Univ ersity" means Stephen F. Austin State University.
  - d. "Approved Driver Certificate" means a certificate issued by the university based on prescribed training, demonstrated proficiency and satisfactory driving record.
  - e. A "hazardous tra ffic violation" means any act committed in connection with the operation of a motor vehicle on a public street or highway, which constitutes a hazard to traffic and is prohibited by state law or city ordinance." Hazardous violations shall include parking on pavement and all equipment violations except overweight violations.
  - f. "A satisfactory driving record" means a driving record in which an employee has less than ten points accumulated for traffic-related violations during the last three years and has no violations occurring during the last seven years according to the point system provided in this policy.
2. In determining employee eligibility for an Approved Driver Certificate, the following points shall be assessed for convictions of traffic related violations:
  - a. Four points for an y hazardous traffic violation which does contribute to a traffic accident.
  - b. Ten points for any of the following:
    - i. Driving while intoxicated
    - ii. Aggravated assault with motor vehicle
    - iii. Driving under the influence of drugs
    - iv. Murder without malice with motor vehicle
    - v. Homicide by vehicle
    - vi. Failure to stop and render aid

3. A person with a 10-point violation on his record within the past seven years shall not be eligible for an Approved Driver Certificate.
4. For the purposes of this policy, the chief of university police may regard a probated sentence, deferred adjudication, enhancement, or reduction for a traffic related violation the same as a conviction.
5. In order to operate a university motor vehicle upon a highway, an employee must be designated by the employing department, college, or division as a driver and must meet the following standards:  
Provide evidence of an appropriate, valid Texas driver's license, or a valid out of state license if an active duty member of the military or reserves;
  - a. Provide evidence of the satisfactory completion of a course of defensive driving; and,
  - b. Provide evidence from the Driver Records Division of the Texas Department of Public Safety, or out of state driver record bureau if an active duty member of the military or reserves, of a satisfactory driving record.

Applications for an Approved Driver Certificate may be obtained from the chief of university police. (See Driver Certification policy).

6. Upon fulfillment of the requirements in paragraph 5, above, the chief of university police shall issue an Approved Driver Certificate to the employee. This certificate shall authorize the employee to operate any university motor vehicle of one-ton carrying capacity or less upon the highways. Drivers of 15 passenger vans must receive additional training specific to van driving. (See University Vehicles, Rental and 15 Passenger Vans, B-30).

To be certified for a university motor vehicle in excess of one-ton capacity, the employee must demonstrate proficiency in the operation of the type of vehicle in question. Demonstration of the proficiency shall be indicated by an endorsement to the Approved Driver Certificate.

7. An Approved Driver Certificate shall be valid for three years. Renewal of the certificate may be acquired by the presentation of a satisfactory driving record issued by the Driver Records Division of the Department of Public Safety during the month of renewal.
8. An employee holding an Approved Driver Certificate who is involved in a hazardous traffic violation may be required to repeat any phase of the certification process. Habitual or repeated violation of the university policy or the Texas Motor Vehicle Law; may result in the suspension or cancellation of an Approved Driver

Certificate. The chief of university police may refuse to issue or renew an Approved Driver Certificate to an employee without notice or hearing.

9. Upon presentation of a satisfactory driving record and proficiency, an employee may apply for, and the chief of university police may issue, a Temporary Approved Driver Certificate. A temporary certificate may be issued for a period of 180 calendar days and may not be renewed. The temporary condition of the certificate may be removed by the chief of university police upon the completion by the employee of the defensive driving course required in paragraph 5.
10. The manager of transportation shall not permit an employee who does not hold an Approved Driver Certificate to operate any university motor vehicle under his control. The chief administrator of a department, college, or division of the university shall not permit an employee who does not hold an Approved Driver Certificate to operate a university motor vehicle under his control.

**Cross Reference:** University Vehicles (Rental & 15 Passenger Vans) (B-30)

**Responsible for Implementation:** President

**Contact for Revision:** President

**Forms:** Approved Driver Certificate Form (UPD)

## Transfer Admission (A-44)

**Original Implementation:** September 8, 1978

**Last Revision:** ~~July 10, 2007~~ October 18, 2010

Students *applying to Stephen F. Austin State University* who have ~~previously attended a~~ regionally accredited institution *of higher education in the U.S.* must apply ~~to Stephen F. Austin State University~~ as transfer students.

Transfer applicants who have ~~satisfactorily~~ completed fewer than 15 semester hours of transferable college credit must have an ~~overall~~ *cumulative* 2.0 grade point average on all transferable work attempted and must also satisfy eligibility requirements for first-semester freshmen. Transfer applicants who have completed ~~more than~~ *at least* 15 semester hours must:

- ~~1. Not currently be on suspension in good standing (not on suspension) from~~ at another educational institution *of higher education*, and have
- ~~2. Have an earned~~ *cumulative* grade point average of at least 2.00 (on a 4.00 scale) on all transferable work.

Although transfer students with less than a 2.00 grade point average are not eligible for admission into the fall or spring semesters, those who are not currently on academic suspension at another institution are eligible for provisional admission to ~~the~~ *a* summer ~~semester term~~. Summer provisional students *may be eligible to enroll for subsequent semesters who if they complete up to at least nine semester hours, excluding of non-developmental courses, of work as approved by their academic dean and earn at least a 2.00 grade point average on all work attempted may be eligible to enroll for the following semester.*

Applicants who are denied admission as transfer students may appeal for admission through the Transfer Appeals Program. ~~Appeals are initiated in the Office of Admissions by filing the appropriate materials.~~ Appeals are reviewed by the Admission Appeals Committee. Following the review of *an* appeals, the committee submits *a* recommendations to the executive director of enrollment management ~~and the provost and vice president for academic affairs~~ for final decision. Students admitted through this procedure are assigned to the Academic Advising Center for advisement.

**Cross Reference:** General Bulletin

**Responsible for Implementation:** Provost and Vice President for Academic Affairs

**Contact for Revision:** Provost and Vice President for Academic Affairs

**Forms:** None