Correction of Minutes: The Board of Regents met on July 19, 2011, and heard a report by the Department of Audit Services of a Tuition and Fees Audit as of May 31, 2011, which found the following:

The Board of Regents met on April 20, 2004. The board book for the meeting includes a schedule entitled “Changes to Schedule of Course Fees-FY 2005”. The minutes do not reflect that any action was taken on the course fees. It appears that a clerical error resulted in the omission of the approval in the official minutes.

This is a corrected version of those April 20, 2004, minutes including the Changes of Schedule of Course Fees-FY 2005 as Appendix 3.2 and the approval of those changes as part of Board Order 04-34.
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   4. Campus Picnic (May 6, 2004)
   5. Big Dip (May 7, 2004)
   6. Spring Commencement (May 15, 2004)
   7. Sixth Grade Commencement @ Christ Episcopal School (May 21, 2004)
   8. SFA Lettermen’s Association Golf Tournament @ Kingwood Country Club (June 4, 2004)
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The meeting was called to order at 9:02 a.m. by Chair Kenneth James. Board members present in Room 307: Margarita de la Garza Grahm, Joe Max Green, Kenneth James, Gary Lopez, Paul Pond, Mike Wilhite and Fred Wulf. Absent: Lyn Stevens.

Others present in Board Room 307: Tito Guerrero, Mary Cullinan, Roland Smith, Baker Pattillo, Jerry Holbert, Miles McCall, Yvette Clark, and other SFA administrators, staff, and visitors.

04-26
Upon motion of Regent Lopez on behalf of the Nominating Committee: Lyn Stevens and Margarita de la Garza-Grahm, seconded by Regent James, with all members voting aye, it was ordered that Fred Wulf be elected Board Chair, Kenneth James be elected Vice Chair, and Lyn Stevens be elected Secretary.

Executive Session was announced at 9:45, and the Board returned to Open session at 12:55.

04-27
Upon motion of Regent Wilhite, seconded by Regent Pond, with all members voting aye, it was ordered that the minutes of October 23, 2003, November 12, 2003, February 4, 2004, February 18, 2004, March 18, 2004 and March 24, 2004 be approved.

04-28
Upon motion of Regent James, seconded by Regent Lopez, with all members voting aye, it was ordered that Dr. Tito Guerrero be elected President, at a salary of $230,000 for 100% time for twelve months effective September 1, 2004, and that the deferred compensation annuity be immediately funded for the last year and this year at an annual rate of $10,000 (total of $20,000) to vest in accordance with the plan (3 years from date of contribution), only if he remains employed as President of SFA for that designated period.

04-29
Upon motion of Regent James, seconded by Regent Ertz, with all members voting aye, it was ordered that Dr. Lupe Guerrero be elected University Representative for External Relations at a salary of $35,000 for 50% time for twelve months, effective May 1, 2004.
04-30
Upon motion of Regent James, seconded by Regent Ertz, with all members voting aye, it was ordered that Yvette Clark be elected General Counsel, at a salary of $112,000 for 100% time for twelve months effective September 1, 2003.

04-31
Upon motion of Regent James, seconded by Regent Lopez, with all members voting aye, it was ordered that Steve McGee, at a salary of $76,000 for 100% time for twelve months effective September 1, 2004.

04-32
Upon motion of Regent Pond, seconded by Regent Ertz, with all members voting aye, it was ordered that the following Personnel Items be approved:

A. Staff Appointments for 2004-2005

1. UC Operations
   Mr. Nathan Armer, Programmer/Analyst I, at a salary of $29,500 for 100% time for twelve months, effective March 22, 2004.

2. Athletics
   Mr. Jeremy Stolfa, Coordinator of Athletic Operations at a salary of $29,500 for 100% time for twelve months, effective April 1, 2004.

3. Academic Advising
   Ms. Debra R. Kiesel, Director, M.A. (University of Louisiana), at a salary of $40,000 for 100% time for twelve months, effective January 5, 2004.

4. Band
   Dr. David Campo, Director of Marching Band, Ph.D. (University of Oklahoma), at a salary of $47,000 for 100% time for nine months, effective September 1, 2004.

5. Office of Research and Sponsored Programs
   Dr. Carrie Brown, Director, Ph.D. (University of Texas), at a salary of $72,000 for 100% time for twelve months, effective April 12, 2004.

B. Faculty Appointments for 2004 – 2005

1. Elementary Education
   Ms. Jeri D. Meredith, Instructor, M.A. (SFA University), at a salary of $41,000 for 100% time for nine months, effective January 15, 2004.
2. **Nursing**

Ms. Debrah D. Archer, Clinical Instructor, M.A. (University of Texas), at a salary of $30,000 for 75% time for nine months, effective January 5, 2004.

3. **Philosophy & Classical Studies**

Dr. Owen M. Smith, Assistant Professor, Ph.D. (University of Texas), at a salary of $36,000 for 100% time for nine months, effective September 1, 2004.

4. **Philosophy & Classical Studies**

Dr. Anne Collins Smith, Lecturer, Ph.D. (University of Texas), at a salary of $15,000 for 50% time for nine months, effective September 1, 2004.

5. **Political Science, Geography & Public Administration**

Ms. Heather L. Wyatt, Assistant Professor, M.A. (Old Dominion University), at a salary of $36,000 for 100% time for nine months, effective September 1, 2004, contingent upon completion of doctorate by September 30, 2004.

6. **Political Science, Geography & Public Administration**

Dr. Julie Harrelson-Stephens, Assistant Professor, Ph.D. (University of North Texas), at a salary of $36,000 for 100% time for nine months, effective September 1, 2004.

7. **Political Science, Geography & Public Administration**

Dr. Unna Lassiter, Assistant Professor, Ph.D. (University of Southern California), at a salary of $36,000 for 100% time for nine months, effective September 1, 2004.

8. **English & Philosophy**

Dr. Michael J. Martin, Assistant Professor, Ph.D. (Illinois State University), at a salary of $36,000 for 100% time for nine months, effective September 1, 2004.

9. **English & Philosophy**

Dr. Kirsten E. Escobar, Assistant Professor, Ph.D. (Baylor University), at a salary of $36,000 for 100% time for nine months, effective September 1, 2004.
C. Changes of Status

1. English

Dr. Barbara Carr, from Professor and Interim Chair at a salary of $80,936 for 100% time for eleven months, to Professor and Chair at a salary of $85,500 for 100% time for eleven months, effective September 1, 2004.

2. Human Services

Dr. William Bryan, from Professor and Interim Chair at a salary of $56,832 for 100% time for nine months, to Professor and Chair at a salary of $90,000 for 100% time for twelve months, effective June 1, 2004.

3. Secondary Education

Dr. Betty Alford, from Associate Professor and Interim Chair at a salary of $53,425 for 100% time for nine months, to Associate Professor and Chair at a salary of $90,000 for 100% time for twelve months, effective June 1, 2004.

4. Social Work

Dr. Linda Morales, from Assistant Professor at a salary of $42,631 for 100% time for nine months, to Interim Associate Dean and Director of School of Social Work at a stipend of $11,611 per semester until the position is filled, effective January 1, 2004.

5. Mathematics

Dr. Kenneth H. Price, from Associate Professor at a salary of $52,606 for 100% for 9 months, to Associate Professor at a salary of $39,455 for 75% for 9 months, effective January 15, 2004.

6. Forestry

Mr. Jeffrey M. Williams, from Graduate Research Assistant at a salary of $1,833 for 50% for 12 months, to Systems Administrator at a salary of $38,000 for 100% for 12 months, effective January 1, 2004.
7. Research & Sponsored Programs

Ms. Heather Slough, from Interim Director at a salary of $45,641.04 for 100% time for twelve months, effective October 1, 2003, to Assistant Director of Research & Sponsored Programs at a salary of $39,641.04 for 100% time for twelve months, effective April 12, 2004.

8. Library

Ms. Susan D. Clarke, from Library Associate II at a salary of $25,651 for 100% time for twelve months, to Librarian I at a salary of $35,000 for 100% time for twelve months, effective March 1, 2004.

9. Athletics

Mr. John Branch, from Coordinator of Athletic Operations at a salary of $29,603 for 100% time for twelve months, to Assistant Athletic Director for External Affairs at a salary of $45,000 for 100% time for twelve months, effective March 1, 2004.

10. College of Business

Dr. Violet Rogers, from Professor and Interim Dean at a salary of $108,411 for 100 percent time for twelve months, to Professor and Dean at a salary of $113,611 for 100 percent time for twelve months, effective June 1, 2004.

D. Promotions

To Assistant Professor:

Ms. Debra Scott  
Dr. Cynthia McCarley  
** Contingent upon completion of Ph.D. by August 2004

To Associate Professor:

Dr. Wanda Mouton  
Dr. Robin R. Rumph  
Dr. Faye Hicks-Towns  
Dr. Sandra Harris  
Dr. Daniel Unger  
Dr. Jerry L. Williams  
Dr. Steve Taaffe  
Dr. Michael Walker  
Dr. Charles F. Abel  
Dr. Chris Barker  
Dr. Roy Harris  
Dr. Alex Frantzen  
Dr. Paul Steinbach  
Dr. Robert Friedfield  

Music  
Nursing  
Communication  
Human Services  
Secondary Education  
Secondary Education  
Forestry  
Sociology  
History  
Psychology  
Political Science & Geography  
Geology  
Mathematics  
Chemistry  
Chemistry  
Physics & Astronomy
To Professor:
Dr. Miles McCall
Dr. Larry King
Dr. Michael Pickard
Dr. Michael Moode
Dr. Robert P. Kinsell
Dr. Brian P. Oswald
Dr. Joseph McWilliams

Communication
Communication
Computer Science
Kinesiology
Art
Forestry
Mathematics

To Professor Emeritus
Dr. Vinay Kothari
Dr. Gloria Durr
Dr. Donald Gregory

Marketing
Human Sciences
Political Science & Geography

To Librarian II
Ms. Lani Hall
Ms. Linda Reynolds

Library
Library

E. Tenure

Dr. Craig Morton
Dr. Elizabeth Witherspoon
Dr. Randy McDonald
Dr. Sandra Harris
Dr. Faye Hicks-Towns
Dr. Daniel Unger
Dr. Sheryl Wittenbach
Dr. Brenda Marques
Dr. Dixie Mercer
Dr. Judith Lauter
Dr. Robin R. Rumph
Mr. Fred Allen
Ms. Debra Scott
Dr. Scott Harris
Dr. Carlos Cuadra
Mr. Perry Moon
Dr. Patty Ellison
Mr. R Philip Reynolds
Dr. Robert Friedfeld
Dr. Chris Barker
Dr. Paul Steinbach
Dr. Alex Frantzen
Dr. Roy Harris
Dr. Jerry Tyler
Dr. Jerry Williams
Dr. Steve Taaffe
Dr. Charles F. Abel

Agriculture
Elementary Education
Secondary Education
Secondary Education
Secondary Education
Forestry
Human Sciences
Human Sciences
Human Services
Human Services
Music
Music
Modern Language
Modern Language
Nursing
Library
Physics/Astronomy
Geology
Chemistry
Chemistry
Mathematics
Sociology
Sociology
History
Political Science & Geography

** Contingent upon completion of Ph.D. by August 2004
F. **Faculty Development Leave for 2004-2005**

**Fall 2004:**

Dr. Nancy Wisely Sociology

_04-33_
Upon motion of Regent de la Garza-Grahm, seconded by Regent Ertz, with all members voting aye, it was ordered that the following Academic and Student Affairs Items be approved:

A. **Faculty Workload Report for Spring 2004**

B. **Undergraduate and Graduate Curriculum Changes listed in Appendix No. 1**

C. **Spring 2004 Underenrolled Class List**

D. **Proposal to Offer a Master of Science in Resource Interpretation**

_04-34_
Upon motion of Regent Green, seconded by Regent Ertz, with all members voting aye, it was ordered that the following Financial Affairs Items be approved:

A. **Room and Board Rates** – a 1% increase in room and board rates was approved for FY 2004 – 2005 in accordance with the schedule presented in Appendix No. 3.

B. **Food Service Contract with ARAMARK** - a 4% rate increase for the 2004 – 2005 academic year was approved, and the president was authorized to sign the contract

C. **Privatization of the University Center Bookstore** (was not included in this motion. See separate Board action, below.)

D. **Tuition and Fee Schedule FY 2005** – schedule shown in Appendix No. 3.1 was approved, effective for Fall 2004. **Changes to Schedule of Course Fees FY 2005** was approved in Appendix 3.2, effective for Fall 2005.

E. **Property Purchase** the University was authorized to request Coordinating Board approval to purchase the property at 203 Feazell Street, and to complete the purchase at the appraised value of $55,900 upon that approval. The President was authorized to sign documents necessary to complete the purchase.

F. **Architectural Services** – this item was removed from consideration.
G. Adoption of Summer 2004 Budget - faculty and staff salaries and benefits included in the annual budget were increased by $490,208 to provide funding for the education and general portion of the 2004 summer budget. In addition, the total summer budget of $4,192,901 was approved as presented.

H. Resolution to Renew the Investment Management Contract with Merrill Lynch - the contract with Merrill Lynch was renewed for a period of two years.

I. Budget Changes Less Than $50,000 - no board action was required.

J. Equipment Purchases for Speech Pathology, Counseling, and Special Education - the University was authorized to seek bids for the purchase of a closed circuitry television system for the clinics in the new Human Services Building, and the President was authorized to sign the purchase orders as necessary, at a cost not to exceed $70,000. Source of funds: $60,000 from gift accounts and $10,000 from current year HEAF Instructional Capital.

04-35
Upon motion of Regent Pond, seconded by Regent Lopez, with all members voting aye, it was ordered that Barnes and Noble be selected to operate the University Bookstore.

04-36
Upon motion of Regent Wilhite, seconded by Regent Wulf, with all members voting aye, it was ordered that the administration be authorized to seek Coordinating Board approval for the University Center Parking Garage at a cost not to exceed $5,500,000. Two resolutions were adopted: 1) authorizing issuance, pending Coordinating Board approval, of a request for financing the project through the Texas Public Finance Authority; 2) reimbursing project costs from bond proceeds. Pending Coordinating Board approval, the administration was authorized to issue a RFP for parking garage architectural services, and also to issue a RFP for parking garage construction manager services. Further authorization was given for all items required by the University to proceed with the project.

04-37
Upon motion of Regent Wilhite, seconded by Regent Pond, with all members voting aye, it was ordered that the following Buildings and Grounds Items be approved:

B. Paving Projects - the Physical Plant was authorized to serve as general contractor for the paving projects, at a cost not to exceed $278,000 ($200,000 HEAF and $78,000 auxiliary). The President was authorized to sign contracts and purchase orders.

C. Vehicle Purchases - the Physical Plant was authorized to replace 4 vehicles at a HEAF cost not to exceed $105,000. Vehicles will be purchased by low bid or state contract. Cost above 2004 HEAF allocation will be supported from current department budgeted funds.
D. Charter School Space – the Physical Plant was authorized to convert two rooms in Human Sciences to a classroom with a restroom to accommodate the addition of the fifth grade, to convert and remodel a classroom in Human Sciences South to accommodate classes previously taught in the fifth grade space, and to modify the fenced-in the area between Human Sciences and Early Childhood for a playground. The president was authorized to sign the required purchase orders and contracts. Cost is not to exceed $50,000. Source of funds is HEAF.

E. Arboretum and Native Plant Center Trails - the University was authorized to expand the accessible trails in the Arboretum and Native Plant Center, with the Physical Plant acting as general contractor, at a cost not to exceed $150,000. Source of funds is 2004 HEAF.

04-38
Upon motion of Regent Wilhite, seconded by Regent Ertz, with all members voting aye, it was ordered that the policy revisions shown as Appendix No. 5 be approved.

REPORTS

A. Faculty Senate Chair, Dr. Darrel McDonald
B. Student Government Association President, Chad Harrison
C. President
D. Marketing Update – Stamats

Meeting adjourned at 3:02 p.m.
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<tr>
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<td>BIO402</td>
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# Appendix No. 1

## Undergraduate Course Deletions

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### Undergraduate
### New Course Proposals

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<td>Survey of Foods, Nutrition and Dietetics</td>
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<td>Intro to Family &amp; Child Development</td>
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<td>Accessories in Interiors</td>
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<td>Purchasing in the Hospitality Industry</td>
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<td>Food &amp; Beverage Cost Control in the Hospitality Ind.</td>
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<td>Interior Materials and Cabinetry</td>
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<td>Application of Elements &amp; Principles of Design</td>
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<td>HMS340</td>
<td>Family Approach to Middle Childhood/Adolescent Development</td>
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<td>Hospitality Financial Management</td>
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<td>GEO305</td>
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<td>SOC470</td>
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<td>BIO407</td>
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<td>BIO411</td>
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<td>BIO412</td>
<td>Field Biology</td>
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<td>Field Course in Applied Ecological Methods</td>
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<td>BIO442</td>
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<td>EGR342</td>
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<td>PHY485</td>
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GRADUATE COURSE PROPOSALS
SPRING, 2004

New Courses

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<td>Equine Production and Mgt.</td>
<td>Agriculture</td>
<td>Adding new options in AGR major - 2 sch</td>
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<td>Typography</td>
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<td>Illustration</td>
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<td>ART 579</td>
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<td>Replaces special topics course</td>
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<td>Professional Practices</td>
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<td>Replaces special topics course</td>
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<td>BIO 501</td>
<td>Advanced Cellular Biology</td>
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<td>Comparative Animal Physiology</td>
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<td>Biotech.</td>
<td>Creates new elective</td>
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<td>Bioinformatics I Lab</td>
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<td>Bioinformatics II</td>
<td>Biotech.</td>
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<td>Bioinformatics II Lab</td>
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<td>Scientific Discovery</td>
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<td>Creates new elective</td>
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<td>DNA Forensics</td>
<td>Biotech.</td>
<td>Elective for several majors</td>
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<td>BTC 552</td>
<td>Concepts in Lab. Analysis</td>
<td>Biotech.</td>
<td>Biochemical calculations and concepts</td>
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<td>BTC 553</td>
<td>Critical Reading I</td>
<td>Biotech.</td>
<td>Reading and interpreting scientific publications</td>
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<td>Critical Reading II</td>
<td>Biotech.</td>
<td>Continuation of BTC 553</td>
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<td>BTC 556</td>
<td>Biotech Research Seminar</td>
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<td>Preparation for thesis research and writing - 1 sch</td>
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<tr>
<td>COM 507</td>
<td>Management of Meetings</td>
<td>Comm.</td>
<td>Provides new option for graduate major</td>
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<tr>
<td>COM 514</td>
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<td>Comm.</td>
<td>Provides new elective course</td>
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COU 592 Rhb. Of Persons with Severe Dis.
ELE 543 PBIC Internship - Distant
EPS 563 Individual Case Consultation
HMS 501 Service Mgt. In the Hospitality Ind.
HMS 502 Employee Dev. Issues in Hosp. Ind.
HMS 531 Supervised Practice for Dietetic Interns
MGT 585 Seminar in Entrepreneurship
MLG 580 Develop. Self-disciplined Learners
MTE 578 Probability Theory
MTE 580 Statistical Reasoning
MTE 584 Modern Algebra & Number Theory
MTE 586 Survey of Mathematics II
MUE 549 Intro to On-line Music Courses
PHI 490G Adv. Studies in Philosophy
PSY 521 Positive Psychology
PSY 530 History and Systems
PSY 540 Human Assessment
RDG 518 Reading Meth. For Early Childhood
RDG 519 Reading Meth. For Upper Level
SED 543 Synthesis Seminar
SED 545 PBIC Internship - Distant
SPA 435G Special Stu. in Lat. Amer. Lit.
SPA 445G Specia Stu. in Pennisular Lit.

Counseling
PBIC
Sch. Psych.
Fam & Cons.
Fam & Cons.
Fam & Cons.
MBA
PBIC
MTeach
MTeach
MTeach
MTeach
MTeach
MTeach
Multiple
Multiple
Multiple

Cross-listed with RHB 490
Adds separate course for those outside 100-mile range
Adds required course for majors
Adds option in graduate offerings
Adds option in graduate offerings
Required for accreditation
New option for several majors
New course on discipline for middle school
Secondary math teaching requirement
Secondary math teaching requirement
Secondary math teaching requirement
Secondary math teaching requirement
Elective course for 1 sch
New option for graduate students
Cross-listed with PSY 400
Cross-listed with PSY 420
Cross-listed with PSY 490
Adds new emphasis for EC reading
Adds new emphasis for upper level reading
New capstone course for PBIC students
Adds separate course for those outside 100-mile range
Adds option for graduate credit
Adds option for graduate credit

Course Changes

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<td>Synthesis in Ed. Leadership</td>
<td>Mid-mgt.</td>
<td>Revision</td>
<td>Change in title, description, emphasis</td>
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<td>Advanced Photographic Processes</td>
<td>Art</td>
<td>Revision</td>
<td>Change in title, description, broadens offerings</td>
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<td>ART 540</td>
<td>Graduate Art Metal/Jewelry</td>
<td>Art</td>
<td>Revision</td>
<td>Change in title and description</td>
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<td>ART 561</td>
<td>Advanced Digital Media</td>
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<td>Revision</td>
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<td>Advertising Design II</td>
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<td>Behavioral Ecology</td>
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<td>Change in format of course - requests 4 sch</td>
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<td>Early Childhood</td>
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<td>Early Childhood</td>
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<td>ELE</td>
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<td>Change in prefix</td>
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<td>Psych</td>
<td>Change</td>
<td>Change in title</td>
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<tr>
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<td>Biopsychology</td>
<td>Sec. Ed.</td>
<td>Change</td>
<td>Change in title</td>
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<tr>
<td>SED 534</td>
<td>Instructional Design</td>
<td>Sec. Ed.</td>
<td>Revision</td>
<td>New title, description, content</td>
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<td>Revision</td>
<td>New title, description, content</td>
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<td>Revision</td>
<td>New title, description, focus</td>
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<td>New title, description, focus</td>
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<td>NUMBER</td>
<td>CREDIT</td>
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<td>3</td>
<td>12</td>
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<td>3</td>
<td>3</td>
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<td>4</td>
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<td>BTC 557 751</td>
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<td>2</td>
<td>4</td>
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<td>BTC 557L 051</td>
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<td>1</td>
<td>2</td>
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<td>BTC 557L 451</td>
<td>2</td>
<td>1</td>
<td>2</td>
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# Under-Enrolled Classes

**Spring 2004**

### Definition of Under-Enrolled Undergraduate Class:

Any organized class with less than ten students unless the class is cross-listed with another organized class and the combined classes equal ten or more.

### Definition of Under-Enrolled Graduate Class:

Any organized class with less than five students unless the class is cross-listed with another organized class and the combined classes equal five or more.

Any organized class with both graduate and undergraduate students will be considered short unless ten students are enrolled.

<table>
<thead>
<tr>
<th>Dept. Course Section</th>
<th>Enrolled</th>
<th>Credit</th>
<th>Funded</th>
<th>Hours</th>
<th>Days / Time / Building / Room / Instruction Type</th>
<th>Faculty</th>
<th>Justification for Teaching</th>
<th>Under-Enrolled Course</th>
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<tbody>
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<td>CHE 338 001</td>
<td>7</td>
<td>4</td>
<td></td>
<td>28</td>
<td>MWF 9:00-9:50AM C 309 LEC</td>
<td>Frantz, A</td>
<td>Maintain Sequence</td>
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<td>7</td>
<td>1</td>
<td>7</td>
<td></td>
<td>C 211 LAB</td>
<td>Garrett, J</td>
<td>Maintain Sequence</td>
<td></td>
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<tr>
<td>PHY 108 001</td>
<td>8</td>
<td>3</td>
<td>24</td>
<td></td>
<td>TR 2:00-3:50PM S 323 LEC</td>
<td>Trkousko, W</td>
<td>Maintain Sequence</td>
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<td>PHY 430 001</td>
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<td>3</td>
<td>24</td>
<td></td>
<td>TR 8:00-9:15AM S 323 LEC</td>
<td>Trkousko, W</td>
<td>Graduating Seniors</td>
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<td>PHY 551 001</td>
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<td>4</td>
<td>10</td>
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</table>

**Total Hours Generated in Short Classes:** 420

**Short Classes as a % of Total Hours:** 0.32%

*Estimated Total Hours Spring '04:** 129,714

*Estimated from Office of Institutional Research*

---

**Date Approval**

---

**Page 2**
### Stephen F. Austin State University
Room and Board Rates for 2004-2005

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Fall and Spring Semester</th>
<th>Summer I or II</th>
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<tr>
<td></td>
<td>w/t Day</td>
<td>w/t Day</td>
</tr>
<tr>
<td></td>
<td>14 Meals</td>
<td>20 Meals</td>
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<tr>
<td>3 Unit III</td>
<td>$2,184</td>
<td>$2,267</td>
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<td>5 Wisely Hall</td>
<td>$2,406</td>
<td>$2,489</td>
</tr>
<tr>
<td>7 Todd Hall</td>
<td>$2,293</td>
<td>$2,376</td>
</tr>
<tr>
<td>9 North Hall</td>
<td>$2,406</td>
<td>$2,489</td>
</tr>
<tr>
<td>10 Hall 10</td>
<td>$2,332</td>
<td>$2,415</td>
</tr>
<tr>
<td>11 Mays Hall</td>
<td>$2,332</td>
<td>$2,415</td>
</tr>
<tr>
<td>12 South Hall</td>
<td>$2,558</td>
<td>$2,641</td>
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<tr>
<td>13 Wilson Hall</td>
<td>$2,293</td>
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<td>14 Hall 14</td>
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<td>$2,376</td>
</tr>
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<td>15 Griffith Hall</td>
<td>$2,293</td>
<td>$2,376</td>
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<tr>
<td>16 Hall 16</td>
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<tr>
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<td>18 Kerr Hall</td>
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<td>$2,376</td>
</tr>
<tr>
<td>20 Hall 20</td>
<td>$2,406</td>
<td>$2,489</td>
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</table>

RATES above include sales tax for Board.

### Apartments

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<tr>
<th>Apartments</th>
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<td>1 - 70</td>
<td>$358</td>
<td>*</td>
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<tr>
<td>Raguet Apts.</td>
<td>200 - 299</td>
<td>$402</td>
<td>*</td>
<td>Television and Telephone</td>
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<tr>
<td>Garner Apts.</td>
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<td>$413</td>
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<tr>
<td>Clark Apts.</td>
<td>301-316</td>
<td>$517</td>
<td>*</td>
<td>Television, Telephone, and</td>
</tr>
<tr>
<td>University Woods</td>
<td>1 BR</td>
<td>$413</td>
<td>***</td>
<td>Laundry Facilities</td>
</tr>
<tr>
<td>University Woods</td>
<td>2 BR</td>
<td>$533</td>
<td>***</td>
<td>*** - Includes Cable</td>
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<tr>
<td></td>
<td></td>
<td></td>
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<td>Television and Telephone</td>
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For Accounting Purposes Only:

<table>
<thead>
<tr>
<th>Rooms</th>
<th>Fall or Spring Rate</th>
<th>Summer I or II Rate</th>
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<tbody>
<tr>
<td>Classification I</td>
<td>$1,281</td>
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<td>Hall 5, 9, 17, 20</td>
<td>$1,168</td>
<td>$438</td>
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<tr>
<td>Classification II</td>
<td>$1,059</td>
<td>$404</td>
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<td>Hall 7, 13, 14, 15, 16, 18</td>
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<td>$477</td>
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<tr>
<td>Classification III</td>
<td>$1,207</td>
<td>$477</td>
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<tr>
<td>Hall 3</td>
<td>$1,207</td>
<td>$477</td>
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<tr>
<td>Enrichment Halls</td>
<td>$1,207</td>
<td>$477</td>
</tr>
<tr>
<td>Hall 10, 11</td>
<td>$1,433</td>
<td>$552</td>
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<tr>
<td>12 Month Hall</td>
<td>$1,433</td>
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<td>Hall 12</td>
<td>$1,433</td>
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Additional Fee Charged for Private Room per semester

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<tr>
<th>Fall/Spring</th>
<th>Classification I Halls</th>
<th>$600</th>
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<td>Classification III Halls</td>
<td>$600</td>
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<tr>
<td>Enrichment Halls</td>
<td>$500</td>
<td></td>
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<tr>
<td>12 Month Hall</td>
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<td>Summer I or II</td>
<td>All Halls</td>
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<table>
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<th>Meal plans</th>
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<th>7/20</th>
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<th>Sum 7/14</th>
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<td>$1,343</td>
<td>$399</td>
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## Proposed Changes to Tuition and Fee Schedules
### FY 2005

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<th>Item</th>
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<th>Proposed Fee</th>
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<tbody>
<tr>
<td>Student Service Fee</td>
<td>$9.50 per SCH [1]</td>
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<tr>
<td>General Course Fee [2]</td>
<td>$6.00 per course</td>
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<tr>
<td>Designated Tuition Rate</td>
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<td>$64.00 [3] per SCH [1]</td>
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<td>Discretionary (Graduate) Tuition Rate [4]</td>
<td>$0.00 per SCH [1]</td>
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### Parking Permit - Annual Fee
- **Student - Campus Resident**: $30.00 → $48.00
- **Student - Commuter**: $20.00 → $32.00

### Employee - Annual Fee, Based on Salary

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<th>Salary Range</th>
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<td>$ 40,000 to $ 59,999</td>
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<td>$120,000 and up</td>
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### Notes:

[1] Semester Credit Hour

[2] Designated tuition will be allocated to departments to offset the revenue reduction resulting from elimination of the general course fee

[3] Designated tuition is capped at $1,024 per semester—the cost of 16 semester credit hours

[4] In addition to statutory and designated tuition

Tuition and Fee Changes for Fall 2004.xls

20.1
# APPENDIX 3.2

Stephen F. Austin State University

## CHANGES TO SCHEDULE OF COURSE FEES - FY2005

### College of Business

<table>
<thead>
<tr>
<th>Course Prefix</th>
<th>Course Number</th>
<th>Course Name</th>
<th>Current Course Fee</th>
<th>Proposed Course Fee</th>
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<tbody>
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<td>ACC</td>
<td>400</td>
<td>Various</td>
<td>98.00</td>
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<tr>
<td>BCM</td>
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<td>400</td>
<td>Various</td>
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<td>130.00</td>
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<td>ECO</td>
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<td>Various</td>
<td>98.00</td>
<td>130.00</td>
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### College of Education

<table>
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<td>Accessories in Interiors</td>
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<td>20.00</td>
</tr>
</tbody>
</table>

20.2
### APPENDIX 3.2

| SPH  | 480 | Neural Bases of Communication | 0 | 20.00 |
| SPH  | 507 | Speech Science | 0 | 20.00 |
| SPH  | 510 | Special Studies: Central Auditory Process | 0 | 20.00 |
| AED  | 596.020 | Superintendent Internship | 6.00 | 50.00 |
| KIN  | 551.01 | Athletic Training Clinical V | 0 | 30.00 |
| KIN  | 551.02 | Athletic Training Clinical V | 0 | 30.00 |
| AED  | 501.4** | Introduction to Educational Leadership | 16.00 | (2) 100.00 |
| AED  | 513.4** | Administration of Special Services | 16.00 | (2) 100.00 |
| AED  | 516.4** | The School Principalship K-12 | 16.00 | (2) 100.00 |
| AED  | 517.4** | The Principal as Instructional Leader | 16.00 | (2) 100.00 |
| AED  | 519.4** | Supervision of Instructional Program | 16.00 | (2) 100.00 |
| AED  | 549.4** | Foundations of Curriculum Planning | 16.00 | (2) 100.00 |
| AED  | 565.4** | Public School Law | 16.00 | (2) 100.00 |
| AED  | 591.4** | Practical Inquiry and Action Research I | 16.00 | (2) 100.00 |
| AED  | 592.4** | Practical Inquiry and Action Research II | 16.00 | (2) 100.00 |
| AED  | 511.4** | The Superintendency | 16.00 | 100.00 |
| AED  | 547.4** | Public School Financing and Business | 16.00 | 100.00 |
| AED  | 551.4** | School Plant Administration | 16.00 | 100.00 |
| AED  | 552.4** | School-Community Relationship | 16.00 | 100.00 |
| AED  | 553.4** | School Personnel Administration | 16.00 | 100.00 |
| AED  | 594.4** | Superintendency Seminar | 16.00 | 100.00 |
| AED  | 599.4** | Synthesis in Educational Leadership | 16.00 | 100.00 |
| HSC  | 151 | ARC First Aid for Health Emergencies | 0 | 20.00 |
| KIN  | 367 | Orthopedic Assessment for the Physically Active | 0 | 20.00 |
| KIN  | 387 | Rehabilitation for the Physically Active | 0 | 20.00 |
| KIN  | 521 | Athletic Training Clinical I | 0 | 30.00 |
| KIN  | 522 | Athletic Training Clinical II | 0 | 30.00 |
| KIN  | 531 | Therapeutic Modalities Laboratory | 0 | 30.00 |
| KIN  | 532 | Evaluation Techniques for the lower extremity | 0 | 30.00 |
| KIN  | 533 | Evaluation Techniques for the lower extremity | 0 | 30.00 |
| KIN  | 536 | Therapeutic Rehabilitation Laboratory | 0 | 30.00 |
| KIN  | 541 | Athletic Training Clinical II | 0 | 30.00 |
| KIN  | 542 | Athletic Training Clinical IV | 0 | 30.00 |
| KIN  | 476 | Principles of Therapeutic Modalities | 0 | 20.00 |

### College of Liberal Arts

<table>
<thead>
<tr>
<th>Course Prefix</th>
<th>Course Number</th>
<th>Course Name</th>
<th>Current Course Fee</th>
<th>Proposed Course Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEO</td>
<td>130</td>
<td>Physical Geography</td>
<td>10.00</td>
<td>0.00</td>
</tr>
<tr>
<td>GEO</td>
<td>220</td>
<td>Introduction to Geographic Information Systems (GIS)</td>
<td>20.00</td>
<td>40.00</td>
</tr>
<tr>
<td>GEO</td>
<td>320</td>
<td>Geographic Systems Applications</td>
<td>20.00</td>
<td>30.00</td>
</tr>
<tr>
<td>GEO</td>
<td>315</td>
<td>Cartography</td>
<td>15.00</td>
<td>30.00</td>
</tr>
</tbody>
</table>

20.3
### College of Fine Arts

<table>
<thead>
<tr>
<th>Course Prefix</th>
<th>Course Number</th>
<th>Course Name</th>
<th>Current Course Fee</th>
<th>Proposed Course Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUP</td>
<td>100</td>
<td>Recital Attendance</td>
<td>10.00</td>
<td>15.00</td>
</tr>
<tr>
<td>MUS</td>
<td>140</td>
<td>Music Appreciation</td>
<td>10.00</td>
<td>15.00</td>
</tr>
<tr>
<td>ART</td>
<td>100</td>
<td>Drawing I</td>
<td>16.00</td>
<td>41.00</td>
</tr>
<tr>
<td>ART</td>
<td>101</td>
<td>Drawing II</td>
<td>16.00</td>
<td>41.00</td>
</tr>
<tr>
<td>ART</td>
<td>375</td>
<td>Typography &amp; Lettering</td>
<td>20.00</td>
<td>50.00</td>
</tr>
<tr>
<td>ART</td>
<td>390</td>
<td>Exploring Art</td>
<td>20.00</td>
<td>26.00</td>
</tr>
<tr>
<td>ART</td>
<td>395</td>
<td>Art Development</td>
<td>26.00</td>
<td>32.00</td>
</tr>
<tr>
<td>ART</td>
<td>400</td>
<td>Drawing III</td>
<td>16.00</td>
<td>41.00</td>
</tr>
<tr>
<td>ART</td>
<td>401</td>
<td>Expressive Drawing</td>
<td>16.00</td>
<td>41.00</td>
</tr>
<tr>
<td>ART</td>
<td>490</td>
<td>Art Development II</td>
<td>26.00</td>
<td>32.00</td>
</tr>
<tr>
<td>ART</td>
<td>499</td>
<td>Art Development III</td>
<td>26.00</td>
<td>32.00</td>
</tr>
<tr>
<td>ART</td>
<td>500</td>
<td>Grad Drawing III</td>
<td>16.00</td>
<td>41.00</td>
</tr>
<tr>
<td>ART</td>
<td>511</td>
<td>Grad Expressive Drawing</td>
<td>16.00</td>
<td>41.00</td>
</tr>
</tbody>
</table>

### College of Applied Arts & Sciences

<table>
<thead>
<tr>
<th>Course Prefix</th>
<th>Course Number</th>
<th>Course Name</th>
<th>Current Course Fee</th>
<th>Proposed Course Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>SWK</td>
<td>215</td>
<td>Introduction to Social Work</td>
<td>30.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### College of Forestry

<table>
<thead>
<tr>
<th>Course Prefix</th>
<th>Course Number</th>
<th>Course Name</th>
<th>Current Tuition Replacement Fee</th>
<th>Proposed Out-of-State Electronic Fee (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOR</td>
<td>5**</td>
<td>Proposed distance learning courses in MS-RI</td>
<td>541.50</td>
<td>581.00</td>
</tr>
</tbody>
</table>

(1) Charged instead of tuition. Graduate tuition and student service fee waived when this fee is charged.

(2) Fee is effective for classes beginning Summer 2004.
### Schedule of Budget Changes
January 20, 2004 to March 30, 2004

<table>
<thead>
<tr>
<th>ACTIVITY RECIPIENT</th>
<th>ACCOUNT NAME</th>
<th>ACCOUNT NUMBER</th>
<th>INCOME SOURCE</th>
<th>AMOUNT</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friends of the Arts - Art.</td>
<td>5-96070</td>
<td></td>
<td>Additional Revenue</td>
<td>1,594</td>
<td>2/11/2004</td>
</tr>
<tr>
<td>UPD Training</td>
<td>2-72100</td>
<td></td>
<td>Additional Revenue</td>
<td>2,275</td>
<td>2/11/2004</td>
</tr>
<tr>
<td>All Girl Cheerleader Discretionary</td>
<td>5-91400</td>
<td></td>
<td>Additional Revenue</td>
<td>1,830</td>
<td>2/11/2004</td>
</tr>
<tr>
<td>Broiler Houses</td>
<td>2-02067</td>
<td></td>
<td>Additional Revenue</td>
<td>25,000</td>
<td>2/16/2004</td>
</tr>
<tr>
<td>Pom Squad Discretionary</td>
<td>5-91397</td>
<td></td>
<td>Additional Revenue</td>
<td>6,017</td>
<td>3/9/2004</td>
</tr>
<tr>
<td>Broiler Houses</td>
<td>2-02067</td>
<td></td>
<td>Additional Revenue</td>
<td>34,000</td>
<td>3/11/2004</td>
</tr>
<tr>
<td>All Girl Cheerleader Discretionary</td>
<td>5-91400</td>
<td></td>
<td>Additional Revenue</td>
<td>8,582</td>
<td>3/30/2004</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td>131,669</td>
<td></td>
</tr>
</tbody>
</table>
### Policies for Board Review

**April 20, 2004**

<table>
<thead>
<tr>
<th>A-14</th>
<th>Minimum Length of Courses</th>
<th>Updated title of Provost and VP for Academic Affairs; update cross reference information.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-18A</td>
<td>Summer Teaching Appointments</td>
<td>Departmental policies on summer assignments are subject to approval by dean and Provost and must be reviewed in no less than 5 year intervals. Replaces policies A-43 Summer Teaching Assignments and Receipt of Grant Funds, and E-48A Summer Contracts. These deleted policies are included in pages P110 and P111.</td>
</tr>
<tr>
<td>A-21</td>
<td>Guest Lecturers</td>
<td>Updated title of Provost and VP for Academic Affairs.</td>
</tr>
<tr>
<td>A-25</td>
<td>Library Gifts</td>
<td>Updated title of Provost and VP for Academic Affairs; major gifts defined as those requiring extraordinary commitment of space or specific management requirements.</td>
</tr>
<tr>
<td>A-57</td>
<td>Developmental Education and the Texas Success Initiative (formerly Texas Academic Skills Program)</td>
<td>New title, major re-write.</td>
</tr>
<tr>
<td>A-59</td>
<td>Academic Advising for Undergraduate Students</td>
<td>Added an introduction; students with fewer than 60 hours must be advised prior to registration; students with 60 or more must be advised annually and should have an official degree plan on file; additional listing of responsibilities of an advisor; updated title of Provost and VP for Academic Affairs.</td>
</tr>
<tr>
<td>B-3</td>
<td>Austin Building Conference Rooms</td>
<td>Policy reviewed, no changes made.</td>
</tr>
<tr>
<td>C-12</td>
<td>Distribution of Payroll</td>
<td>SFA’s intent is to pay employees by direct deposit; employee must insure pay has been deposited into their account; payroll check will be produced if employee has not authorized direct deposit.</td>
</tr>
<tr>
<td>D-3</td>
<td>Animals on University Property</td>
<td>Minor grammatical changes.</td>
</tr>
<tr>
<td>D-12</td>
<td>Faculty/Staff Traffic Appeals</td>
<td>Policy reviewed; no changes made.</td>
</tr>
<tr>
<td>D-24</td>
<td>Parking and Traffic Regulations</td>
<td>NOTE: Rates for fees and fines will be revised, pending review by appropriate Board committees.</td>
</tr>
<tr>
<td>D-41</td>
<td>Compliance with the Americans with Disabilities Act</td>
<td>Contact for Revision is Director of Human Resources.</td>
</tr>
<tr>
<td>E-4</td>
<td>Affirmative Action</td>
<td>Policy reviewed; no changes made.</td>
</tr>
<tr>
<td>Appendix No. 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>E-8N</strong></td>
<td><strong>Classified Pay Plan</strong></td>
<td>Part-time employees will receive a percentage of the minimum of the salary range; reclassification request to be forwarded to VP Business Affairs; forms available in Human Resources or University Printing.</td>
</tr>
<tr>
<td><strong>E-11</strong></td>
<td><strong>Discipline and Discharge</strong></td>
<td>Additional Major Rule Violation: failure to attend state and university mandated trainings; new Employee Counseling Form includes documentation for specific, job related and measurable actions identified to increase job knowledge, improve skills, or correct performance difficulties; additional Cross Reference: Performance Management Plan.</td>
</tr>
<tr>
<td><strong>E-16</strong></td>
<td><strong>Employee Enrolling for Courses</strong></td>
<td>Policy reviewed; no changes made.</td>
</tr>
<tr>
<td><strong>E-25N</strong></td>
<td><strong>Grievance and Appeals</strong></td>
<td>Applies to non-academic staff employees.</td>
</tr>
<tr>
<td><strong>E-41N</strong></td>
<td><strong>Reduction in Force of Non-Academic Employees</strong></td>
<td>Policy reviewed; no changes made.</td>
</tr>
<tr>
<td><strong>E-45</strong></td>
<td><strong>Service Awards</strong></td>
<td>Updated title of Provost/Vice President for Academic Affairs.</td>
</tr>
<tr>
<td><strong>E-46</strong></td>
<td><strong>Discrimination Complaints/Sexual Harassment</strong></td>
<td>Major re-write.</td>
</tr>
<tr>
<td><strong>E-47.1</strong></td>
<td><strong>Sick Leave Pool</strong></td>
<td>Major re-write.</td>
</tr>
<tr>
<td><strong>E-49</strong></td>
<td><strong>Temporary Employment</strong></td>
<td>Temporary Services may be secured through agency which has contracted with SFA to provide temporary labor services by completing &quot;Temporary Employment Form and sending to HR for processing. Purchasing will encumber funds for this expense. Wages paid to temporary workers is at a premium.</td>
</tr>
<tr>
<td><strong>E-51.1N</strong></td>
<td><strong>Time Clock</strong></td>
<td>Grammatical correction.</td>
</tr>
<tr>
<td><strong>E-54</strong></td>
<td><strong>Vacation/Sick Leave Report</strong></td>
<td>Policy reviewed, no changes made.</td>
</tr>
<tr>
<td><strong>E-57</strong></td>
<td><strong>Performance Management Plan</strong></td>
<td>Plan for each employee should be free from discrimination including race, color, religion, sex, age, national origin, disability, or disabled veteran status according with Equal Employment Opportunity law. Supervisor is responsible for ensuring evaluation is completed fairly and without prejudice. Supervisor’s signature on completed form shall certify job performance ratings, performance values ratings, and training and development plans have been reviewed to ensure consistency of application.</td>
</tr>
<tr>
<td><strong>F-10</strong></td>
<td><strong>Emergencies</strong></td>
<td>Emergencies may be reported by calling 468-2608, 911 from any University phone, or by utilizing any of the Emergency Call Boxes located on campus.</td>
</tr>
<tr>
<td>Appendix No. 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Policy Reviewed; no changes made. |
| Academic Accommodation of Students with Disabilities |
| Formatting changes; additional Cross Reference to D-3 Animals on University Property. |
| New |
| Policy reviewed; no changes made. |
| Appeal Procedure Relating to the Provision of Accommodations for Students with Disabilities |
| New policy. |
| New |
| New policy. |
| Reasonable Workplace Accommodations for Disabilities |
| New policy. |
| Summer Teaching Assignments and Receipt of Grant Funds |
| Policy deleted; incorporated into new Policy A-18A, Summer Teaching Appointments |
| New |
| Policy deleted; incorporated into new Policy A-18A, Summer Teaching Appointments |
| Summer Contracts |
Minimum Length of Courses

Original Implementation: February 4, 1986

Last Revision: April 18, 2000—April 20, 2004

Stephen F. Austin State University requires that each course (except individual instruction) that it offers 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, who shall determine that the format and content make it appropriate for shortened duration, and that the quality of the course is equal to or better than a course offered under a regular format. A student enrolled in such a course must meet the regular admissions requirements of the University.

Source of Authority: Texas Higher Education Coordinating Board, President, Vice President for Academic Affairs

Cross Reference: Policy, Procedures and Format Guidelines, Texas Higher Education Coordinating Board, 1992

Chapter 4, Subchapter A, Section 4.6, Texas Higher Education Coordinating Board, May 27, 2003.

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: None
Summer Teaching Appointments A-18A

Note: A-18A Replaces University Policies A-43 and E-48A

Original Implementation: April 20, 2004
Last Revision: None

The University offers no guarantee of summer employment 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 faculty input, each department or college is required to adopt a written policy concerning the allocation of summer teaching assignments. These policies will 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.

Each department will develop its policy regarding the effect of utilizing grant funds on summer faculty teaching assignments. These policies and procedures are subject to the approval of the academic dean and Provost. Vice President for Academic Affairs. Once approved, a copy of the policy will be placed on file with the dean and provost and distributed to the departmental faculty. The policy must be reviewed by the departments or colleges on no less than five year intervals. A copy of the approved policy will be placed on file and/or revised reviewed on a regular basis by October 1 of each year if needed and retained in the office of the Provost and Vice President for Academic Affairs and the academic dean. Once approved, copies of the policy will be distributed to the departmental faculty.

Source of Authority: Provost and Vice President for Academic Affairs

Cross Reference: Faculty Handbook http://www.sfasu.edu/acadaffairs/tocfachb.htm

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: None
Guest Lecturers

Original Implementation; October 1, 1980

Last Revision: April 18, 2000 April 20, 2004

Occasionally, a faculty member may find it desirable to have a guest lecturer not affiliated with the University address his/her class. When guest lecturers not affiliated with the University are utilized in the conduct of a class, it is the obligation of the faculty member to assure that the principles of academic responsibility are upheld. Except as provided under policy governing absences from classes by faculty, the faculty member will be present when a guest lecturer addresses his/her class.

Source of Authority: Provost and Vice President for Academic Affairs

Cross Reference: Faculty Handbook http://www.sfasu.edu/acadaffairs/tocfachb.htm

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: None

Return to Policy & Procedure Main Page
Library Gifts

Original Implementation: March, 1982

Last Revision: January 26, 2000  April 20, 2004

The purpose of the Library's gift program is to supplement library acquisitions by accepting materials and/or monetary donations for the purchase of library materials.

Accepting Gifts. It is the policy of the University that gifts of materials be accepted only with the understanding that upon receipt the Library reserves the right to determine their retention, cataloging treatment, and other considerations related to their use or disposition.

Factors which will be considered in deciding whether to accept a gift include the needs of the collection, technical processing costs, physical condition, location and space, maintenance requirements and accompanying restrictions.

Major Gifts. The acceptance of major gifts (i.e. gifts requiring an extraordinary commitment of space or gifts accompanied by specific management requirements) will be negotiated and authorized by the Library Director and the Vice President for University Advancement.

Restricted Gifts. Gifts that carry restrictions will not be accepted unless specifically authorized by the Library Director and the Vice President for University Advancement.

Appraisals. The Library does not appraise gifts. The cost of an outside appraisal is borne by the donor.

Acknowledgements. The Library Director will acknowledge outstanding gifts and notify the Vice President for University Advancement of any gifts of materials valued at $100 or more.

Source of Authority: Provost and Vice President for Academic Affairs

Cross Reference: None

Contact for Revision: Library Director

Forms: None
Developmental Education and the Texas Success Initiative (formerly Texas Academic Skills Program)

Original Implementation: April 18, 2000
Last Revision: April 22, 2003, April 20, 2004

The Texas Success Initiative is a program mandated by State law that requires skills testing of students before they enroll in a Texas institution of higher education. The Initiative prescribes developmental education for all students whose test scores, according to levels set by the Coordinating Board, indicate they lack reading, writing, and/or mathematical skills needed to succeed in college courses, according to levels set by the Coordinating Board.

The SFASU Texas Academic Skills Developmental Education Program policy elaborates the requirements established by the Texas Higher Education Coordinating Board. Ambiguities or omissions in the following policy are to be resolved in accordance with Coordinating Board regulations as set out in the current rules for the Texas Success Initiative, issue of the Board's publication, TASP Policy Manual. The purposes of this policy are:

- To provide for quality and accountability of the developmental education program;
- To promote improvement in, and the effective delivery of, the developmental education program;
- To provide for an effective program of individualized and flexible developmental programming.

TASP is a program mandated by State law that requires skills testing of most students before they enter a Texas institution of higher education, and that prescribes developmental education for all students whose test scores indicate they lack reading, writing, and/or mathematical skills needed to succeed in college courses.

Exemption from Testing

Students are exempt from TASP—the testing requirement if, and only if, they meet one of the following criteria. (Please note that certain minimum TASP scores, SAT scores, or ACT scores are required of students entering teacher education at the time they seek formal admission into that program, even if students meet one or more of the following exemptions.)
1. Student earned at least three semester hours of college credit before September 1, 1999.

2. Student is legally deaf or legally blind and earned at least three semester hours of college credit before September 1, 1995.

3. Student possesses an associate or baccalaureate degree from an accredited institution of higher education.

4. Student earned scores as specified in the TASP Policy Manual by Texas Higher Education Coordinating Board-Rules for the exit-level Texas Assessment of Academic Skills test (TAAS), the Texas Assessment of Knowledge and Skills (TAKS), the ACT test, or the Scholastic Assessment Test (SAT). Such scores must have been earned within the time spans-limitations specified in the TASP Policy Manual by the Coordinating Board.

5. Student is 55 years of age or older and is not seeking a degree.

6. Student is enrolled temporarily at SFASU; and is not seeking a degree from SFASU; and is also enrolled in a private or out-of-state institution of higher education or has graduated from an institution of higher education.

7. Student is participating in the National Student Exchange Program from another state and is not seeking a degree from a Texas institution of higher education.

8. Student is a citizen of a country other than the United States of America and is not a matriculated degree-seeking student at SFASU.

9. Student transfers has earned college-level credit hours from an accredited higher education institution private or out-of-state institution to SFASU and earned with the grade of "BC" or better on designated courses in reading, writing, and mathematics.

10. Student possesses a baccalaureate degree from an accredited institution of higher education.

11. Student graduated from high school with a 3.5 or higher grade point average (GPA), AND graduated in the "recommended" or "advanced/distinguished" academic program. Enrollment at a state-supported college or university must occur within 3 years of high school graduation.
5. Student has previously attended a public institution of higher education in Texas and has been determined to have met collegiate readiness standards by that institution.

6. Student is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment.

7. Student 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 or serve as a member of a reserve component of the armed forces of the United States on or after August 1, 1990.

Testing Requirements

Every non-exempt undergraduate student must have test scores on file prior to registration at SFASU. The Coordinating Board has approved the following assessment instruments: ASSET and COMPASS (ACT); ACCUPLACER (College Board); Texas Higher Education Assessment [THEA, formerly TASP] (National Evaluation Systems). With only the exceptions noted below, all non-exempt students must have TASP Test scores or their equivalent on file at SFASU before registering for classes at SFASU. Only initial testing may be accomplished with alternative tests; all subsequent testing must employ the TASP test. Approved alternative tests and minimum passing scores and conditions are specified in the TASP Policy Manual. There is no restriction on the use of any instrument for initial or subsequent testing except that there must be at least a thirty day period between administrations of the same test.

Exceptions:

No non-exempt student may register for classes more than once without appropriate TASP-testing. Non-exempt students may initially register for classes without TASP or equivalent approved test scores under only the following circumstances:

1. Student suffered documented illness or injury or other bona fide emergency that prevented testing.

2. Student possesses documented disability for which reasonable and appropriate accommodations could not be provided in a timely manner.
3. Student is legally deaf and has not yet taken the Stanford Achievement Test. (Such students must take the Stanford Achievement Test at the first available opportunity.)

3.4- Student, through no personal fault, has still not been tested after all reasonable institutional testing opportunities have passed.

45. Upon recommendation of student’s academic dean, it is concluded that student’s best interests will be served by delaying testing until the next available testing date.

Students without scores on file during the first semester of enrollment and who cannot demonstrate collegiate readiness in Writing and Reading, according to the provisions of the present policy, are required to enroll in developmental coursework in those areas. The student may not enroll in college-level mathematics courses during that semester.

Developmental Education Program and Advising

Non-exempt students who do not pass one or more parts of the TASP Test, relevant assessment instrument or alternative test must engage in appropriate, continuous developmental education — beginning immediately. Precollege Reading and writing deficiencies must be remediated through appropriate developmental education during the first term of enrollment. In exceptional circumstances, part-time students may petition to seek remediation of reading and writing deficiencies sequentially rather than simultaneously. Upon the successful satisfaction of TASP-developmental education requirements for reading, the student must engage in immediate and continuous developmental mathematics education, if such remediation is required.

Students are advised with respect to TASP-mandated developmental education by a TASP advisor in the Office of the Dean of Liberal Arts or in the Center for Academic Advising. All students with TASP-collegiate readiness deficiencies must contact the TASP advisor Center before registering for classes each semester. Most students who are required to participate in developmental education will be referred to appropriate course-based remediation, but other alternatives will be recommended when warranted. All academic advising not mandated by TASP—the Texas Success Initiative is conducted by advisors in the department of the student’s major, or, in the case of students who have not declared a major, in the Center for Academic Advising of Undecided Majors.
Meeting Developmental Requirements

For each part of the TASP test an assessment not passed, students must continue in assigned developmental education until they (a) pass the designated part of the TASP approved test, or (b) satisfy the developmental education requirement through an alternate mechanism and (b) earn a grade of "C" or better in assigned course-based remediation. Only students who earn a score of 270 or higher on the mathematics and reading parts of the TASP test are exempt from the foregoing requirement for a "C."

For course-based developmental work (ENG 099, MTH 099, RDG 098), a grade of C or higher will recognize that the student is college ready. The student may proceed to credit-bearing courses on this basis. For non-course-based developmental work, the student will be required to re-test to the minimum pass rate set by the Coordinating Board.

Meeting Developmental Requirements by the "B-Rule" Alternative

Instead of passing the relevant part of the TASP test, students may satisfy TASP requirements as follows:

1. Make a "C" or better in the relevant, assigned developmental course.

2. Retake the TASP test during the semester in which enrolled in developmental course.


4. Take an appropriate course in the area of TASP deficiency, as specified in the TASP Policy Manual.

5. Do not drop the approved "B-rule" course.

6. Earn a grade of "B" or better in the approved "B-Rule" course.

7. Students who initiate the "B-rule" procedure at SFA must satisfy its requirements with courses taken at SFA. Students who satisfy another institution's "B-rule" requirements receive credit at SFA for having done so.
8. Students who attempt to satisfy TASP requirements using the "B Rule" procedure, but who fail to earn the required "B" may only be permitted to attempt the "B Rule" procedure again with approval of the TASP advisor.

Requirements for Retesting

The Coordinating Board specifies two levels of score for each assessment instrument: Passing and Minimal Competence.

1. If the student's original assessment score fell between the Board's Minimal Competence level and Passing, there is no obligation to retest once the developmental education requirement has been met at SFA.
2. If the student's original score was below the Minimal Competence threshold set by the Board, then the student must retest before the developmental education requirement is met. The student is required to achieve at least Minimal Competence level on the retest in order to complete the readiness requirement.

Students may re-test at any time on any of the four approved tests, but they may not take the same test within a thirty day period.

Transcripts

In accordance with Coordinating Board regulations, the Registrar shall indicate each student's readiness in reading, mathematics, and writing on the transcript as soon as practicable and feasible.

Status of Transfer Students

1. Students who have satisfied TASP developmental education requirements in a particular area at another institution have satisfied those requirements at SFA. Coordinating Board rules require that all Texas institutions of higher education indicate successful completion of readiness requirements on every college transcript.
2. If a student has completed developmental courses at another institution but has not fully satisfied that institution's collegiate readiness requirements, the student may be subject to SFA's developmental education policy. Developmental courses taken at another institution in an area in which the transfer student has not yet satisfied TASP developmental education requirements do not necessarily satisfy SFA's developmental requirements.
All transfer students entering SFA whose college transcripts do not indicate satisfaction of all collegiate readiness requirements will with outstanding TASP developmental education obligations are to be advised by the TASP Advisor Academic Advising Center as to their appropriate developmental program. The transcripts of students transferring from SFA to another institution will indicate the student’s TASP status, and will contain a record of the developmental courses they have completed.

Status of High School Students

High school students who wish to enter any concurrent enrollment programs must take a test approved for TASP-readiness assessment purposes prior to enrollment in any collegiate-level courses unless they are otherwise exempt. For students in the high school graduating class of 2005, eligibility to take dual credit courses may also be established by achieving passing scores on the English/Language Arts and/or Mathematics sections of the Texas Assessment of Knowledge and Skills (TAKS) test established by the State Board of Education. High school students who fail one or more portions of a test approved for TASP purposes must not be allowed to take subsequent college-level work related to failed portions of the test while still in high school. However, high school students may take collegiate-level courses related only to test sections that have been passed.

Status of Casual/Enrichment Students

Casual/enrichment students must take a test for TASP-developmental education purposes prior to enrolling in any collegiate level coursework unless the student is otherwise exempt or an exceptional circumstance prevents the student from testing prior to enrollment.

In exceptional circumstances, developmental education for students who are not seeking a degree may be deferred. However, no student will be allowed to proceed beyond the 60-hour limit until all sections of a test approved for TASP purposes have been passed or the student has achieved a grade of "B" or better in appropriate authorized courses.

Attendance, Grades, and Academic Standing

Students taking developmental courses because of TASP-readiness deficiencies may not drop any developmental course without permission of the Academic Advising Center. They are required to attend classes. Students who miss more than 300 unexcused minutes, or more than 450 total minutes of a required developmental class will receive an "F" in that class. Earning an "F" due to excessive absences in
a required developmental course results in academic probation. Earning another "F" due to excessive absences in the following semester in a required developmental course results in academic suspension. Attendance at required developmental courses is to be monitored by the instructors of those courses and recorded in the TASP Office. Developmental coursework does not count toward degree requirements at SFA and is not calculated into the SFA grade point average.

Limitations on Course Enrollment

Students who have not satisfied all TASP-readiness requirements are limited in the courses for which they are permitted to enroll, as follows:

1. Students who have not satisfied TASP-Writing requirements may not take college-level English courses.

2. Students who have not satisfied TASP-Mathematics requirements may not take college-level mathematics courses.

- Students who have earned a score of less than 270 on the TASP-mathematics test, and who have failed to achieve a satisfactory score on tests specified by the Department of Mathematics, must earn a grade of "C" or better in Mathematics 099 before being permitted to take college-level mathematics courses.

3. Students who have not fully satisfied their TASP requirements, and whose total semester hours earned plus the semester hours currently registered for exceed 59, may not take courses numbered 300 or higher.

Mechanisms and Standards for Evaluating Developmental Education Effectiveness

Beginning in the 2000-2001-2004-2005 academic year, and every third year thereafter, the TASP-Director of the Academic Advising Center will conduct a self-study of the effectiveness of developmental education at SFA. Self-study procedures recommended by the Texas Higher Education Coordinating Board will be employed.

TASP-Developmental Education and Admission to Teacher Education

Students may be required to present TASP-readiness test results at the time when they seek formal admission into the teacher education program which would usually be after they have completed 66 or more semester hours. TASP
Requirements for admission into teacher education, including exemptions from TASP testing and TASP passing scores, developmental education obligations, may be different from those described in the present document. Students seeking admission into teacher education should contact the Teacher Education Office.

Source of Authority: Provost and Vice President for Academic Affairs

Cross References: Texas Higher Education Coordinating Board Rules, TASP Policy Manual Sections 4.51-4.60, 4.85; Texas Education Code, Section 51.3062

Contact for Revision: Provost and Vice President for Academic Affairs

Forms: None
Academic Advising for Undergraduate Students

Introduction

The mission of undergraduate academic advising at SFASU is to support students in reaching their full potential through personal exploration, goal setting and academic mastery. Advisors provide information and encouragement as students define, plan and accomplish their educational and vocational objectives.

Each academic college, school and department academic unit will provide all of its undergraduate students, both full-time and part-time, with a systematic, effective advising program. All students who are required and those who choose to be advised prior to every registration period are to be advised individually according to the following guidelines:

- all students with fewer than 64.60 earned hours of credit and all students on academic probation must be advised prior to each registration period; by which time the student should have on file an official degree plan;
- students with more than 64.60 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;
- individual colleges academic units may specify additional requirements of students for mandatory advising, by working with the office of Information Technology Services to implement additional registration holds;
- the advising process includes releasing the hold that will allow the student to register.

Each academic unit responsible for advising students must have an appropriate number of advisors available daily during the specified dates for advising prior to each registration period. The responsibilities of the advisor may include but may are not be limited to the following areas of planning and mentoring:

- Exploring and clarifying educational, career and life goals
- Creating short- and long-term plans to accomplish their educational objectives
- Selecting a program of study to reflect their goals, interests and abilities
- Understanding and following academic regulations, procedures and requirements
- Identifying and registering for appropriate courses
Each academic unit responsible for advising students must have an appropriate number of advisors available on a published schedule daily during the specified dates for advising prior to 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 credit 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;
- assisting the student with the process of applying for graduation: referring the student to the Office of the Dean at the appropriate time for completing the signed degree plan and/or final graduation plan.

Academic advising programs for undergraduate students must be appropriately evaluated and included in the annual unit assessment report, including information on how the results of the assessment will be used to enhance effective assistance to students.

SOURCE OF AUTHORITY: Provost and Vice President for Academic Affairs


CONTACT FOR REVISION: Provost and Vice President for Academic Affairs

FORMS: None
Austin Building Conference Rooms

Original Implementation: June 10, 1986
Last Revision: January 30, 2004
April 20, 2004

The provisions of the policy on the Use of University Facilities 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 Room 305 and Room 307 in the Austin Building.

Both conference rooms are available to faculty and staff for group meetings held for the purpose of conducting University business or related activities. Neither room is available for use by student groups.

Room 305, Small Conference Room, will accommodate groups of twelve to fifteen people. Groups of this size will routinely be scheduled in 305 unless it is reserved. Room 307, Board of Regents Conference Room, will accommodate groups of 14 to 20 with conference-style seating, and much larger groups if seating areas around the perimeter of the room are utilized. This room is scheduled for routine meetings only if Room 305 is too small or is unavailable. Individuals reserving Room 307 are responsible for seeing that desk pads (available in 307) are placed on the conference table prior to the meeting and are removed at the conclusion of the meeting. Because of the formal nature of the room and its furnishings, beverages are discouraged and food is prohibited.

Reservations for either room may be made by telephone or in person with the Executive Assistant to the President (extension 2201; Austin building, Room 315).

SOURCE OF AUTHORITY: President

CROSS REFERENCE: None

CONTACT FOR REVISION: Executive Assistant to the President

FORMS: None
Distribution of Payroll Checks

Original Implementation: Unpublished

Last Revision: January 30, 2004 April 20, 2004

University employees are paid monthly or semi-monthly for work done in the previous month. Salaried employees are paid on the 1st of the month. Hourly employees are paid on the 1st and 15th of the month. If the 1st or 15th falls on a weekend or holiday, employees are paid on the first working day following the weekend or holiday.

Employees may choose to receive their payroll by direct deposit or check. It is SFA's intent to pay all employees by direct deposit. Employees selecting direct deposit must complete a form, which is available in the payroll department of the Controller's Office. Direct deposits can be made electronically to any financial institution that accepts electronic transfers. Because banks require a test period for direct deposit, the first payroll after the direct deposit option is selected form is submitted to Payroll will be in the form of a check. It is the employee's responsibility to insure that their pay has been deposited into their account.

Unless an employee has not authorized direct deposit, a payroll check will be produced. Payroll checks are released at the Business Office at 11:00 a.m. on paydays, except as listed below. Employees at the following sites may obtain their paychecks at their own locations:

- Athletics
- Physical Plant
- Health Clinic
- Purchasing/Central Receiving
- Housing
- University Center
- Library
- University Police

Picture identification is required of each person picking up a payroll check.

Release of payroll check to another person

An employee wishing to have his/her payroll check released to another individual must provide that individual with signed authorization. The authorization must be presented to the Business Office, along with picture identification of both the employee and the person obtaining the check. The employee's identification must also include a sample of the employee's signature, which can be compared with the signed authorization (e.g., a state driver's license).

Mailing of payroll check
An employee wishing to have his/her payroll check mailed must provide a signed authorization and self-addressed stamped envelope to the Business Office. The check will be mailed on the payday.

SOURCE OF AUTHORITY: Vice President for Business Affairs

CROSS REFERENCE: None

CONTACT FOR REVISION: University-Controller

FORMS: None
Animals on University Property

Original Implementation: Unpublished

Last Revision: April 30, 2004

Service animals are welcome in all buildings on campus and may attend any class, meeting, or other event. Reasonable behavior is expected from the animals while on campus. If the animal exhibits unacceptable behavior, the handler is expected to employ the proper training techniques to correct the situation.

Consideration of others must be taken into account when providing maintenance and hygiene of service animals. Additionally, specific guidelines have been established concerning service animals living in a campus residency environment.

Definitions:

Handler: Is a person with a disability using a service animal.

Service Animal: Is an animal specially trained to assist a person with a disability and: a) is used by a person with a disability who has completed a training program, and b) animal has been trained by an organization recognized by rehabilitation agencies as qualified. Service animals may include: guide dogs, hearing dogs, attendant animals, or seizure response animals. The animal must have had specific training to work the handler’s disability.

Pet: A domestic animal housed for sport, companionship, or other non-service functions. Pets are not allowed within university facilities. An exception would be small birds in cages and fish in a 10 gallon or less aquarium.

Unauthorized Animal: A pet or any animal that is neither a service animal, nor that is on campus for the specified limited use of classroom education or research.

Faculty, Staff, and Student Responsibility

Permit service animals to accompany the handler to all areas of the facility were the handler is normally allowed to go. A handler may not be segregated from other similar members of the campus community, except where there is real danger to the animal or where the natural organisms carried by the service animal would adversely affect research. Exceptions to the exclusions will be reviewed on a case-by-case basis.

Do not pet, feed, or deliberately startle/disturb a service animal.

Do not separate, or attempt to separate, service animals from their handlers.

Provide handlers living in campus housing with an area for relieving and grooming the animals.
Documentation and Animal Owner's Responsibility

For classroom or campus housing settings, handlers must provide appropriate documentation of a disability to either the department of housing or disability services. Documentation for use of service animals should include diagnosis, need for service animal, and how the service animal specifically meets the needs of the handler's disability.

The animal must have specific training to work the handler's disability.

Handlers must abide by all state laws, Nacogdoches city ordinances, and SFA guidelines related to animals in the city of Nacogdoches, including:

All animals in the city proper must have a valid license and tag issued by the city of Nacogdoches. The license and tag must be renewed annually.

The handler is required to provide a collar or harness for the license and vaccination tags to be affixed. Handler shall see that the animal wears the collar and tags at all times.

Handler is liable for damages done by service animal.

Handler must have full control of the animal at all times. Animals are expected not to run at large, a leash or harness is required.

Observe housing and food service establishment guidelines.

Animal’s Heath/Cleanliness: All service animals must have an annual clean bill of health from a licensed veterinarian. Also, cleanliness is mandatory in the campus situation.

Vaccination must be current, and based on the veterinarian’s recommendations.

Daily grooming and occasional baths (at a vet or a family home) should keep the service animal’s odor to a minimum.

Flea control is essential, and adequate preventative measures must be taken. If a flea problem develops, it should be dealt with immediately and in an effective manner. In the event of a flea problem, the housing department will exterminate the property and assess the student the standard extermination fee.

Housing and Food Service Guidelines:

Service animals will always be kept under control; and will always be on a leash except in the student’s room with the door closed.

Disturbing animal vocalization will be kept to an absolute minimum.

Handlers must relieve animals in designated locations.

Animal food should be kept in a covered storage container to deter pests.
Animal's paws must be kept off tables, trays and food service counters at all times.

Unauthorized Animals:

The University Police Department should be notified of any unauthorized animal discovered on, or in, university property. Upon receipt of a report, an officer will be dispatched to take appropriate action. Occupants of university housing are not permitted to keep pets except small birds in cages and small fish in aquariums.

For specific information regarding accessibility, refer to Policy F-16, Accessibility for Persons with Disabilities. For specific information regarding resolution of disagreements, refer to Policy F-34, Appeal Procedure Relating to the Provision of Accommodations for Students with Disabilities. Issues related to Discrimination or Harassment refer to Policy E-46, Discrimination Complaints/ Sexual Harassment.

Source of Authority: Vice President for University Affairs


Contact For Revision: Chief of University Police and Director of Disability Services

Forms: None
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 by submitting an application for appeal to the Faculty/Staff Traffic Appeals Board within seven (7) working days of the issuance of the citation. Applications for appeal are obtained at the University Police Department. 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 Affairs, 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.

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 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.

The hearings shall be heard during regular business hours of the University. Where possible, they shall be scheduled by the Chairperson at a time convenient to both the parties and the panel members. The University and its police department 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 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.

**Source Of Authority:** President

**Cross Reference:** None

**Contact For Revision:** President
Forms: None
Parking and Traffic Regulations

General Information

1. These regulations are approved by the Board of Regents of Stephen F. Austin State University.

2. The University Police Department has the responsibility and the legal authority for the enforcement of the traffic and parking regulations listed in this booklet.

3. The University considers the use of a vehicle on campus a convenience and is not obligated to furnish unlimited parking space to accommodate all vehicles. The University will, however, attempt to provide a reasonable number of parking spaces in keeping with available resources.

4. Every person operating a motor vehicle on University property is held responsible for obeying all University traffic and parking regulations as well as all city and state parking and traffic regulations. All vehicles operated on the University property must display a valid parking permit 24 hours a day 365 days a year.

5. The term "University property" is interpreted to include all properties under the control and jurisdiction of the Board of Regents of Stephen F. Austin State University.

6. The term "visitor" is interpreted to mean an individual with no official connections with Stephen F. Austin State University as either a student, faculty, or staff member, or employee of private contractors assigned to Stephen F. Austin State University.

7. Visitor parking is set aside for special interest areas of the University. These spaces may not be utilized by University personnel, students, or employees of private contractors assigned to Stephen F. Austin State University. These spaces are reserved for bonafide visitors to the University. Visitors should obtain a visitor parking permit from the University Police Department or Information Booth on Vista Drive. Visitors are required to show a valid Driver's License to obtain a visitors permit.

8. Handicapped parking is provided in all parking lots on campus. These spaces are reserved 24 hours a day, seven (7) days a week for the holders of handicapped parking permits. A current SFA parking permit is also required.

9. The University Police Department offers escort service upon request between dusk and dawn to individuals requiring transportation to and from residence halls, academic buildings, and/or vehicles. To receive an escort, request in person at the University Police Department, or by telephone at 468-2608. The University Police Department also provides escort 24 hours a day to local hospitals for emergencies where an ambulance
with immediate medical care is not needed. For further information on the escort service, call the University Police Department at 468-2608.

10. If a vehicle becomes temporarily disabled and cannot be parked in its assigned area, it must be reported to the University Police Department. The fact that the vehicle is temporarily disabled will be recorded and an officer will either render assistance or authorize temporary parking. Temporary parking will only be authorized for 24 hours or less. If parking for a longer period is necessary it must be renewed at 24 hour intervals. Temporary parking will not be authorized in areas that are not parking spaces (tow away or no parking zones, etc.) or in Handicap Parking.

11. A permit may not be purchased for display on a disabled vehicle. For these purposes, a disabled vehicle is a vehicle that has been disabled for more than three weeks.

12. Services such as jump starts and unlocking vehicles are offered by the University Police Department as time permits. The University Police Department does not change flats, push cars or perform any major automotive service.

Vehicle Registration

1. All faculty, staff, students (full or part-time), or employees of private contractors or other government agencies assigned to Stephen F. Austin State University, who operate a vehicle on University property, regularly or occasionally, are REQUIRED to obtain a parking permit. In order to purchase a Faculty/Staff permit after September of the Academic year, the Faculty/Staff member must first go to the Business Office located on the second floor of the Austin Building and pay for the permit. After payment is made, bring the receipt to the Permits Office at the University Police Department and a Faculty/Staff permit will be issued. Vehicles may be registered at the University Police Department 24 hours a day.

2. The registration of all vehicles parked on campus is required, but registration in itself is no guarantee of a parking space near the place where one works, resides or attends classes. The responsibility of finding a LEGAL parking space rests with the vehicle operator and lack of space is not a valid excuse for violations of any parking regulations.

3. A permit must be obtained for each academic year or portion thereof.

4. Permits for the current academic year may be obtained at any time during the academic year. Persons may obtain permits for the next academic year beginning August 1 for faculty, staff, and employees of private contractors assigned to campus and August 20 for students.

5. A permit must be displayed on the vehicle no later than the first University business day that the vehicle is brought on campus.
6. The permit must be displayed as designated by the University Police Department. Only the permit for the current academic year should be displayed.

7. Vehicles owned by students may not normally be registered in the name of a faculty or staff member.

8. Faculty, staff, or employees of private contractors or other government agencies assigned to Stephen F. Austin State University changing permit status or students changing permit status or vehicles must obtain a new permit no later than the first University business day after the change takes place. If an identifying portion of the original permit is presented at the time of replacement, replacement permits will be issued for $5.00 each. Otherwise the regular fee will be charged. A vehicle should not be sold with the parking permit still displayed.

9. Should a parking permit become mutilated or obliterated in any way, a new permit must be obtained from the University Police Department. When the remnants of the old permit are presented, a replacement will be issued for $5.00.

10. The permit holder is held responsible for all violations. A citation is not excused on the plea that another person was driving the vehicle.

11. Fees for vehicle registration:

   a. Faculty, Staff, or Employees of Private Contractors or Other Government Agencies

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<thead>
<tr>
<th>Salary under $20,000</th>
<th>Salary $20,000 or more</th>
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<tr>
<td>(1) Full Year First Vehicle</td>
<td>$35</td>
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<tr>
<td>Second Vehicle</td>
<td>$25</td>
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<td>(2) After Jan. 1 First Vehicle</td>
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<td>Second Vehicle</td>
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<td>(3) Summer</td>
<td>$10</td>
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   b. Campus Resident Parking

   (1) Full First Vehicle | $30
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<th>Year</th>
<th>Second Vehicle</th>
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<td>(2) After Jan. 1</td>
<td>First Vehicle</td>
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<td>Second Vehicle</td>
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<td>(3) Summer</td>
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c. **Commuters (Off Campus Residents) and Motorcycles**

| (1) Full Year | $20 |
| (2) After Jan. 1 | $15 |
| (3) Summer | $10 |

d. **Trailers**

| (1) Full Year | $20 |
| (2) After Jan. 1 | $15 |
| (3) Summer | $10 |

e. **Vendors**

| (1) Full Year | First Vehicle | $0 |
|               | Second Vehicle | $50 |
| (2) After Jan. 1 | First Vehicle | $0 |
|               | Second Vehicle | $25 |
| (3) Summer | First Vehicle | $0 |
|               | Second Vehicle | $15 |

f. **Occupied Recreational Vehicle**

| (1) After four days | Per Night | $20 |
Required Display of Permit

Registration is not complete until a current registration permit is properly displayed as follows:

1. Proper Display

To be properly displayed, the permit must be permanently affixed in the position listed below for vehicle type. Taping or clipping the permit is not considered as permanent placement (except faculty/staff permit, visitor permit, vendor, and temporary permit).

   a. Student permits must be displayed on front windshield within 2 inches of the State Registration sticker.

   b. Motorcycle and trailer permits must be displayed where they can be seen without difficulty.

   c. Faculty and staff, temporary, vendor and visitor permits shall be displayed from the rear view mirror in a manner to be visible from both the front and rear of the vehicle. If vehicle does not have a rear view mirror, the permit shall be placed face up on the driver’s side of dash, but not obstructing view of the vehicle identification number. Faculty and staff permits may be displayed on any vehicle to be used by the permit holder.

   d. The procedure for Faculty/Staff to follow in the instance that their permit is lost or stolen is as follows:

      1. Come to the University Police Department as soon as you discover that the permit is missing and file a police report.

      2. Come to the Permits Office after a police report is filed and we will issue a Temporary Permit for 30 days. If the permit is not found during those 30 days, the Faculty/Staff member will be required to purchase a NEW permit.

2. Permit Not Transferable

A permit is not transferable from the person to whom it is issued. A student permit is not transferable from the vehicle for which it is issued. Faculty, staff, vendor or private contractor permits may be moved from one vehicle to another and can be displayed on any vehicle used by the permit holder. Resale of parking permits is prohibited and will be considered as a false or fictitious permit.
Types of Permits

1. Permanent Permits:
   a. Faculty, Staff, or Private Contractor
      These permits are issued to employees (non-student) of the University, to employees (non-student) of private contractors or other government agencies assigned to the campus, or as authorized by the Chief of Police. These permits designate a particular lot assignment. Holders of this type of permit may use available faculty and staff spaces outside their assigned lots to conduct University business on a temporary basis. In order for Faculty/Staff to receive a second permit for a Spouse's vehicle, said Spouse MUST also be employed at SFA. At that time the second permit can be purchased for a discounted rate. These permits must be returned to the University Police Department if employment on campus ceases.

   b. Campus Resident Parking
      These permits are issued to students who live in on-campus housing only. Holders of these permits may park in any area designated as "Campus Resident" parking or "All Permit" parking. A valid student ID and proof of liability insurance on the vehicle being registered is required.

   c. Commuters (Students not Living in University Housing)
      These permits are issued to students not living in University housing or faculty, staff or students who wish to park in areas designated as "All Permit" parking areas. Holders of these permits may park in areas designated as "All Permit" area parking. A valid student ID and proof of liability insurance on the vehicle being registered is required.

   d. Motorcycle
      These permits are issued to faculty, staff, students, or employees of private contractors assigned to Stephen F. Austin State University. Holders of these permits may park in areas designated as motorcycle parking. Motorcycle permits are separate in themselves from Faculty/Staff, Student, or Vendor permits and must be purchased as such. A valid student ID and proof of liability insurance on the vehicle being registered is required.
e. Trailer

These permits are issued to faculty, staff, students, or employees of private contractors assigned to Stephen F. Austin State University who need to park trailers on campus. Trailers may not exceed 21 feet in length. Holders of these permits may park the trailer in any legal parking space in which the permit holder's vehicle is assigned.

f. Vendor

These permits are issued to vendors to the University community upon approval of the Chief of Police or his designated representative.

g. Occupied Recreational Vehicles

The owner or operator of any recreational vehicle parked and occupied (used as place of lodging either permanent or temporary while on the campus of Stephen F. Austin State University) must register that vehicle with the University Police Department as a recreational vehicle. A permit will be issued for the vehicle. There is no fee for the use of a recreational vehicle on campus for up to four nights per semester. Beginning on the fifth night per semester a recreational vehicle is occupied, a fee of $20 per night will be due and will be due for each subsequent night that the vehicle is occupied. Permits may be obtained and fees paid at the University Police Department. Permits must be obtained and fees must be paid in advance of each nights stay. The valid permit must be displayed in the front window of the vehicle or the front window of the tow vehicle near the vehicle inspection sticker. The fee is for parking only. No facilities are provided. A recreational vehicle owned by a student living on campus may be registered as a regular vehicle, but may not be occupied as a recreational vehicle on campus unless it is also registered as a recreational vehicle. If this vehicle is occupied, the recreational vehicle fees are due in accordance with this policy in addition to the regular parking permit fee.

2. Handicapped Permits:

a. Handicapped Permits and Temporary Handicapped Permits are issued by the County Tax Assessor-Collector of any Texas County.

b. Only vehicles displaying a Handicapped Permit or Temporary
Handicapped Permit may park in "Reserved for Handicapped" parking spaces or any other area designed for disabled persons such as an access ramp or curb cut. These vehicles must also display a valid Stephen F. Austin State University parking permit.

c. A vehicle displaying a valid SFA parking permit and a valid handicapped permit may park in any non-reserved parking space on campus. Reserved parking places are reserved 24 hours a day, seven (7) days a week for service vehicles, residence hall directors, and loading zones.

d. Permits assigned to vehicles displaying appropriate Disabled Parking Placards will be issued in compliance with Texas Transportation Code: section 0681.0006 Parking Privileges: Persons with Disabilities and section 0681.0008 Parking Privileges: Veterans with Disabilities.

e. Faculty/Staff members who have a valid Handicap Placard or License Plate issued by the State of Texas may purchase a Commuter Permit for $20.00 in lieu of a Faculty/Staff permit.

3. Temporary Permits:

a. Substitute Vehicle

If a vehicle other than the vehicle registered with the University must be parked on campus, a temporary permit must be obtained at the University Police Department no later than the first University business day after the vehicle is brought on campus. These permits are free of charge to holders of regular parking permits. When a vehicle (with a valid permit) is sold and the permit is not removed, a temporary parking permit can be issued for two (2) weeks and renewed for an additional two (2) weeks for the substitute vehicle. This will give the owner time to retrieve the parking permit. If unable to get the old permit during this time, a new permit must be purchased. A valid student ID and current proof of liability insurance
on the vehicle being registered is required. A Temporary Permit may be given to a student who has already purchased a current permit and needs to use a different vehicle temporarily. The temporary permit may be issued in two week increments and can be renewed once after it is originally issued free of charge. After this one month period, the student will be required to pay a $2.00 fee per week for the temporary permit. Temporary Employees paid by the University may receive a free temporary permit for one month after which they will be required to purchase a regular Faculty/Staff permit or pay a weekly charge of $2.00 per week for the temporary permit.

b. Short Term Vehicle

Operators not having a vehicle registered with the University who need to operate a vehicle on campus for a short period of time may purchase a temporary permit for $2.00 per week. This permit must be obtained at the University Police Department no later than the first University business day after the vehicle is brought on campus. A valid student ID and current proof of liability insurance on the vehicle being registered is required.

c. Loading and Unloading Permit

A temporary permit may be obtained at no charge for loading or unloading heavy equipment, supplies, bulky class projects, etc., in an area other than the area designated on one's regular valid permit. Vehicle must be parked in a legal parking space in the assigned lot for loading/unloading. These permits may be obtained at the University Police Department.

d. Temporarily Sick or Injured Permit

A temporary permit may be obtained by a person who is temporarily disabled, due to illness or injury, to park in areas other than the area designated on his/her regular valid permit. An application for this permit must be accompanied by a doctor's statement. Parking assignments will be made in keeping with available resources.
Parking Regulations

1. The University reserves the right to enforce parking and traffic regulations:
   a. through the issuance of citations and the collection of fees for offenses.
   b. through the impoundment of vehicles in place or removal by towing of vehicles interfering with the movement of vehicular or pedestrian traffic or involved in specified parking offenses.
   c. by the suspension or revocation of permits for repeated offenses.
   d. by barring re-admission of any student for non-payment of outstanding fees.
   e. by withholding a student's official transcript and/or diploma.
   f. by other such methods as are commonly employed by city or state police in the control of traffic.

2. Parking areas are designated by metal signs. These signs indicate the type of permit holder for which the area is reserved. Certain lots are reserved for permit holders assigned to that lot only.

3. Parking areas are generally reserved for the type of permit holder indicated by signs from 6:00 a.m. to 4:00 p.m., Monday through Friday, except as otherwise indicated. Parking lots 8W (North of Education Building) and 15 (Early Childhood Lab/Outdoor Pool) are reserved Monday through Friday until 8:00 p.m. A portion of Lot 47, (Commuter Lot) as identified by metal signs, is reserved for Band Practice on Tuesday and Wednesday and Thursday after 3:30 P.M. Vehicles will be towed, at owner’s expense, from this area during this designated time.
   - a. A valid parking permit is required for parking at the Health Clinic.
   - b. Pecan Park (Lot 54): All spaces facing the pavilion are reserved for Park Patrons ONLY.

4. Unpaid charges for parking offenses are recorded in the name of the person who has registered the vehicle with the University Police Department or in the name of the person in whose name the vehicle is registered with some official state motor vehicle registration department or agency. NOTE: if a student has the same family name and/or home address as the registered owner, then the unpaid charges on non-permitted vehicles will be recorded in the student’s name. Parking permits and parking fines not paid will be subject to collection. Any charges associated with collection will be your responsibility.

5. A temporarily sick or injured person with a temporary "Special" permit may park only in those areas specified on the permit by the University Police Department. Vehicle must have a valid permanent parking permit.
6. Several parking spaces, regardless of the area in which they are located, are reserved 24 hours a day, seven (7) days a week for service vehicles, Residence Hall Directors Handicapped, or as loading zones. This also includes UPD Business, Police Vehicles Only and VIP Parking at Hall 20 spaces.

7. Several parking spaces too small for conventional vehicles have been designated for motorcycles by curb markings. Spaces so marked are for two-wheeled motor vehicles only.

8. Certain parking spaces have been designated as "20 minute" parking spaces. These spaces are so designated to provide short-term parking for business access to the Stephen F. Austin State University Post Office, University Center offices and other designated areas. Overparking in these spaces is prohibited. Citations may be issued for each 21-minute segment of overparking. STUDENTS, FACULTY, STAFF, AND PRIVATE CONTRACTORS MUST HAVE A VALID SFA PERMIT DISPLAYED WHILE PARKED IN 20-MINUTE PARKING.

9. All vehicles, except motorcycles, must park head-in and within a defined space in lots and streets having angle or head-in parking.

10. Vehicles are prohibited at all times from parking in reserved spaces without a proper permit, no parking zones, tow-away zones, fire lanes, crosswalks, loading zones or service driveways, on lawns, curbs or sidewalks, barricaded areas or in any manner which obstructs the flow of vehicular or pedestrian traffic.

11. Students, faculty, staff and employees of private contractors or other government agencies assigned to Stephen F. Austin State University are expected to be familiar with and abide by these regulations at all times. The fact that a certain citation is not issued when a vehicle is illegally parked does not mean or imply that the regulation or law is no longer in effect.

12. The responsibility for obtaining knowledge of all laws and regulations in force rests with the motor vehicle operator.

**Violations and Enforcement of Parking Regulations**

1. **General Violations:**
   
a. Parking a vehicle displaying a valid permit, but in violation of lot or area assignment.
   
   • Fee: $15.00
Above parking control will apply from 6:00 a.m. to 4:00 p.m., Monday through Friday. Reserved lots are reserved until times indicated by signage.

b. Parking backward in a parking space.
   • Fee: $15.00

c. Failing to properly display a valid parking permit.
   • Fee: $25.00 and purchasing appropriate permit for vehicle if registered to an owner or operator who is a faculty, staff, student, or employee of a private contractor assigned to campus.

d. Failing to park properly within the lines of a parking space.
   • Fee: $15.00

Above parking controls will apply 24 hours a day, seven (7) days a week.

e. Parking in a space designated "20 minute parking" for more than 20 minutes with a valid permit.
   • Fee: $15.00

Above parking control will apply from 6:00 a.m. to 4:00 p.m. Monday through Friday.

f. Display permit assigned to another vehicle.
   • Fee: $15.00

Above parking control will apply 24 hours a day, seven (7) days a week.

g. Display two or more valid permanent permits.
   • Fee: $15.00

Above parking controls will apply 24 hours a day, seven (7) days a week.
2. Flagrant Violations:

a. Parking in a reserved space without displaying a proper permit.
   • Fee: $25.00 plus tow fee if vehicle is removed by tow away.

b. Parking a vehicle in a no parking zone.
   • Fee: $25.00 plus tow fee if vehicle is removed by tow away.

c. Parking in any manner which obstructs vehicular traffic.
   • Fee: $25.00 plus tow fee if vehicle is removed by tow away.

d. Parking in any manner which obstructs a crosswalk.
   • Fee: $25.00 plus tow fee if vehicle is removed by tow away.

e. Parking in a fire lane.
   • Fee: $25.00 plus tow fee if vehicle is removed by tow away.

f. Parking in a tow away zone.
   • Fee: $25.00 plus tow fee if vehicle is removed by tow away.

g. Parking in a loading zone or service driveway.
   • Fee: $25.00 plus tow fee if vehicle is removed by tow away.

h. Parking on any lawn, curb, sidewalk or other area not set aside for parking.
   • Fee: $25.00 plus tow fee if vehicle is removed by tow away.

i. Parking on campus while parking privileges are suspended.
   • Fee: $25.00 plus tow fee if vehicle is removed by tow away.

j. Moving any barricade or parking within any barricaded area.
   • Fee: $25.00 plus tow fee if vehicle is removed by tow away.

k. Using a forged, altered, false, or fictitious or stolen permit.
   • Fee: $50.00 plus tow fee if vehicle is removed by tow away.
I. Falsifying or altering vehicle registration information.
   • Fee: $50.00 plus tow fee if vehicle is removed by tow away.

m. Parking in a "Reserved for Handicapped" parking space or any other area designed for disabled persons such as an access ramp or curb cut without displaying a proper permit or any other area designed for disabled persons such as an access ramp or curb cut.
   • Fee: $50.00 plus tow fee if vehicle is removed by tow away.

n. Parking in violation of the directions of a Traffic Control Officer.
   • Fee: $25.00 plus tow fee if vehicle is removed by tow away.

Above parking controls will apply 24 hours a day, seven (7) days a week.

3. Citations for Parking Violations:
   a. Citations will be issued to vehicles for violation of parking regulations.
   b. Fees for parking violations may be paid in person at the University Business Office between 8:00 a.m. and 4:00 p.m. Monday through Friday or mailed to:

   Stephen F. Austin State University
   Business Office
   P. O. Box 13053, SFA Station
   Nacogdoches, Texas 75962-30534.

4. Impoundment in Place
   a. A vehicle may be impounded in place if:
      (1) it is parked anywhere on campus without displaying a current permit and has 3 or more unresolved citations; or
      (2) the owner or operator violates the terms of a conditional release; or
(3) it is parked illegally in a handicap space without displaying a proper permit; or

(4) the owner or operator illegally uses a handicap permit to obtain parking privileges; or

(5) it is parked in any space without a permit for that area.

b. A vehicle impounded in place shall be released if:

(1) the owner or operator agrees to pay for all outstanding citations on the vehicle plus a fee of $25.00 and purchases a valid permit.

(2) the University Chief of Police authorizes the release of the vehicle.

5. Tow Away

a. A vehicle impounded in place may be towed away if:

(1) disposition of all citations for the vehicle is not made within three (3) days of the impoundment;

(2) the owner or operator removes or attempts to remove the impounding equipment attached to the vehicle.

b. A vehicle that has to be moved to a different location on campus due to a violation shall be assessed a fee of $45 for such move.

bc. A vehicle may be towed away if the owner or operator:

(1) parks in any manner which obstructs vehicular traffic;

(2) parks in any manner which obstructs a crosswalk;

(3) parks in a loading zone or service drive way;

(4) parks in a no parking zone;

(5) parks in a fire lane;

(6) parks in a tow away zone;

(7) parks on campus while parking privileges are suspended;
(8) moves any barricade or parks in any barricaded area;

(9) parks in a reserved space without displaying a proper permit;

(10) parks in a "Reserved for Handicapped" space without displaying a proper permit or any other area designed for disabled persons such as an access ramp or curb cut;

(11) violates the terms of a conditional release;

(12) parks in violation of the directions of a Traffic Control Officer;

(13) parks in any space without a permit for that area.

d. A vehicle that has been removed by tow away shall be released if:

(1) the owner or operator of the vehicle agrees to pay the fees for all outstanding citations on the vehicle plus a commercial wrecker service fee of (to be determined by competitive bid and posted at the University Police Department) and storage charges of (to be determined by competitive bid and posted at the University Police Department); or

(2) the University Chief of Police authorizes the release of the vehicle.

d. When the removal of a vehicle has been authorized and the owner or operator of the vehicle appears at the vehicle after the wrecker has arrived and the wrecker driver has made a hook-up or signed the tow order for custody of the vehicle, the vehicle shall not be towed away if the owner or operator:

(1) pays the wrecker driver a fee of $25.00 in lieu of towing; and

(2) agrees to move the vehicle.

(3) agrees to pay outstanding fees.

e. When the removal of a vehicle has been authorized and the owner or operator appears at the vehicle before the arrival of the wrecker, the vehicle shall not be towed away if the owner or operator:
(1) agrees to move the vehicle.
(2) agrees to pay outstanding fees.

g. No vehicle may be towed without the express approval of the University Chief of Police or his designated representative.

f. Fees for tow away will be included on their SFA bill if a student, faculty or staff. Others may pay at the University Police Department Permits/Citations Office between 7:30 a.m. and 5:00 p.m. Monday through Friday or the Police Dispatch Office after 5:00 p.m. and on Saturday and Sunday.

6. Suspension of Parking Privileges

a. Parking and Traffic Regulations and Information are rules adopted by the Board of Regents under the authority of the Texas Education Code. All vehicles operated on the properties of the University are required by law to comply with University Parking and Traffic Regulations and Information.

Notices of parking violations may constitute a suspension of parking privileges and any fee assessed is for reinstatement of parking privileges for operators of vehicles registered with the University.

All violations involving registration of vehicles operated on the properties of the University are violations of the law and University Parking and Traffic Regulations and Information. Disposition of these citations at the University is a privilege extended by the University which may be withdrawn at the University's option.

Violation of University Parking and Traffic Regulations is a misdemeanor punishable by a fine of up to $200.

Any parking violation may be filed in a Justice or Municipal court as a violation of University Parking and Traffic Regulations.

b. Violation of suspension of parking privileges shall result in removal of the vehicle by tow away.

7. Appeal of Citation, Impoundment, and Tow Away:

If a person receives a citation and believes it is unwarranted, he/she may enter a plea of not guilty at the University Police Department. All pleas must be entered at the University Police Department within seven (7) class days of the date of the citation. Appeal forms and other information may be obtained at the University Police Department.
Student citations shall be appealed through the Student Supreme Court. All decisions of this body are final. Faculty and staff citations shall be appealed through the Faculty/Staff Traffic Appeals Board.

Bicycle Registration and Regulations

1. Registration:
   a. The University does not require the registration of bicycles, however owners are encouraged to have bicycles marked for identification purposes at the University Police Department.
      (1) The University Police Department will record bicycle serial number and description and issue a bicycle permit for a $5.00 charge; or
      (2) The University Police Department will record bicycle serial number and description and make available an engraving tool to mark bicycles for identification. There is no charge for this service.

2. Regulations:
   a. Every person operating a bicycle on University property must give the right-of-way to pedestrians at all times, keep to the right of the roadway and obey all traffic signals.
   b. Bicycles may not be parked on sidewalks or in University buildings at any time. Bicycles are to be parked in bicycle racks. Bicycles may not be left on porches or walkways and may not be chained to trees, light poles, shrubs, art objects, handrails or stairways.
   c. Bicycles parked in violation may be impounded and removed to the University Police Department and a $5.00 fee charged for its release.

Traffic Regulations

1. Speed Limits:
   The speed limit within the campus area is 20 MPH unless otherwise posted, except the speed limit for all parking lots is 10 MPH.
2. Moving Violations:

All vehicles driven on Stephen F. Austin State University property are subject to all University traffic regulations, State of Texas Motor Vehicle Codes and City of Nacogdoches, Motor Vehicle Laws. Moving violations may be issued on a City of Nacogdoches Traffic Citation or filed in the office of the appropriate Justice of the Peace.

3. Right-of-Way:

Pedestrians have the right-of-way at all marked crosswalks. Motor vehicle operators must yield the right-of-way to pedestrian traffic in marked crosswalks.

University Police

The Board of Regents of Stephen F. Austin State University is authorized to employ campus police personnel. Such officers are commissioned as Texas peace officers and are vested with all powers, privileges and immunities of peace officers in the performance of their duties. As Texas peace officers, Stephen F. Austin State University Police Officers have county-wide jurisdiction in all counties in which the University owns property.

All persons on University property are required to identify themselves to such officers when requested. Failure to produce identification upon request of an officer may result in arrest and appearance before a magistrate.

The University Police shall be vested with the authority to refuse to allow persons having no legitimate business to enter upon any property under the control and jurisdiction of Stephen F. Austin State University and to eject any unauthorized persons from said property upon their refusal to leave peaceably upon request.

The University Police are authorized to enforce the Texas Motor Vehicle Code, the Texas Penal Code, the applicable Ordinances of the City of Nacogdoches, the parking and traffic regulations of the University and all other laws.

All accidents, thefts, and other offenses that occur on University property or anywhere within the campus area should be reported to the University Police immediately. Accident reports should be made prior to moving vehicles. One-vehicle accidents should also be reported. Always keep your vehicle locked.

Source of Authority: Texas Education Code, sec. 51.201 et seq.; Board of Regents; President; Vice President for University Affairs

Cross Reference: Parking and Traffic Regulations and Information

Contact for Revision: Chief of University Police

Forms: None
Compliance with the Americans with Disabilities Act

Original Implementation: October 19, 1993

Last Revision: August 1, 2000/April 20, 2004

The Americans with Disabilities Act signed into law on July 26, 1990, acknowledges the findings of Congress that some forty-three millions of Americans have one or more physical or mental disabilities. The legislation provides a comprehensive national mandate for the elimination of discrimination against individuals with disabilities.

It is the intent of the Board of Regents of Stephen F. Austin State University to comply with both the letter and the spirit of the Americans with Disabilities Act ("ADA") as well as the Rehabilitation Act of 1973 and other laws protecting the rights of persons with disabilities. Compliance measures should address the necessity to provide opportunities to qualified persons with disabilities in employment and in access to education, where this will not pose an undue burden or fundamentally alter the programs of the institution. The Board recognizes that compliance with ADA requires increased awareness of all University employees and a commitment of institutional resources. Further, it is the intent of the Board to continue this institution's strong commitment to meeting the special needs of individuals with disabilities, and that this commitment remain an integral part of the educational mission and service component of Stephen F. Austin State University.

It is the intent of this institution that ADA compliance measures shall include the following:

- Diligently pursue the identification and elimination of physical, communication and attitudinal barriers to activities, programs, or series operated or sponsored by the institution, including employment, academic criteria, student and public services, and facilities.
- Implement procedures for raising awareness of the requirements of ADA throughout the institution;
- Provide coordinated and timely response to requests from individuals with disabilities;
- Create a task force to support the efforts of an ADA Coordinator and ensure continued sensitivity to special needs of individuals with disabilities.

University policy prohibits discrimination against faculty, staff or students on the basis of race, color, religion, sex, age, national origin, disability or disabled veteran status.

Cross Reference None

Contact for Revision: ADA Coordinator

Forms: None
Stephen F. Austin State University is fully committed to the national and state goal of affording equal employment opportunity to all persons without regard to race, color, sex, religion, age, national origin, veteran status, or physical or mental disability. The University's fundamental policy will be to provide equal employment opportunity in all of its operations and in all areas of employment practices and to assure that there shall be no discrimination against any employee or applicant for employment on the grounds of race, color, sex, religion, age, national origin, veteran status, or physical or mental disability. The University policy extends to recruiting, hiring, training, compensation, overtime, job classifications, work conditions, promotions, transfers, employee treatment, suspensions, terminations, layoffs, return from layoffs, tuition aid, recreational programs, and all other terms, conditions, and privileges of employment. The following special guidelines apply to University employment practices.

1. Provide equal pay for equal work.

2. Provide hiring standards that do not discriminate on the basis of race, color, national origin, religion, sex, age, disability, and Vietnam Era veterans.

3. Take affirmative action that will open up job opportunities on all levels to women, to minorities, to disabled individuals, and to Vietnam era veterans.

In general, an employer may hire the individual best qualified to perform a particular job. Federal regulations require proof that the search for the best qualified applicant was conducted actively among those groups usually discriminated against and that a major effort was made to find the best qualified individual by actively seeking applications from such groups.

4. Requirements must be job related and qualifications must be the minimum needed for entrance to a given job, not the maximum expected after experience is acquired.

5. Recruiting efforts must reach minority and women applicants.

6. Selections must be made following strict guidelines that prevent discrimination in all phases of the selection process: job analysis, uniform classification, retention and maintenance of applications, interview practices, and notification of results of the selection process. Appointments must be made considering only job related factors.
Additional information concerning the University's affirmative action policy, guidelines for recruiting, screening, interviewing, employee selection, record keeping, employee training, performance management and new employee orientation can be obtained from the Director of Human Resources.


Cross Reference: None

Contact for Revision: Director of Human Resources and General Counsel

Forms: None
Classified Pay Plan     E-8N

Original Implementation: September, 1990

Last Revision: April 30, 2001, April 20, 2004

GENERAL

All funds disbursed by the University are subject to University regulation and control, regardless of original source. Therefore, all classified employees are covered by this policy, regardless of the source of funds.

This document has been developed to assist in administering the Classified Pay Plan ("Plan") for Stephen F. Austin State University. It includes the current fiscal year Salary Schedule consisting of approved pay grades, the table of approved job titles and codes, and an alphabetical listing of all job codes and titles.

Human Resources (HR) must be contacted if the need arises for a new job code or title. Otherwise, only the job codes or titles which appear in this Plan apply.

Recommendation for employment of a person will be made on a Personnel Action Request Form ("PAR"). This form shall reflect the job title, job code, pay grade, and the salary for the position being filled. The appointee may not be employed and shall not be allowed to work until the PAR has been fully approved through proper channels. Regardless of source of funds, rates of pay for positions included in the Plan shall be consistently and equitably administered whether the employee is full-time, part-time, or temporary.

All classified positions, except temporary positions, shall be posted with HR for a minimum of five work days. All vacancies will be posted on the Human Resources Website. Temporary positions are not required to be posted for five work days. HR recruitment sources will receive job posting notices on a regular basis.

Approval of promotions, transfers or demotions made in accordance with University policies and procedures is delegated to the Director of HR and the appropriate Vice President.

Recommendations for promotion, transfer or demotion shall be submitted to the Director of HR on a PAR with appropriate justification as may be necessary. Such submission shall be made prior to any commitment being made and prior to the effective date of the proposed change of status to provide for review of the request, determination as to the availability of funds, and compliance with all University policies.

The Plan shall be approved annually by the Board of Regents on the recommendation of the President.
CLASSIFIED EMPLOYEES

The Plan governs all positions except executive, administrative, professional and faculty positions and is reviewed and approved periodically by the President. The basic responsibility for development, continued maintenance, and administration of the Plan is assigned to the Director of HR.

Classified employees are identified by job code. Each job title has been assigned a unique code to facilitate reporting and preparation of the current operating budget as well as various state and federal reports.

A pay grade (pay range) has been established for each job code. Each classified employee must be within the pay grade for his or her job title.

Some employees have attained a pay rate greater than the maximum for their job codes. This occurred due to employment policies in effect prior to September 1, 1993. Such employees will retain their "out of grade" status until such time as their employment ceases or they are promoted to a higher job classification.

ENTRY LEVEL PAY RATES

All vacant positions will normally be filled at the entry level (minimum of the pay range) for the position. Employees being hired into a part-time position will receive a percentage of the minimum of the range (Example: Part-time employee being hired at 50% FTE will be paid at 50% of the minimum of the range). However, provision has been made to allow an employee to be hired at a rate higher than the minimum, under the following conditions:

a) Two percent may be added to the minimum of the pay range for each year of relevant experience in excess of the minimum requirements. The experience may be in a similar position in higher education, in state or federal government, or in private industry. No more than eight percent may be added to the minimum of the pay range under this provision.

b) Two percent may be added for each two years of formal education training above the minimum requirement for the position. Training must be related to the position being filled. No more than four percent may be added to the minimum of the pay range under this provision.

The entry level salary may not be greater than the current budgeted salary for the vacant position. No more than a total of eight percent may be added to the minimum of the pay range under these two provisions combined.

Each request for an entry level salary that is less than or greater than the minimum of the pay range must be approved in advance by the appropriate Vice President and Director of HR before any offer of employment is made to the applicant.
MERIT INCREASES

Employees may be eligible to receive a merit increase based upon the results of their performance rating for the prior year. Merit increases will normally be granted only at the beginning of the fiscal year (September 1) unless otherwise approved by the appropriate Vice President and the President.

Merit increases will be determined by:

a) the availability of funds,

b) the employee's demonstrated work performance being consistently equal to or above the fully acceptable level (as defined in the Performance Management Plan),

c) the employee's length of service,

d) comparable salaries paid to other employees within the University who have the same job title, and

e) maximum increase limits as determined by the President on an as needed basis.

Any merit increase must be within the pay range for the position. There are no exceptions.

In no case will a merit increase be granted that will result in a pay rate above the maximum established for the pay grade of the employee concerned. (See Section on Reclassification and Promotion.) However, an employee whose current rate is above the maximum for the position may receive a "performance incentive bonus" increase if their performance rating is equal to or above the fully acceptable level as defined in the Performance Management Plan. The performance incentive bonus increase is defined as a one time payment processed with the September payroll which does not increase the employee's base salary but rewards the employee for outstanding and exceptional performance.

Merit Increases must be submitted by the immediate supervisor through appropriate administrative channels at the time of budget planning and must be consistent with performance documentation.

An employee may be eligible for a merit increase when the following criteria have been met:

a) the employee has been employed for at least six continuous months, and

b) the employee was employed during the performance review period which is being rewarded with merit, and
c) at least six months have elapsed since the employee’s last promotion or merit increase, and

d) the supervisor has completed a timely review of the employee’s performance and the performance rating is fully acceptable, commendable, or outstanding.

Legislated general "across-the-board" or "cost-of-living" increases will be applied according to the legislation. Depending on the availability of funds, merit increases may be granted in addition to the general increase.

If the employee’s base salary is below the salary range minimum for his/her job, it will be adjusted to the minimum of the range on September 1 of each year provided that the employee is performing at the "fully acceptable" level or above.

This is the sole basis for salary increases except for equity adjustments that must be approved by the Director of HR and the appropriate Vice President.

RECLASSIFICATION

Reclassification is defined as a change in the job description for a budgeted position. It does not relate to the employee who currently fills the position. The purpose of reclassification is to more accurately describe the functions of the position. It may or may not involve a change in the existing rate of pay for the position.

Reclassification is the reassignment of a given position to a different title within the Plan.

Reclassification is warranted when:

a) the span of control increases, i.e., increased number of employees to supervise,

b) when new responsibilities have been added, or

c) the function of the position in the department warrants a change to an existing job description in a higher or lower pay grade.

Reclassifications shall be determined by an analysis of the duties, level of responsibilities, minimum required qualifications, reporting relationships, and availability of resources for the position. Reclassification may result in a higher or lower pay grade. Reclassification of a position shall not be made to fit the qualifications of an individual employee but to reflect the qualifications required for the duties to be performed. The reclassification process shall not be used to request pay raises for incumbent employees.

Employees who remain in positions which are reclassified to a higher or lower pay grade will be compensated at their current rate of pay or at the minimum of the range for the new classification, whichever is greater.
The reclassification process is as follows:

a) The director or chair determines that the functions of a classified position within the department have changed.

b) A Reclassification Request Form ("Request Form") and a Position Questionnaire ("Questionnaire") must be obtained from HR. The department chair or director is responsible for completing both forms.

c) The Request Form and Questionnaire shall be completed in accordance with the instructions. Statements about the incumbent employee are unacceptable. The forms are forwarded to the Dean, if applicable, and then to the appropriate Vice President. If the Vice President concurs with the request, he or she will approve the Request Form and forward both forms to HR. Otherwise, the forms will be returned to the originating department.

d) The Director of HR shall analyze and verify job information provided. Areas of concern will be resolved with the person submitting the request. Information used to analyze the request will be provided to the Reclassification Review Committee ("Committee").

e) The Committee will consist of the Vice Presidents who report to the President and the President. The Committee is not a standing committee, and will function only when reclassification requests are to be evaluated.

f) The Committee will make the final decision regarding the reclassification requests and report the findings to the Director of HR who will notify the originating departments.

g) Approved requests will be forwarded to the Director of Financial Services and the Vice President for Business Affairs for inclusion in the operating budget.

h) Reclassified positions and salary adjustments if any, will take effect only on September 1.

i) Once a reclassification request is approved, the originating department may then proceed with the process of filling the position. However, the new salary and title approved in the reclassification process will only become effective on September 1.

PROMOTIONS

Promotions are defined as an increase in job responsibilities and a change in job title to a higher pay grade. An example is a change from Accounting Clerk I to Accounting Clerk II.

INTERNAL PROMOTIONS
a) The possibility for an internal promotion may result from a position reclassification or a position with a higher pay grade becoming vacant.

b) It is not required that a vacant position be publicly advertised if it is to be filled by internal promotion. However, it must be posted within the University to allow all employees an opportunity to apply for the position.

c) An employee who is promoted shall receive a two percent increase or the minimum of the range for the new position, whichever is greater. However, if the employee's experience and formal education exceeds the minimum requirements for the position, the salary may be increased according to the same criteria used for hiring an outside applicant. (See Section for "Entry Level Pay Rates")

d) The promotion must be approved in advance by the appropriate Vice President and the Director of HR.

e) The request for promotion must be supported by past performance evaluations.

f) It is the department's responsibility to prepare the necessary PAR for a promotion and to submit the form at an appropriate time. Promotional increases will not be retroactive. They will be effective on the date the promotion is approved.

VACANT POSITIONS

a) In order to process filling a vacant position, the HR Form 10 ("PER-10") must be completed, approved, and forwarded to HR.

b) A vacant position must be advertised through HR recruitment sources before an applicant is selected. The decision to advertise a vacant position in the media is a joint decision between the Director of HR and the department manager. The requesting department pays any advertising costs.

c) If the selection of a current employee to fill the vacant position results in a higher pay grade for the employee, the minimum salary paid to the employee must be equal to the employee's current salary plus two percent, or the minimum of the pay grade for the new position, whichever is greater. However, if the employee's experience and formal education exceeds the minimum requirements for the position, the salary may be increased according to the same criteria used for hiring an outside applicant. (See Section for "Entry Level Pay Rates").

d) The promotion of a current employee to fill a vacant position must be approved in advance by the appropriate Vice President and the Director of HR.

e) The request for promotion must be supported by past performance.

TRANSFERS
When an employee is transferred to another position having the same or different title, but the same pay grade, the employee shall be given the same salary as before the transfer.

An employee being transferred to a position that represents a change to a lower pay grade constitutes a demotion. (See Section on Demotions.)

Employees accepting transfer from one job to another requiring substantially different qualifications or promotion to a position of added qualifications shall not be subject to the 180 day probationary period.

DEMOTIONS

Demotion is the assignment of an employee to a position with a lower pay grade, fewer responsibilities, and simpler duties.

The employee's salary will be adjusted to an appropriate level within the new salary range as agreed upon by the director or chair of the department and the Director of HR. The new rate shall be determined by consideration of the circumstances related to the demotion and the employee's longevity and job performance.

A request for demotion of the employee may be submitted to the Director of HR. The Director of HR and other appropriate University personnel will determine whether the supervisor has ample documentation to support the demotion request.

An employee may make a written request to the Director of HR for a demotion to a lower classification.

All demotions are subject to approval through the appropriate administrative channels prior to the action occurring.

ESTABLISHMENT OF NEW POSITIONS

New classified positions are those created for the first time and to which no incumbent is assigned. Establishment of new classified positions, regardless of source of funds, requires the prior approval of the President.

The requesting director or chair shall prepare a New Position Request Form with details of the position requested and forward this form through the normal channels for approval.

The Director of HR shall evaluate the new position using existing job analysis and evaluation procedures.

The Director of HR shall recommend a starting salary to the Vice President for Business Affairs for certification of funds.
ADDITIONS OR DELETIONS TO THE PLAN

The Director of HR shall constantly review the Plan for relevance and fairness and make recommendations for adjustments of the Plan to the Vice President for Business Affairs.

After review, the Vice President for Business Affairs will make recommendations for Plan modifications to the President.

PROBATIONARY PERIOD

All new classified employees will be hired for a 180 day probationary period at the rate specified in the Pay Plan for the position. There is no automatic increase in pay after completion of the probationary period.

During and at the completion of the 180 day period, the employee’s supervisor will review his or her performance and make a recommendation whether the employee is to be retained or dismissed.

PERFORMANCE REVIEW

Review of the employee’s job performance is best provided through continuous open communication between the employee and the immediate supervisor.

Supervisors are required to perform annual evaluations for all classified employees.

The Director of HR will provide consultation to supervisors on performance evaluation methods.

RE-EMPLOYMENT OF FORMER EMPLOYEES

Appointments of former employees shall be governed by the rules on entry level rates.

Source of Authority: Vice President for Business Affairs

Cross Reference: None

Contact for Revision: Director of Human Resources

Forms: Personnel Action Request, see Index E-39; Classified Position Personnel Requisition; New Classified Position/Reclassification Request; Performance Management Plan and Review (all available in Human Resources or University Printing Services)
Discipline and Discharge

Original Implementation: December 6, 1983

Last Revision: October 23, 2001 April 20, 2004

This policy shall apply to all regular non-academic employees including both classified and non-classified staff. The non-renewal of non-academic employees with contracts, temporary employees, at-will employees, or dismissal during the probationary period shall not be covered by this policy. The probationary period of an employee shall be one hundred eighty (180) calendar days.

Supervisory efforts should be concentrated on preventing serious personnel problems rather than on disciplining employees for misconduct. However, supervisors shall have the right to discipline or summarily discharge an employee for cause. If disciplinary measures are to be imposed, it is essential that each problem be investigated so that the facts of the situation are known and that any action taken be primarily corrective rather than punitive. An employee being disciplined should be told what they have done wrong and should be clearly instructed on what is expected of them. Except in cases of discharge, the employee should be given a reasonable period of time to improve their performance or correct their actions or attitude. An employee may be discharged when reasonably corrective or rehabilitative methods have failed or when the serious nature of a violation or the accumulation of violations, warrants immediate separation.

Definitions of Minor Rule Violations

Rule violations of a minor nature may have little or no effect on the continuity, efficiency, and safety of University work, but will not be tolerated. The following are a few examples of minor rule violations, which may result in either oral or written warnings for entry into an employee’s record. Continuation of an offense may result in stronger disciplinary action. This list is not all inclusive.

1. Unauthorized, unexplained, or inexcusable absence or tardiness.

2. Failure to notify supervisor of absence at the earliest practical time.

3. Failure to observe assigned work schedules (starting time, quitting time, rest and meal periods).

4. Soliciting or collecting contributions for any purpose, or selling or offering for sale any goods or service, on University premises in violation of University policy.
5. Unsatisfactory work performance.

6. Loaﬁng or other abuse of time during assigned working hours.

7. Interfering with any employee’s work performance or duties by talking or by other distractions.

8. Circulating or distributing written or printed matter on University premises in violation of the University policy on petitions and handbills.

9. Leaving regularly assigned work location without notifying immediate supervisor.

10. Performing unauthorized personal work on University time.

11. Defacing bulletin boards or notices posted thereon.


13. Failure to punch time card or record card as instructed.

14. Discourteous treatment of the public or of other employees.

15. Improper political activity of a minor nature.

16. Minor violation of internal department work rules.

17. Engaging in excessive visiting, personal conversations, or use of the telephone for personal use.

18. Failure to follow any reasonable instructions issued by supervisor related to performing job tasks and/or job duties.

19. Abusive or unruly conduct of a minor nature.

Definitions of Major Rule Violations

Major offenses are any act or omissions in violation of University policies or rules to such a degree that further employment of the offending individual may not be desirable for the University. The following are examples of some offenses which subject an employee to a written warning, suspension, or discharge. This list is not all inclusive.

1. Any act which might endanger the safety or lives of others.

2. Refusal to perform work properly assigned by a supervisor.

3. Violation of University safety rules.
4. Falsifying any University records.

5. Punching the time card for another employee or allowing yours to be punched by another employee.

6. Leaving University premises during working hours without permission from the supervisor.

7. Abusing, destroying, damaging, or defacing University property, tools, equipment, or the property of others on University premises.

8. Gambling on University premises.

9. Delaying or restricting work, or inciting others to delay or restrict work.

10. Fighting on University premises.

11. Carrying firearms or other dangerous weapons on University premises.

12. Failure to return to work on expiration of vacation or leave of absence, or when called back after a layoff.

13. Disclosure of confidential University information to unauthorized persons.

14. Theft, misappropriation or unauthorized use of University funds or property, or other dishonest actions.

15. Continued unsatisfactory work performance.

16. Unauthorized, unexplained, or inexcusable leave for more than three days.

17. Excessive absences or tardiness.

18. Physical, mental or emotional inability to perform the job satisfactorily.

19. Major violation of internal department work rules.

20. Insubordination.

21. Abusive and unruly conduct.

22. Indecent or obscene conduct.

23. Conviction of a felony or of a misdemeanor involving moral turpitude by a trial court.

24. Flagrant or repeated minor rule violations.
25. Sexual harassment of any person by an employee during working hours or on University premises.


27. Bringing or consuming any liquor, marijuana, or narcotics on University premises (this rule applies to any habit-forming or disabling substance not prescribed by a physician).

28. Reporting for duty under the influence of liquor, marijuana, or narcotics (applies to any habit forming or disabling substance not prescribed by a physician).

29. Accepting any gifts or favors, which influence or tend to influence the performance of duties or the granting of service or favors to other University personnel, applicants, clients, or other persons.

30. Refusal to attend state and university mandated trainings within the appropriate timeframe including but not limited to EEO training and Performance Management Plan training.

Corrective Disciplinary Actions

For repeated but relatively minor incidents of substandard performance, misconduct, or rule violations, discipline should be progressive. The normal sequence or action is: (1) Oral Warning; (2) Written Reprimand; (3) Suspension; (4) Demotion; (5) Discharge. Depending on the severity of the case, the action may begin at any of these steps. Any action involving suspension, demotion, or discharge must have prior review from the Director of Human Resources. Any corrective disciplinary action should be recorded on the Employee Counseling Form (available in Human Resources). The corrective action should include a section which documents specific, job related, and measurable actions identified to increase job knowledge, improve skills, or correct performance difficulties. Timetables shall be established for follow-ups and improvement or non-improvement will be documented on all Employee Counseling Forms.

Oral Warning. Normally, initial disciplinary action should be in the form of an oral discussion and warning, especially for minor rule violations. If it appears that an employee has failed to perform their work or conduct themselves according to job requirements, the supervisor should first talk to the employee about the matter and informally inquire further into the situation. If facts indicate that the employee may have been at fault, the supervisor should discuss the matter with them. The supervisor may call on another person (preferably another supervisor) to be present as a witness. The employee should clearly be instructed of the gravity of the action and should be told that the warning is disciplinary in nature. Supervisors should maintain a complete and accurate written notation of the warning on an "Employee Disciplinary Report" form.
Written Reprimand. Reprimand involves both a formal interview with the employee and an official memorandum emphasizing the negative effect of the employee’s conduct or work performance on their record and opportunities for advancement. If the immediate supervisor does not have the authority to discharge the employee, then the interview should be conducted by the department official who does have discharge authority. A written reprimand should include: the names of everyone involved, dates, a description of the incident or unsatisfactory performance, witnesses (if any), and the action taken. Use the "Employee Disciplinary Report" for this purpose. Reference should also include the dates and results of prior oral warning(s), or other written reprimand(s). It should also bear the employee's comments, if any, and the employee’s signature. The employee should be informed that their signature indicates they have received a copy of the reprimand letter, but not necessarily that they agree with its contents. If the employee refuses to sign the reprimand, a witness, preferably another supervisor, should verify that the employee has read the reprimand and refused to sign an acknowledgement. A copy of the letter of reprimand should be sent to the Director of Human Resources to be filed in the employee's permanent file.

Suspension. Suspension may be a disciplinary action or the interruption (without pay) of the active employment of an employee pending an investigation and decision the Director of Human Resources, and in unusual circumstances, the General Counsel. Suspension for a period of longer than three (3) days must be approved by the appropriate vice president. To suspend an employee from the payroll, the supervisor should:

a. present the employee with a completed "Employee Disciplinary Report" indicating suspension, the period of suspension, and the reasons for the suspension;

b. forward a copy of the "Employee Disciplinary Report" attached to a completed "Personnel Action Request" form through Human Resources to Payroll Services. The "Personnel Action Request" form should be completed, removing the employee from the payroll if the suspension is for any period of time that the employee is to be without pay.

The supervisory official will conduct a conference with the employee at the beginning of the shift on the day the employee is to return to work. A discussion should occur with the employee recapping the reason for suspension, what is expected of the employee and the next step to be taken if improvement does not occur.

Demotion: The supervisory official with the authority to discharge an employee also has the authority to demote an employee. An employee who cannot or will not carry out efficiently and effectively the duties of the job for which they are hired or promoted, may be demoted to a job more commensurate with their abilities, skills, experience or job performance. The immediate supervisor recommending demotion will first review the demotion with the Director of Human Resources. The Director of Human Resources will ensure that the employee has received proper counseling and an adequate trial period for improvement of performance prior to the approval of any recommendation for demotion. Demotion should be considered a last alternative in lieu of termination and may only be
considered when a lower job assignment is available in the department in which the employee works.

Discharge: In cases other than serious offenses, discharge from employment should be used as a last resort. The supervisor who has authority to employ a person also has the authority to discharge a person. Prior to the action, the discharging supervisor must review the situation with his immediate superior, the Director of Human Resources, and, in unusual circumstances, the General Counsel. This review will assure that the case for dismissal has been objectively investigated and is both justified and properly documented. The appropriate vice president must approve each discharge. If the discharge is in order, an employee should be presented with a completed "Employee Disciplinary Report" indicating discharge, the reasons for the discharge, and the date of the discharge. Since discharge requires prior consultation and approval, it should not be done "on-the-spot". However, if the supervisor believes it is improper to leave the employee on duty until such approval can be obtained, the supervisor should immediately place the employee on suspension for a period not to exceed three (3) days. This action also allows time for any investigation which may be necessary.

Other Actions: In extremely serious cases involving unruly behavior, violence or imminent threat to personal safety or property, the supervisor and/or University Police Department may determine the need for immediate arrest or removal from University property of an employee. This action should be considered an immediate suspension and may warrant proceeding with the discharge process. Also, an interim suspension with pay may be used as a non-disciplinary action for situations that warrant investigation while the employee does not return to duty. The Director of Human Resources must approve an interim suspension with pay.

Alternative Disciplinary Actions

Other forms of disciplinary action may be appropriate in some cases. These may include making up lost time, docking, withholding salary increases, transfer to more suitable work, or compensating the University for damage. With the exception of making up lost time, these alternative disciplinary actions require the prior review of the Director of Human Resources.

Involuntary Terminations Other Than Discharge

It is not the intent of this policy to prohibit, or in any way restrict, the University and its administrative officials from the right to terminate any employee for any non-disciplinary reason if it is in the best interest of the University to do so. An employee so terminated shall not have recourse through this policy or the Grievance and Appeals Procedure. Examples of termination for non-disciplinary reasons include, but are not limited to, terminations due to lack of work or funds, or redesigning jobs, and changes in the organizational structure in compliance with University policies and rules, i.e., retirement, nepotism, etc.
Source of Authority: U.S. Constitution, Amendments 5 and 14; Texas Constitution, Art. I, Sec. 19; President


Contact for Revision: General Counsel

Forms: Employee Disciplinary Counseling Report (available in Human Resources); Personnel Action Request, see Index E-39 (available in University Printing Services/Human Resources)
Employee Enrolling for Courses

Original Implementation: Unpublished

Last Revision: October 23, 2004

If departmental workloads permit, full-time employees may take one course per semester of either three or four semester credit hours during working hours.

Approval of the employee's supervisor must be obtained in advance, and arrangements must be made with the supervisor to schedule make-up time for work missed.

Exceptions to this policy will be considered, but approval must be obtained in writing from the employee's supervisor and the appropriate vice president.

Source of Authority: Vice President for Business Affairs

Cross Reference: Non-Academic Employee Handbook

Contact for Revision: Vice President for Business Affairs

Forms: None
It is the policy of the University to seek fair and equitable solutions to grievances arising from the employment relationship. This policy applies to all non-academic staff employees. Grievances have been divided into two categories. A five-step grievance procedure for Category I grievances has been established to assure prompt and thorough consideration of employee grievances and to ensure due process of law. A shorter two-step procedure is provided for Category II grievances.

Category I grievances consist of disciplinary actions resulting in involuntary terminations, demotions, decreases in salary, or suspensions without pay and in allegations of discrimination prohibited by law.

Category II grievances consist of issues pertaining to wages, hours, working conditions, performance evaluations, merit raises, job assignments, interpretation of the official personnel or administrative policies of the University as applied to the grievant, oral or written reprimands, or similar matters involving management decisions concerning the grievant.

Each employee may, without prejudice or fear of retaliation, express his/her grievance through the channels outlined in this procedure with the assurance of timely and thorough consideration. Each employee is assured freedom from interference, coercion, discrimination and reprisal in filing grievances.

No substantive action results from action not taken within the specified time periods. These time periods are intended as aids to the execution of the grievance. The failure of the employee to process the grievance in a timely manner to the next level may constitute a withdrawal of the grievance. The failure of supervisory or administrative personnel to timely respond to a grievance may constitute authorization for the employee to process the grievance to the next step.

1. Category I Grievances

    a. Each grievance shall be submitted in writing using the grievance form. A written grievance shall contain a clear and concise statement of the grievance which refers to the applicable policy alleged to have been violated, the date the incident took place, the issue involved and the specific relief sought by the grievant. The grievance should include any additional information to be considered in its support. Once a grievance has been submitted in writing, it may not be changed or amended after the expiration of the ten (10) day period set out in Step One of the Grievance Procedure.
b. All matters pertaining to a grievance shall be treated as part of the official personnel file of the grievant.

c. A probationary employee may not file a grievance under Category I unless: (a) the action involves allegations of a health or safety hazard; or (b) the action involves allegations of unlawful discrimination or of a violation of constitutional rights. When a grievance involves alleged retaliation for the exercise of constitutional rights or discrimination prohibited by law, the burden of proof is upon the grievant to establish by a preponderance of the evidence that the decision or action placed in question by the grievance was intended to discriminate against the grievant or that the decision or action was intended as retaliation for the lawful exercise of constitutional rights by the grievant.

d. The grievant may present his/her grievance individually, through legal counsel or through a representative of an organization that does not claim the right to strike. Fees or charges (if any) to the grievant for such representation must be paid by the grievant since University monies are not authorized for such use. The Director of Human Resources has the obligation to assist the grievant, upon request, by explaining this grievance procedure in detail.

e. Procedure for Category I Grievances

**Step One (First-Line Supervisor).** The grievant shall use the grievance form to present the grievance in writing to the first-line supervisor within ten (10) working days from the date of the alleged action or condition giving rise to the grievance. A copy of the grievance shall be sent to the Director of Human Resources by the first-line supervisor. Within five (5) working days, the supervisor shall inform the grievant of the decision in writing. A copy of the decision shall be sent to the Director of Human Resources.

**Step Two (Department Chair or Administrative Equivalent).** Grievances not satisfactorily resolved in Step One may be appealed by the employee in writing to the employee's department chair or administrative equivalent. The appeal must be made within five (5) working days following the date of the first-line supervisor's decision in Step One. Within five (5) working days, the department chairman shall inform the grievant of the decision in writing. Copies of the decision shall be sent to: (1) the first-line supervisor; and (2) the Director of Human Resources.

**Step Three (Dean or Director).** Grievances not satisfactorily resolved in Step Two may be appealed in writing to the appropriate dean or director. The appeal must be made within five (5) working days following the date of the Step Two decision. Within five (5) working days, the dean or director shall inform the grievant of the decision in writing. Copies of the decision shall be sent to: (1) the department chair or administrative equivalent; and (2) the Director of Human Resources.

**Step Four (Vice President).** Grievances not satisfactorily resolved in Step Three may be appealed in writing to the appropriate vice president of the University. The appeal must
be made within five (5) working days of the date of the Step Three decision by the dean or director. The vice president shall have the option to handle the grievance or to appoint a Grievance Review Board to consider the grievance. When the subject of the grievance is the termination of the grievant, a hearing must be held if requested by the grievant. The vice president shall either commence the review or request the appointment of the Grievance Review Board within ten (10) working days following the date of receipt of the appeal. If the vice president does not request a Grievance Review Board, a written decision shall be given to the grievant within fifteen (15) working days following the date of receipt of the appeal. If a Grievance Review Board is requested, a written decision by the vice president shall be given to the grievant within ten (10) working days following the receipt of the Grievance Review Board's report and recommendations. Copies of the decision shall be sent to: (1) the dean or director; and (2) the Director of Human Resources. The procedures for the selection of the Grievance Review Board are covered in Section f. of this policy.

**Step Five (President).** The President of the University is the final level of appeal within the University. Grievances not satisfactorily resolved in Step Four may be appealed in writing to the President. The appeal must be made within five (5) working days following the date of the Step Four decision by the vice president. The President may handle the review of the grievance or, if a Grievance Review Board was not requested at the Step Four level, the President shall have the option to appoint a Grievance Review Board. Within a reasonable period of time, not to exceed thirty (30) days, following the receipt of the appeal or receipt of the Grievance Review Board's report and recommendations, whichever occurs last, the President shall inform the grievant of the decision in writing. Copies of the decision shall be sent to: (1) the appropriate vice president; and (2) the Director of Human Resources.

The time limits set forth in the five steps of the grievance procedure must be observed by both the grievant and the appropriate supervisory and administrative personnel. The failure of the employee to process the grievance in a timely manner to the next level shall constitute a withdrawal of the grievance. The failure of supervisory or administrative personnel to timely respond to a grievance shall constitute authorization for the employee to process the grievance to the next step.

**f.** All ranks of University non-academic employees are eligible to serve on the Grievance Review Board.

Human Resources shall maintain a roster of non-academic employees serving on the grievance panel. The members of the grievance panel shall be representative of the University work force, taking into consideration that the panel also be representative as to sex, race, and supervisory or non-supervisory status. The members shall be selected from nominations submitted by other non-academic employees. The President shall make final approval of the panel.

A Grievance Review Board, consisting of three (3) members, shall be selected from the Grievance Panel of ten (10) employees previously approved by the President. The
grievant shall select one (1) name and the step three official shall select one (1) name. The Board shall name its own chair from the remaining members of the panel. A representative of Human Resources shall be an ex-officio member of the Grievance Review Board to assure that due process applicable to the procedure and other University policies is offered to all involved parties. The Grievance Review Board shall hold the necessary hearing or hearings within five (5) working days from the date the Office of Human Resources is notified in writing that a vice president or the President, as applicable, requests a hearing of the grievance. The President, Vice President, Human Resources representative or the employee shall have the right to object to the person selected as Chair of the grievance board, based upon the grievance pending before the board, or perceived unfair representation of a division of the University due to the nature of the grievance. After the Board is finally constituted and the hearing date is scheduled, the Board shall convene and hear the grievance. If the grievant is represented by legal counsel or by a representative of an employee organization (which does not have the right to strike), the University may be represented by the University's General Counsel. The hearing shall be closed to the public.

A court reporter or at least two (2) tape recording devices shall be furnished by the University to record the hearing. The party requesting a typed transcript of the proceedings shall be responsible for payment of same. The hearing shall consist of opening statements by the grievant and the institutional representative, testimony by witnesses called by the institution and the grievant, with both parties having the right to cross examine witnesses, and any relevant exhibits which either party seeks to present to the Board. When the grievance relates to a disciplinary action taken against the grievant, the institution shall have the burden of proof to demonstrate by a preponderance of the evidence that there was good cause for the discipline. In all other grievances, the grievant shall have the burden of proof. Formal rules of evidence do not apply to the hearing.

At the conclusion of the testimony, both parties shall be permitted to make a closing argument. Following the hearing, the Grievance Review Board will retire to deliberate and, as soon as possible, shall submit a written report of its findings and recommendations to the Vice President or President, as applicable, who will make a decision on the grievance.

2. Category II Grievances

Category II grievances are matters of employee-management disagreement other than those specifically defined as Category I grievances. Category II grievances are not authorized to be processed through the formal Category I grievance procedure. Category II grievances include, but are not limited to, employee dissatisfaction relative to wages, hours, and working conditions as well as work related actions such as performance evaluations, oral or written reprimands, administration of the merit pay program, or job assignments or interpretations of the official personnel or administrative policies of the University as applied to the grievant. A probationary employee may not present a Category II grievance for a disciplinary action.
Step One. A Category II grievance may be informally presented to the first-line supervisor for discussion and consideration.

Step Two. If a Category II grievance is not satisfactorily resolved by the first-line supervisor, the employee should present the complaint in writing using the grievance form to the appropriate department head or director for final consideration and action. If the grievance is against the department head or director, it shall be presented to the appropriate dean or supervisor of the director for final consideration. The written grievance and the written response of the department head or director shall be treated as part of the official personnel file of the employee.

Copies of the written grievance and written response shall be sent to: (1) the first-line supervisor; and (2) the Director of Human Resources.

SOURCE OF AUTHORITY: U. S. Constitution, Amendments 5 and 14; Texas Constitution, Art. I, sec. 19, President

CROSS REFERENCE: Non-Academic Employee Handbook

CONTACT FOR REVISION: General Counsel

FORMS: Formal Grievance Forms are available in Human Resources
The purpose of this policy and procedure is to establish a process for effecting a reduction in force. A reduction in force is defined as a layoff of a segment of the work force due to a lack of work, reduction in funding, or reorganization. It is an involuntary termination of employment not involving delinquency or misconduct.

The President of the University may implement a reduction in force in order to meet operating expenses and maintain sound reserves without diminishing capital or generating unwise or impermissible indebtedness. Prior to the implementation, the President shall consult with the vice presidents and other administrators of the President's choice. The consultation shall include a discussion of:

(1) anticipated income and expenditures;

(2) retrenchment measures which have been taken;

(3) reasonable alternatives to reduction in force; and,

(4) any other matter the President deems appropriate.

Policy

1. Regular, full-time employees will be given preference for retention over probationary, part-time, or temporary employees.

2. Length of service with the University, ability to perform the work remaining in the affected department, and critical skills required for the remaining work shall be weighed equally in selecting employees for layoff.

3. The University will make every effort to place potentially affected employees in vacant positions for which they qualify.

4. Employees who are laid off as a result of a reduction in force will be given priority consideration for vacant positions for which they qualify.

5. If there are no suitable job openings at the University, Human Resources will provide reasonable assistance to affected employees in finding positions outside the University.

Procedure

1. A director or other administrator instructed by the President to accomplish a reduction in force will prepare a Work Force Profile on all employees in the affected department or
program. The Work Force Profile shall indicate the number of positions to be abolished, discontinued, or vacated, and the names, job titles, length of service, and classification (temporary, probationary, or full-time, regular) of the affected employees.

2. The director or other administrator shall list the employees recommended for separation on a Reduction-in-Force Roster and forward the roster and the Work Force Profile through the appropriate vice president to the Director of Human Resources.

3. The Director of Human Resources shall review and certify that the Reduction-in-Force Roster complies with the provisions of this policy.

4. After certification, every affected department's roster shall be sent to the President for final approval.

5. Upon approval by the President, the director or other administrator of the department will meet with each affected employee, review the reason for the reduction in force, provide the employee with written notification of separation, and refer the employee to Human Resources. Whenever possible, a written notification should be given at least thirty (30) days prior to the effective date of the reduction in force.

6. In Human Resources, each affected employee will complete a new application. Human Resources will review the application and interview the employee.

7. If there are suitable openings with the University, the employee will be referred to those job vacancies for which the employee is qualified.

8. If there are no suitable openings, the University may replace an employee in one department with an employee who has more seniority in the same or other department. The University may exercise this option in cases where both employees are in the same or similar job classification according to the University's validated job descriptions, or the employee will be provided with placement assistance for positions outside the University. The affected employee who is transferred under this option shall receive the compensation budgeted for the position to which the employee has been transferred.

9. Human Resources will provide each affected employee with information regarding unemployment benefits from the Texas Workforce Commission and other available assistance.

10. Employees who are laid off as a result of a reduction in force will be recalled to the next available position for which they qualify. The right to recall shall be granted on a priority basis. Length of service with the University, ability to perform the work in the affected department, and critical skills required for the work shall be weighed equally in selecting employees for recall.

11. A notice of recall shall be sent to affected employees at the last known address according to University records.
12. A reasonable period of time not to exceed seven (7) days will be allowed for the affected employee to reply. The University may grant written extension when there are extenuating circumstances.

13. The right to recall shall cease six (6) months after layoff.

14. An employee on layoff from the University who rejects a recall or job offer for a position for which he/she qualifies shall forfeit further rights to recall.

15. Each employee who is laid off as a result of a reduction in force may appeal the decision in accordance with the Procedure for Category I Grievances under the Grievance and Appeals Procedure for Non-Academic Employees. The appeal shall begin at Step Three. The burden of proof is on the employee, and the scope of the review is limited to the opportunity for the employee to establish that the layoff was made on a constitutionally impermissible or unlawful basis or an arbitrary or capricious basis, or that this policy and procedure was substantially violated.

SOURCE OF AUTHORITY: Board of Regents, President

CROSS REFERENCE: None

CONTACT FOR REVISION: President

FORMS: None
Service Awards

Original Implementation: October 4, 1984

Last Revision: January 30, 2001, April 20, 2004

Human Resources (for non-academic employees) and the Faculty Service Award Committee appointed by the Provost/Vice President for Academic Affairs (for faculty) coordinate an annual service award program to recognize employees for years of service to Stephen F. Austin State University. Service pins and certificates of appreciation are awarded to employees with ten, twenty, thirty, or forty years of service. Award recipients are identified on the basis of years of service as recorded in the individual's personnel records in Human Resources.

Department heads are notified of those employees who are eligible to receive awards. Questions concerning an individual's eligibility should be directed to Human Resources for staff and to the Provost/Vice President for Academic Affairs for faculty. Arrangements for staff recognition are carried out by Human Resources. Arrangements for the faculty recognition ceremony are carried out by the Faculty Service Award Committee in conjunction with the office of the Provost/Vice President for Academic Affairs.

Source of Authority: General Appropriations Act, President, Vice President for Business Affairs, Provost/Vice President for Academic Affairs

Cross Reference: Non-Academic Employee Handbook

Contact for Revision: Director of Human Resources

Forms: None
Discrimination Complaints/Sexual Harassment

Original Implementation: September 1990/February 2, 1982

Last Revision: October 23, 2004/April 20, 2004

1. Purpose: To provide a working environment of nondiscrimination, equal employment opportunity, affirmative action, protection from retaliation for members of classes protected by law, and to comply with Federal and State equal opportunity employment regulations.

2. Non-discrimination Policy: 1. General Policy Statement: It is the policy of Stephen F. Austin State University that no faculty, staff, or student may discriminate against another on the basis of unlawful discrimination, not to discriminate against any employee or applicant for employment because of based on race, color, religion, sex, age, national origin, disability, or disabled veteran status. Unlawful discrimination based on sex includes discrimination defined as sexual harassment. Stephen F. Austin State University is committed to the principles of Equal Employment Opportunity (EEO) law. An employee who violates this policy is subject to disciplinary action up to and including termination.

A supervisor or employee commits unlawful employment practice if the supervisor or employee retaliates or discriminates against a person, who (a) opposes a discriminatory practice, (b) makes or files a complaint alleging employment discrimination, (c) or testifies, assists or participates in any manner in an investigation, proceeding or hearing. Any employee who retaliates against another employee who opposes alleged employment discrimination violates the university's policies and procedures and may be subject to disciplinary action up to and including termination. Retaliation for filing an unlawful discrimination or sexual harassment complaint is prohibited by the policy and cause for severe disciplinary action, up to and including termination.

The President or designee will be responsible for overseeing the Discrimination Complaint/Sexual Harassment Policy and procedures and for ensuring compliance with EEO laws. All employment decisions will be based on objective, job related, and measurable criteria that can be consistently applied. Human Resources or designee will review all employment actions and decisions, to include, but not limited to, recruitment, selection, promotion, assignment, training, evaluations, discipline, restructuring, workplace accommodations, and compensation to ensure consistency of application. Human Resources or designee will annually review all personnel policies and procedures to ensure compliance with EEO laws and present any recommendations for updating to the President. All employment related documents will be maintained in accordance with the university's Texas State Record Retention Schedule.

23. Definitions:
a. Unlawful Discrimination Defined: Based upon a variety of statutes, both on the federal and state levels, unlawful discrimination may affect terms and conditions of the employment or the educational setting and is based upon race, color, religion, sex, age, national origin, disability, or disabled veteran status. Applicable statutes include: Title VII of the Civil Rights Act of 1964, Civil Rights Act of 1991, Title IX of the Education Amendments of 1972, Age Discrimination in Employment Act, Americans with Disabilities Act, Section 504 of the Rehabilitation Act, Equal Pay Act, Immigration Reform and Control Act of 1986, and Article 5221k, V.T.C.S. The totality of the facts and circumstances will have a bearing on whether unlawful discrimination has occurred.

b. Sexual Harassment Defined: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, even if carried out under the guise of humor, constitute sexual harassment when:

i. Submission to or tolerance of such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or

ii. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions (including admissions and hiring) affecting that individual; or

iii. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile or offensive employment, educational or living environment.

*The university will not tolerate sexual harassment of any employee or student by another employee, supervisor, or other person with whom an employee or student may have contact with as part of his or her duties.*

The totality of facts and circumstances in any given situation will have a bearing upon whether unlawful discrimination or sexual harassment has occurred.

4. Required Equal Employment Opportunity (EEO) Training: The University is required by the Texas Labor Code 21.010 to provide training to each new employee on policies regarding discrimination and harassment no later than 30 days after the date of hire. In addition, supplemental training is required every two years. All employees will receive a copy of the University's Discrimination Complaint/Sexual Harassment Policy and procedures within 30 days of employment. A signed statement verifying attendance is required to be maintained in the employee's personnel file.

35. Management and Supervisory Responsibilities
Vice Presidents, Deans, Directors and Department Chairs shall take appropriate steps to disseminate this policy statement and to inform employees and students of procedures for lodging complaints. Vice Presidents, Deans, Directors, and Department Chairs are required and students are urged to notify the Director of Human Resources, ADA Coordinator or the appropriate Dean, Director, or Department Chair for the area involved when they learn of an instance of unlawful discrimination or sexual harassment.

46. Employee Responsibilities and Student Responsibilities

While not required, all employees are urged to contact the Director of Human Resources or the appropriate Dean, Director, or Department Chair for the area involved when they learn of an instance of employee related unlawful discrimination or sexual harassment. Students are urged to contact the Director of Human Resources, ADA Coordinator or the appropriate Dean, Director, or Department Chair for the area involved regarding employee related unlawful discrimination or sexual harassment. Student to student infractions should be reported to the Office of Student Development.

57. Complaint Procedure

Employees may report a discrimination or sexual harassment complaint without fear of retaliation. All university employees are responsible for immediately reporting discrimination or sexual harassment complaints. Complaints regarding employees should be reported to the Director of Human Resources, or ADA Coordinator (as applicable), or may additionally be reported to a Vice President, Dean, Director or Department Chair for the area involved. Student to student complaints should be reported to the Dean of Student Development, Judicial Officer, or the ADA Coordinator (if applicable).

Complaints should be filed as soon as possible after any incident, but no later than 180 days from the incident involving unlawful discrimination or sexual harassment.

Complaints must be made in writing and signed by the individual submitting the complaint. While investigators will attempt to maintain as much confidentiality as possible, complete anonymity may give way to the University's obligation to investigate and take appropriate action.

If a pattern of harassment appears to exist but no complainant files charges, the University may file a third-party charge against an individual. Such charges will be handled with as much care and control as any other complaint so as to avoid acting on rumor or unjustified accusation.

68. Investigative Process

a. Employee Related Complaints

Once a complaint has been brought to the attention of a Supervisor, Department Chair, or other individual in a management level position, that person must report
the complaint to the Director of Human Resources as soon as possible. Every attempt should be made to keep the information confidential and restricted to only those who have an absolute need to know. As there may be more than one complainant in an unlawful discrimination or sexual harassment case, the term "complainant" as used herein shall refer to one or more complainants.

The Dean or Director (or other appropriate administrator) for the area involved will promptly normally begin the investigation of the charges within 10 working days from when it was received, not as a representative of the complainant, but as an impartial party. The investigation shall normally be conducted within 45 working days thereafter the letter of finding will be forwarded to the Director of Human Resources and the General Counsel at the end of the investigation. Case complexity will vary and the termination of the investigation will depend on case circumstances; however, the investigation will commence within the designated time and will conclude under normal circumstances within 45 working days. It is incumbent upon the investigating official to document a reasonable justification for extending an investigation beyond 45 working days. Investigation of a complaint normally will include conferring with the parties involved and may proceed as necessary with examination of relevant documentation and interviews with other employees or students. Discretion should be exercised in determining which witnesses are indeed necessary to the investigation. The Dean or Director conducting the investigation may also consult with appropriate management personnel, including the Director of Human Resources, the ADA Coordinator, and the General Counsel for advice and guidance as applicable. After investigating the allegations, the Dean or Director will meet with the accused employee, provide the accused with the allegations and an opportunity to respond to the allegations. The investigator is responsible for responding to each allegation that the complainant has made. This response should be in the form of a memo describing the investigator's findings and conclusions.

If the complaint cannot be resolved to the satisfaction of all parties, the Dean or Director, working with the Director of Human Resources and the General Counsel, will make a recommendation, normally within 20 days of receipt of the complaint to the appropriate Vice President as to whether any disciplinary action should be taken. A summary of the case will be provided to the Vice President. Recommendations of the Dean or Director to the Vice President may include dismissing of the charges; warning, suspension or termination of the accused; allowing the parties to sign a written statement of agreement resolving the differences between them; counseling; or other appropriate disciplinary action. A general status report of the investigation should be provided to the complainant and the accused upon completion of this investigative phase.

b. Student to Student Complaints

The Office of Student Development shall investigate student to student complaints and follow the timeframes described in the preceding.
guidelines for employees. If student discipline is recommended, the Rules of Procedure in Student Disciplinary Matters will guide the proceedings. Said rules are located on the SFA Web Page for student policies and procedures or may be obtained from the Office of Student Development Affairs. Informal and formal disposition procedures are outlined within the policy; and, it contains full due process procedures.

8.9. Review by the Appropriate Vice President for Employee Related Complaints

After the Vice President has offered to meet with the accused and if necessary, to meet with the complainant and witnesses, he/she will accept, modify or reject the recommendation of the Dean or Director. If the Vice President concludes that the charges are serious enough to require termination or suspension, the faculty member or staff member may be placed on a leave of absence with pay, pending a hearing by the review board and action by the President.

The Vice President's review should generally be completed within 10 days from receipt of the matter, unless additional time is required in fairness to the parties. A general status report should be forwarded to the complainant and the accused at the conclusion of the Vice President's review.

8.10. Review by the Employee Discrimination Complaint Review Board

If the decision of the Vice President is not satisfactory to either party (complainant or accused), that individual(s) has 5 days in which to request a formal hearing of the Discrimination Complaint Review Board ("Review Board"). The request must be put in writing to the Vice President issuing the decision.

The Review Board of three individuals will be selected from a panel of 20 pre-selected faculty members and 20 pre-selected staff members to be appointed by the President. If the accused is a faculty member, the Review Board will be composed of at least two faculty members. If the accused is a staff member, the review board will be composed of at least two staff members. The complainant will select one member and the accused will select one member from the applicable panel. The two selected members will choose a third person from the panel. None of these individual review board members shall be from the department of the accused or the complainant (if applicable). These three individuals will comprise the Review Board and will elect a Chair from among themselves. The University President may remove any selected Review Board member if substantial proof of bias exists.

The Chair of the Review Committee is responsible for coordinating the hearing. The complainant, the accused, and the University all have the right to be advised by counsel, but lawyers will not be allowed to conduct or participate in the hearing. The day prior to the scheduled Review Committee hearing, each side shall submit a list of its witnesses and copies of its documentary evidence to the Chair. A list of witnesses and a summary list of the evidence will be provided to each side. The rest of the Review Committee will
not receive the material until the time of the hearing. All materials presented must be maintained in a confidential manner by all parties involved.

The Dean or Director who conducted the investigation will apprise the Review Board of the charges and will normally present all relevant evidence. Both parties will have an opportunity to respond to the charges and present evidence. Each party may make a 5 minute opening statement prior to presentation of the evidence. The burden will be on the complainant to prove by the greater weight of the credible evidence that the accused has committed an act of sexual harassment and/or unlawful discrimination. Cross examination of the witnesses is allowed by all parties. Each party may make a 5 minute closing statement.

The Chair of the Review Board will conduct a fair hearing before the complainant and the accused and shall allow relevant witnesses and evidence from both parties. The hearing shall be closed to the public. The General Counsel may and/or the Director of Human Resources may be consulted in procedural matters of the review board and may be present at meetings. All information presented in the hearing is confidential and restricted to only those who have an absolute need to know.

The Review Board will normally have 5 days after the completion of the hearing to summarize its findings and make a written recommendation to the President.

9/1/2. Review by the President for Employee Related Complaints

The President may accept, reject, or modify the decision of the Review Board and will have access to all evidence, both parties, and witnesses as deemed appropriate. In all instances except where a faculty member's tenure is revoked or a faculty member is being terminated during the term of their employment, the decision of the President is final. In cases where tenure is being revoked or a faculty member is being terminated during the term of employment, the case will be forwarded to the Board of Regents for a final determination. Pending action by the Board of Regents, the faculty or staff member may be suspended without pay and removed from the University or assigned to other duties with pay at the President's discretion. Final disposition of the case will be communicated to the accused employee and the complainant.

40/2. Employee Sanctions

a. University imposed: University sanctions for violations of this policy may include any disciplinary action, up to and including termination of employment for faculty or staff. Such activities may be viewed as constituting moral turpitude or substantial neglect of academic responsibilities under the Faculty Handbook and a major work rule violation under the Staff Discipline and Discharge Policy.

b. Civil: Unlawful discrimination and sexual harassment are illegal under state and federal law. Official governmental investigations by the Equal Employment Opportunity Commission, the Texas Commission on Human Rights, and/or the
Office of Civil Rights of the Department of Education may result in civil lawsuits against any person guilty of unlawful discrimination or sexual harassment.

c. Criminal: Sexual harassment by a public servant is a criminal offense under 39.02 of the Texas Penal Code. Depending on the severity of the acts, sexual harassment may also specifically include indecent exposure, public lewdness, assault, or sexual assault under Chapter 21 and 22 of the Texas Penal Code.

d. False charges may result in disciplinary action against the complainant by the University or civil charges against the complainant by the accused. An unsubstantiated charge is not considered "false" unless it is found to be made with the knowledge of it being false.

4113. Student Sanctions

Disciplinary action for student to student related complaints may range from sensitivity counseling to suspension or dismissal. False charges may also result in disciplinary action. An unsubstantiated charge is not considered "false" unless it is found to be made with knowledge of it being false.

14. The Dean/Director (or other appropriate administrator) who investigated the complaint will be responsible for monitoring the circumstances surrounding the complaint to insure the situation has been remedied.

15. The Human Resources Director or designee will be responsible for maintaining a log of all formal complaints and the results of such complaints.

Source of Authority: President

Cross Reference: Faculty Handbook, Non-Academic Employee Handbook,

Contact for Revision: Director of Human Resources

Forms: None
Sick Leave Pool

Original Implementation: September 17, 1982

Last Revision: January 30, 2004

Purpose: General Provisions

Pursuant to Senate Bill 357, 71st Legislature, Regular Session, the University shall maintain a Sick Leave Pool to benefit certain regular employees who suffer a catastrophic injury or illness. A sick leave pool shall be established and maintained to provide for the alleviation of the hardship caused to an employee and the employee's family if a catastrophic illness or injury forces the employee to exhaust all accrued leave (including compensatory time, if applicable) and lose compensation with the state.

Definitions: For the purpose of this policy, a regular employee is defined as one who is employed to work at least twenty hours per week for a period of at least four and one-half months, excluding students employed in situations which require student status as a condition for employment.

1. A catastrophic injury or catastrophic illness is defined as a severe condition or combination of conditions affecting the mental or physical health of the employee, or the employee's immediate family, that requires the services of a licensed practitioner for a prolonged period of time and that forces the employee to exhaust all accrued leave and lose compensation from the state.

2. A severe condition or combination of conditions is one that:

   a. will result in death or is a severely debilitating condition that will result in the individual not meeting the essential functions of their job if not treated promptly or at regularly scheduled intervals (e.g. chemotherapy treatments, radiation treatments, etc.); requires the services of a licensed practitioner (as defined in the Texas Insurance Code, who is practicing within the scope of his or her license);

   b. has been designated as terminal; or

   c. prevents the employee from working for a continuous period of forty-five (45) calendar days or more.
3. Licensed practitioner means a practitioner, as defined in the Texas Insurance Code, who is practicing within the scope of his/her license.

4. Immediate family is defined as those individuals related by kinship, adoption, marriage or foster children who are so certified by the Texas Department of Human Services who are living in the same household. If not in the same household, an immediate family member is strictly limited to the employee’s spouse, child or parent who needs care and assistance as a direct result of a documented catastrophic medical condition.

Eligibility and Other General Provisions:

1. All regular faculty and non-probationary staff members eligible to accrue and use sick leave in accordance with university sick leave policy E-47 may apply to use sick leave from the sick leave pool.

2. Employees may use sick leave pool for their own catastrophic illness or injury or for one in their immediate family, as defined above.

3. Employees must be meeting job performance requirements and observing work rules to be eligible for pool leave beyond that period which is covered by Family Medical Leave.

4. An employee may submit only one request for sick leave from the Sick Leave Pool per fiscal year for each catastrophic illness or injury.

5. An employee must exhaust all accrued sick leave before being eligible to receive sick leave from the Sick Leave Pool.

6. An employee utilizing sick leave from the Sick Leave Pool continues to accrue vacation and sick leave entitlement as if on regular sick leave, provided he or she returns to work following the leave.

7. Employees who are not covered by FMLA (policy E-58) and who are offered a bona fide job offer under the University’s Return to Work (policy E-62) must accept the offer or sick leave pool benefits will end.

8. Employees who file for Worker’s Compensation Benefits are not eligible to use sick leave from the sick leave pool. In no case may sick leave pool time be used in conjunction with a worker’s compensation claim.

9. A regular part-time employee is granted pool leave on a pro-rated basis.

10. One sick leave pool will be administered for all regular faculty and staff employees of the University.
c. forces the employee to exhaust all accrued sick leave; and

d. causes the employee to lose compensation from the state.

Contributing Sick Leave to the Pool

1. An employee with accrued sick leave may contribute to the Sick Leave Pool in increments of eight hours, with the exception of a retiring employee who may contribute accrued sick leave in increments of less than eight hours.

2. Sick leave contributed to the pool reduces the accrued sick leave balance of the employee making the contribution.

3. Contributions to the pool are strictly voluntary.

4. An employee contributing sick leave to the Sick Leave Pool may not stipulate who is to receive the contribution.

5. An employee who contributes sick leave to the Sick Leave Pool cannot reclaim the contribution unless entitled to use leave from the Sick Leave Pool.

An employee who contributes sick leave to the Sick Leave Pool and then exhausts his or her sick leave balance in the same fiscal year may receive the number of hours he or she contributed to the pool in that fiscal year without suffering a catastrophic illness or injury.

6. An employee desiring to contribute sick leave to the Sick Leave Pool should complete an "Application to Contribute Sick Leave" form, provide a copy to his or her department head, and route the form to the Pool Administrator in Human Resources.

7. Terminating employees who are not transferring to another state agency and who have a sick leave accrual are encouraged to donate the balance of their sick leave.

Requesting Sick Leave from the Pool

1. A regular employee may apply for sick leave from the Sick Leave Pool by completing a "Request for Sick Leave from the Sick Leave Pool" form, providing a copy to his or her department head, and routing the form to the Pool Administrator in Human Resources.

2. Medical certification is required every thirty (30) days. Weekly documentation of appointments and/or treatment must be submitted to the Pool Administrator.
Failure to return the required certification and documentation may result in loss of pool benefits.

3. The Pool Administrator will approve all or part of the request, or deny the request. All practitioner’s statements and medical updates are subject to be referred to and reviewed by a University medical review board.

4. The amount of the pool leave granted for each catastrophic illness or injury will be determined by the Pool Administrator. The amount granted cannot exceed one-third of the balance of hours in the pool. However, in no case may an employee use more than 90 work days from the pool. The Pool Administrator shall approve the use of not more than 30 days of such leave by one individual at one time. Initiation and renewal of approval for use of such leave shall be subject to review of a current medical report for each approval period, and subject to availability of appropriate balance in the fund.

5. Medical updates are required every 30 days, unless otherwise indicated. Failure to return required medical documentations may result in delay or loss of pool benefits. The requesting employee must complete a request for Family Medical Leave and obtain written certification from a licensed practitioner that the illness/injury is of such severity to prevent the employee from working a continuous period of forty-five (45) calendar days as stated in General Provisions. This certification must be attached to the completed request form. Employees must be meeting job performance requirements and observing work rules to be eligible for pool leave beyond that period which is covered by Family Medical Leave.

2. For purposes relating to the Sick Leave Pool, immediate family is defined as those individuals related by kinship, adoption or marriage, or foster children who are so certified by the Texas Department of Human Services, living in the same household, or if not in the same household, are totally dependent upon the employee for personal care or services on a continuing basis.

3. An employee may submit only one request for sick leave from the Sick Leave Pool per fiscal year for each catastrophic illness or injury.

4. An employee must exhaust all accrued sick leave before being eligible to receive sick leave from the Sick Leave Pool.

5. An employee utilizing sick leave from the Sick Leave Pool continues to accrue vacation and sick leave entitlement as if on regular sick leave, provided he or she returns to work following the leave.

6. An employee with a catastrophic illness or injury is not required to contribute to the Sick Leave Pool before he or she can be granted leave from the pool.
7. An employee who uses sick leave from the Sick Leave Pool is not required to pay back the pool for the leave used.

68. Any unused balance of leave granted to an employee from the Sick Leave Pool returns to the pool if the employee returns to work prior to using all days granted. The estate of a deceased employee is not entitled to payment for unused leave requested from the Sick Leave Pool.

9. One sick leave pool will be administered for all regular faculty and staff employees of the University.

**Contributing Sick Leave to the Pool**

1. An employee with accrued sick leave may contribute to the Sick Leave Pool in increments of eight hours, with the exception of a retiring employee who may contribute accrued sick leave in increments of less than eight hours.

2. Sick leave contributed to the pool reduces the accrued sick leave balance of the employee making the contribution.

3. Contributions to the pool are strictly voluntary.

4. An employee contributing sick leave to the Sick Leave Pool may not stipulate who is to receive the contribution.

5. An employee who contributes sick leave to the Sick Leave Pool cannot reclaim the contribution unless entitled to use leave from the Sick Leave Pool.

An employee who contributes sick leave to the Sick Leave Pool and then exhausts his or her sick leave balance in the same fiscal year may receive the number of hours he or she contributed to the pool in that fiscal year without suffering a catastrophic illness or injury.

6. An employee desiring to contribute sick leave to the Sick Leave Pool should complete an "Application to Contribute Sick Leave" form, provide a copy to his or her department head, and route the form to the Pool Administrator in Human Resources.

7. Terminating employees who are not transferring to another state agency and who have a sick leave accrual are encouraged to donate the balance of their sick leave.
10. Employees who file for Worker's Compensation Benefits are not eligible to use sick leave from the sick leave pool. In no case may sick leave pool time be used in conjunction with a worker's compensation claim.

11. A regular part-time employee is granted pool leave on a pro-rated basis.

Administration of the Pool

1. The Pool Administrator (in the Human Resources department) is responsible for the administration of the Sick Leave Pool. Decisions of the Pool Administrator may be appealed to the appropriate vice president.

2. Requests for sick leave from the Sick Leave Pool will be forwarded to the Pool Administrator with copies to the appropriate department head and will be considered by the Pool Administrator on a first-come, first-serve basis. Employees may not submit a request for Sick Leave Pool hours until they have been out of work for forty-five (45) days. If a request is awarded, sick leave pay will be made retroactive to the date and time the employee exhausted accrued sick leave.

3. The Pool Administrator will have five working days from the date a request is received in which to approve all or part of the request or deny the request.

4. The amount of sick leave granted for each catastrophic illness or injury will be determined by the Pool Administrator. The amount cannot exceed one-third of the balance of hours in the pool, or 90 working days, whichever is less. The Pool Administrator shall approve the use of not more than forty-five (45) days of such leave by one individual at one time. Initiation and renewal of approval for use of such leave shall be subject to review of a current medical report for each forty-five (45) day approval, and subject to availability of appropriate balance in the fund.

5. Medical certification is required every thirty (30) days. Weekly documentation of appointments and/or treatment must be submitted to the Pool Administrator. Failure to return the required certification and documentation may result in loss of pool benefits.

6. The Pool Administrator shall design and implement a system of records management and reporting of Sick Leave Pool activity. The total leave time available in the Sick Leave Pool shall be reported quarterly to the Director of Human Resources and be available upon request to faculty and staff.

SOURCE OF AUTHORITY: Senate Bill 357, 71st Legislature; Board of Regents; President; Vice President for Business Affairs
CROSS REFERENCE: None

CONTACT FOR REVISION: General Counsel

FORMS: Application to Contribute Sick Leave, Family Medical Leave Request (both available in Human Resources)
Temporary Employment

Original Implementation: September, 1988

Last Revision: October 23, 2001 April 20, 2004

When it becomes necessary for a department to seek temporary classified or non-classified personnel, and temporary assistance is not available from within the department, division or college, the following procedures must be followed.

Temporary Classified Employment

A department may employ temporary classified personnel either on a part-time or full-time basis. A temporary classified position will be posted by Human Resources upon receipt of a completed "Request for Temporary Services" which has been routed through proper administrative channels. Human Resources will recruit, screen and refer applicants to the department for an interview. Applicants will be sent to the departments with a Referral Form. Upon selection of a suitable candidate, Human Resources must be contacted in order to close the vacancy. At that time, Human Resources will send the department an Applicant Summary Form. The referral and summary forms with a "Personnel Action Request" form must be completed and routed through proper administrative channels to Human Resources prior to or on the first day of employment. Temporary employees may work no longer than ninety (90) consecutive days.

Temporary Services

Temporary employees may also be secured through the temporary agency which has contracted with SFA to provide temporary labor services. The SFA department needing assistance should complete the order for "Temporary Employment Form" and send it to Human Resources for processing. The Purchasing Department will encumber the funds for this expense. Wages paid to these temporary workers is at a premium.

Temporary Non-Classified Employment

A department may employ temporary non-classified personnel for summer camps, special events, TASP, special assignments, etc. A temporary non-classified position will be posted by Human Resources upon receipt of a completed "Request for Temporary Services" which has been routed through proper administrative channels. For individuals already employed by the University at 100% FTE, a "Request for Additional Compensation" form (See "Compensation in Excess of Base Salary" policy) must be processed. A "Personnel Action Request" must be submitted for any non-classified individual being hired on a temporary basis who is not currently on the University payroll or who is currently working less than 100% FTE. If the individual has not been employed by the University within the past year, it is required that they must come to the Personnel Human Resources Office and complete the required paperwork within the first three days of employment. For non-classified employees to work for more than 90 days, the
President must approve it in advance because after 90 days the employees may be subject to benefit eligibility and are counted towards the University's total FTEs.

**Source of Authority:** President, Vice President for Business Affairs

**Cross Reference:** Overtime & Additional Compensation, see Index E-9; Personnel Action Request, see Index E-39

**Contact for Revision:** President

**Forms:** Request for Temporary Service; Request for Overtime & Additional Compensation, see Index E-9; Personnel Action Request, see Index E-39 (all available in University Printing Services)
Each employee is required to have a record of hours worked. In departments using time clocks, the following regulations will apply:

1. Employees are required to punch in prior to their assigned start time, and must punch out when they go off duty.
2. Employees are required to clock out any time they leave the work site for any reason other than assigned work duties.
3. Unless permission to do otherwise is authorized in writing by the employee’s supervisor, no employee may clock in more than 5 minutes prior to, or 5 minutes after, the start of their shift. Employees may not clock out more than 5 minutes prior to, or 5 minutes following the end of their work time.
4. Clocking in within the time-frame specified in item three, will be calculated as an on-time report for duty.
5. Depending on the department procedures, time recorded will be the work-time paid or employee-employees will be paid from time sheets verified by actual punched times. Any adjustments to the recorded time must be approved by the employee’s supervisor. Managers will be accountable to their Department Head for any manual changes submitted.
6. Unless a Department is utilizing a system with an automatic lunch deduction, employees must clock out for their designated lunch time. All employees are free to leave the University premises during lunch.
7. Employees should not clock out for designated break times and must stay in the assigned work area during the break.
8. Employees who have worked time in excess of 40 hours per week will be paid time-and-a-half (or accrue comp-time at that rate) for all time exceeding 40 hours.
9. Except in emergency circumstances, prior permission to work overtime should be approved in writing by the department manager.

Violations of this policy may result in disciplinary actions; including oral or written warnings, suspension without pay and/or termination. Under no circumstance may one employee punch a time card for another. Any employee participating in this type of violation will face immediate termination.

For employees in Departments using scan-card time clocks: Lost cards must be reported to your supervisor immediately. When cards are lost or misplaced, employees will be issued one replacement card at no cost. Additional replacement cards will cost $5.00 each.

Source of Authority: Director of Human Resources

Cross Reference: None
Contact For Revision: Director of Human Resources

Forms: None
A computer printout entitled Report of Vacation/Sick Leave Taken is sent from Payroll Services to each department at approximately the first of each month. Vacation/sick leave taken during the month by each departmental employee is totaled from the "Request for Vacation, Compensatory Time, Sick Leave Taken" form (required to be kept on file by each department) and recorded on the monthly report. The department head should sign the completed report and return it to Payroll Services by the due date specified on the report.

Any discrepancies in the accumulative total of vacation/sick leave hours for each employee shown in the departmental records and the total shown on the monthly report should be resolved with Payroll Services immediately.

**SOURCE OF AUTHORITY:** President; Vice President for Business Affairs

**CROSS REFERENCE:** None

**CONTACT FOR REVISION:** Vice President for Business Affairs

**FORMS:** Request for Vacation, Compensatory Time, Sick Leave Taken (available in University Printing Services)
Performance Management Plan

Original Implementation: July 14, 1998

Last Revision: July 17, 2001; April 20, 2004

The purpose of the Performance Management Plan is to maximize employee work efforts to achieve University, organizational, and individual objectives through the active participation in the goal-setting process; to ensure that all employees receive a timely and objective review of their job performance each year; to identify employees whose job-related performance and conduct does not meet established objectives or contribute effectively to the University; and to ensure that job performance is measured effectively for compensation purposes.

This policy applies to all non-faculty employees, excluding Academic Department Chairs, Deans, and the Library Director, Charter School Teachers, and all Coaches at Stephen F. Austin State University. However, all categories listed in exemption above shall have some form of evaluation system, but are not governed by this policy.

Procedure

The process of job performance evaluation should include the following steps:

1. Set and communicate job expectations at the start of the review period.

2. Provide ongoing coaching and counseling during the review period and document significant discussions regarding positive achievements and needed improvement in regard to job performance or conduct.

3. Conduct an informal, interim progress report midway through the review period.

4. Conduct the annual performance review at the end of the review period.

Annual Performance Review

At the end of the review period, a formal performance review is conducted. Supervisors are encouraged to talk with the employee’s clients, peers, and subordinates to obtain a complete and accurate understanding of the employee’s job-related performance.

It is recommended that the annual performance review should address and document the following:

1. Job Performance Expectations — Evaluate the employee’s job performance for the entire review period with regard to each expectation established. Explain briefly how the employee completed each of his/her job expectations and contributed to the achievement of organizational goals.
2. Job Performance Values — Evaluate how the employee’s job performance was consistent with the performance values, which are important to the University. Job-related strengths, areas for improvement, and specific results should be addressed.

3. Employee Development — Evaluate (a) whether training and developmental goals established for the review period have been met, (b) how the employee has defined his/her career goals, (c) what self-development steps the employee is taking to improve job skills and career opportunities, (d) what development is needed by the employee to improve current job skills, and (e) what development activities are planned for the next review period to improve the employee’s skills and career opportunities.

4. Performance Levels — Summarize and evaluate the employee’s overall performance.

5. Comments and Signatures — Comments and signatures are to be added by the employee, immediate supervisor, and reviewing supervisor.

**Documentation**

Supervisors conducting performance reviews are held accountable for ensuring that each review is conducted on time, covers performance during the entire review period, and is:

1. objective — factually correct and free from personal bias,

2. complete — addresses all key items regarding the employee’s job performance,

3. accurate — does not gloss over exceptional contributions or aspects of performance which do not meet expectations fully.

4. discussed with the employee, and

5. documented for the employee by the supervisor.

Supervisors should review the draft performance review with the reviewing supervisor and Human Resources representative when concerns or questions arise, before presenting the review to the employee.

*The Performance Management Plan for each employee should be free from discrimination including race, color, religion, sex, age, national origin, disability, or disabled veteran status according with Equal Employment Opportunity (EEO) law. The reviewing supervisor will be held responsible for ensuring the performance evaluation is completed fairly and without prejudice according to EEO law.*

*The reviewing supervisor’s signature on the completed performance management plan form shall certify the job performance ratings, performance values ratings, and training and development plans have been reviewed to ensure consistency of application.*
Compensation Actions

Merit pay increases, general pay increases, and all other compensation actions are to be consistent with the level of employee's actual job performance. Merit increases are to be withheld in whole or part for employees who are not fully effective in their job performance. The immediate and reviewing supervisor should discuss related actions with Human Resources before taking such steps to ensure appropriate documentation.

Interpretation

Questions regarding the interpretation of this policy should be referred to the Director of Human Resources. The forms and format used in this process may be modified for unique circumstances upon the review and approval by the Director of Human Resources.

Source of Authority: Vice President for Business Affairs


Contact for Revision: Director of Human Resources

Forms: Performance Management Plan and Review (Available in University Printing Services and on the Internet.)
Emergencies

Original Implementation: Unpublished
Last Revision: January 30, 2001

Any emergency situation or threat of violence should be reported immediately to the University Police Department (UPD) by calling 468-2608, 911 from any University phone, or by utilizing any of the Emergency Call Boxes located throughout the campus.

Each department within the University is responsible for maintaining current emergency notification information for each employee working in their department. This information should be updated at least annually or whenever an information change occurs.

Certain specified emergencies will be reported and/or investigated as outlined below.

**Accidents/Injuries.** The dispatcher answering the call will determine needed action. If an ambulance is needed UPD will contact the ambulance service and provide proper directions for the campus location. An officer will also be dispatched to the scene. UPD shall notify the Safety Director immediately when responding to a call involving an injury to a University employee. After investigation, if a report is warranted, the officer will file the report. A copy can be obtained on the next working day at UPD.

**Armed Robbery.** If confronted with an armed robbery situation, a University employee should follow the instructions of the person committing the robbery and, as soon as it is safe to do so, report the situation to UPD.

**Bomb Threats.** Any University employee receiving a threat should obtain as much information as possible and report to UPD immediately. Any decision to evacuate the area will be made by the appropriate vice president and the Chief of University Police.

**Death.** UPD will conduct an investigation, notify other necessary authorities and notify the immediate family.

**Elevator Rescue.** Any person trapped in an elevator should use the emergency telephone located in the elevator which is a direct line to the University Police Department. UPD will give instructions to the person by telephone, dispatch an officer to the elevator, rescue the trapped individual(s), lock the elevator to prevent further use, and place a service call for repairs.

**Fire.** When a fire alarm is activated, either by an electronic device or a telephone call to UPD, a University police officer will be dispatched for inspection. The officer will determine if the alarm is false or indicates an actual fire. If a fire exists, the officer will call the city fire department and evacuate the area if, in the opinion of the officer, this is necessary. If the alarm was false, the officer will reset the alarm and report the incident to the Criminal Investigative Division of UPD.

**Theft.** Upon receiving a theft report, a University police officer will begin an investigation of the alleged theft. If the investigation reveals enough evidence for a conviction, the Criminal
Investigative Division of UPD will file the appropriate charges at the Nacogdoches County courthouse.

Source Of Authority: Vice President for University Affairs

Cross Reference: None

Contact For Revision: Chief of University Police

Forms: None
Stephen F. Austin State University does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services or activities, including hiring or employment practices.

The University is committed to providing equal opportunities in higher education to academically qualified students with disabilities who demonstrate a reasonable expectation of college success. Students with disabilities who attend SFA will be integrated as completely as possible into the University community. The University shares responsibility with the student for modifying campus facilities and programs to meet individual need.

Compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act, is coordinated through the office of Disability Services. Department heads and directors in academic and non-academic divisions have primary responsibility for providing access to programs and activities in their respective divisions and for seeking assistance to insure physical access to facilities in which those programs are offered. Disability Services works directly with students with disabilities, individual faculty members, and academic departments in the provision of classroom accommodations, and assists other University departments in providing access and coordinating accommodations for programs, activities and services offered by the University outside the classroom.

Requests for employment accommodations for employees with disabilities are submitted to the director of Human Resources for faculty and staff, or to the associate director of Career Services for student employees, who, with assistance from Disability Services and a review committee if needed, makes employment accommodations based on individual need.

Requests for housing accommodations for students with disabilities are submitted to the director of Housing who, with assistance from Disability Services and a review committee if needed, makes housing assignments based on individual need.

For specific information regarding provision of academic assistance, refer to Policy F-33, Academic Accommodation of Students with Disabilities. For specific information regarding resolution of disagreements, refer to Policy F-34 Appeal Procedure Relating to the Provision of Accommodations for Students with Disabilities. For information regarding discrimination or harassment refer to Policy E-46 Discrimination Complaints/Sexual Harassment. For information on the use of service animals refer to Animals on University Property D-3.

Cross Reference: Appeal Procedure Relating to the Provision of Accommodations for Students with Disabilities F-34; Academic Accommodation of Students with Disabilities F-33

Contact for Revision: Director of Disability Services

Forms: None
The Law:

It is the policy of Stephen F. Austin State University to comply with the fundamental principles of nondiscrimination and accommodation in academic programs set forth in the implementing regulations for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990; these regulations provide that:

No qualified student with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any ... postsecondary education program or activity ... [Federal Rehabilitation Act of 1973, Section 504, 84.43]

and

[An institution] shall make such modifications to its academic requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discrimination on the basis of handicap, against a qualified handicapped applicant or student ... Modifications may include changes in the length of time permitted for the completion of degree requirements, substitution of specific courses required for the completion of degree requirements, and adaptation of the manner in which specific courses are conducted. [Federal Rehabilitation Act of 1973, Section 504, 84.44]

The Americans with Disabilities Act of 1990 extends the provisions of the 1973 Rehabilitation Act to private institutions. It also puts in place more effective means for enforcing the law.

Neither Section 504 nor the ADA requires universities to lower their academic standards or substantially alter the essential elements of their courses or programs to accommodate students with disabilities. The requirement to provide reasonable accommodations is designed to afford an equal opportunity for students with disabilities. Achieving reasonable accommodations for a student with a disability involves shared responsibility among students, faculty and staff.

Should a university deny a requested accommodation it must be prepared to show very clearly that complying with the request would constitute a fundamental alteration; the unsubstantiated opinion of a faculty member or administrator may not be sufficient for
that purpose. Moreover, the cost of the proposed modification is not usually sufficient reason for denying a requested accommodation.

The following accommodations are very widely accepted in higher education:

- Providing services such as readers, interpreters, and note-takers.
- Allowing extra time for examinations, assignments and projects.
- Permitting exams to be individually proctored, read orally, dictated, or typed.
- Tape-recording lectures.
- Using computer software for assistance in studying and on tests.
- Using alternative testing formats to demonstrate course mastery.
- Changing classrooms as needed for accessibility.

**Who must be accommodated?**

Students who are requesting support services from SFA are required to submit documentation through the Office of Disability Services to verify eligibility for reasonable accommodations; the institution must review and evaluate that documentation. Students are not required to assume the responsibility for securing a necessary accommodation. The University is required to provide reasonable accommodations for a student's known disability so that the student has an equal opportunity to participate in the courses, activities or programs.

When additional expertise beyond that of the staff of the Office of Disability Services is needed to assess a student's documentation, the Academic Assessment Committee, consisting of four members of the faculty who are knowledgeable about disabilities, and three staff members, including the ADA Coordinator, evaluates the documentation, requests additional information if, in their judgment, it is required, and makes a recommendation to the Office of Disability Services.

Documentation must validate the need for services based on the individual's current level of functioning in an educational setting. If the documentation is found to be insufficient the institution is not obliged to provide accommodations. If the documentation is found to be sufficient, appropriate accommodations are recommended.

All levels of academic organization, the college, the department, and the individual faculty member, are required to provide all qualified students with disabilities with appropriate, reasonable accommodations.

**What accommodations must be provided?**

Students with disabilities may be accorded two types of accommodation: They may be permitted to substitute particular courses for some of those required under their degree
requirements, or they may be afforded approved accommodations within the courses they take.

If a course substitution is requested, the request must be received by the academic department that teaches the course to be deleted from the student's requirements no later than the semester prior to one in which the student proposes to take one or more of the substitute courses. Ordinarily the request should arrive at the department office before the 12th day of classes of a long semester, or the 4th day of classes of a summer session.

Once received by the department, the course substitution request is considered by the department chair, who consults with the Office of Disability Services before making a recommendation. The chair's recommendation regarding substitution is forwarded to the dean of that college. Employing the college's usual procedures for decisions about curricula, and consulting with other colleges as necessary, the dean makes the final determination about whether the requested substitution may be allowed, or does, in fact, represent a fundamental modification of the program in question. Before a course substitution is considered there should be evidence that even with reasonable accommodation the student cannot succeed in the required course.

Requests for accommodation within a particular course should, when possible, be received by the Office of Disability Services before the beginning of the semester in which the student with a disability is to enroll in the course. Once received, the accommodation request is considered by Disability Services and, if required, by the Academic Assessment Committee. If the decision is to recommend against providing the requested accommodation, the student is informed. If it is decided that accommodation is to be provided, a record of that recommendation, together with a recommendation of the general type of accommodation to be provided is sent to the instructor of the subject course, with a copy to the department chair. In consultation with the chair, the instructor then meets with the disabled student to work out precisely how the recommended accommodations are to be implemented in the context of the particular course. To make provision of appropriate accommodations as effective as possible, students with disabilities are to meet with instructors from whom accommodations are requested as early in the semester as possible.

It is expected that the student, the Office of Disability Services, the Academic Assessment Committee, the department chair, and the course instructor will cooperate to identify accommodations that meet the student's documented need without fundamentally altering the course.

Who must provide approved accommodations in a particular course?

Accommodations most commonly requested may include providing services such as readers, interpreters, and note-takers; allowing extra time for examinations; using alternate forms of examinations; tape-recording lectures; using computer software for assistance in studying and on tests; and, on rare occasions, relocating the classroom.
It is the responsibility of the Office of Disability Services to provide readers, interpreters, and note-takers when needed. The instructor is expected, however, to cooperate with Disability Services in accommodating these service providers in the classroom.

It is the responsibility of the instructor to organize examinations so students with disabilities may be accorded extra time and special testing conditions. When possible, special testing will be done within the offices of the academic department. When testing cannot be done in the department, however, Disability Services will provide secure facilities and supervision.

When special materials (e.g. Braille transcripts or audio tape recordings of course materials) are required, it is the joint responsibility of Office of Disability Services and the instructor to arrange to make these materials available to the student. Such materials must be made available to students with disabilities at the same time that their equivalents are given to other students.

It is the responsibility of the department chair, in cooperation with the instructor and the dean, to relocate courses when required.

**How are disagreements to be resolved?**

Disagreements will be resolved according to the provisions of Policy F-34, Appeal Procedure Relating to the Provision of Accommodations for Students with Disabilities.

**Source of Authority:** Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990

**Cross Reference:** Appeal Procedure Relating to the Provision of Accommodations for Students with Disabilities F-34; Accessibility for Persons with Disabilities F-16, Animals on University Property D-3

**Contact for Revision:** Vice President for Academic Affairs, Director of Disability Services

**Forms:** None
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 104 of Wisely Hall. 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 (Vice President), 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, revised July 27, 1999, a copy of which may be obtained 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 Vice President 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 Vice President 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 Vice President 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 Vice President. 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 Vice President 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 Counseling and Special Educational Programs; and two members of the ADA Advisory Committee. When selecting committee members, the Director or Vice President 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 Vice President 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 Vice President 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 Animals on University Property D-3, for service animal information. For general policy information, refer to Policy F-16, Accessibility for Persons with Disabilities.


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

Contact for Revision: Director of Disability Services

Forms: None
Out-of-State Electronic Fee

Original Implementation: April 20, 2004
Last Revision: None

In a December 20, 1999 memorandum, then Commissioner of Higher Education, Don W. Brown stated:

"Policies on tuition and fees for courses delivered out-of-state derive from their status as non-state-funded courses. Lacking specific provisions to the contrary, courses taken by non-resident students living outside the state should be treated the same as other self-supporting courses for which the institution does not receive formula funding such as continuing education or correspondence courses. Texas Education Code '54.545 specifies that the fees for self-supporting courses for which the institution does not collect tuition or receive formula funding are to be set by the institution's governing board and should be sufficient to recover the cost of providing the course. In general, we would expect that those fees would be greater than resident tuition, but beyond that, their amounts are to be determined by the institution's governing board. May the institution make a profit on such courses? Yes, we believe you may."

Any College academic program at SFA may propose to charge an Out-of-State Electronic Fee in lieu of Out-of-State Tuition for non-resident students who live out of state while taking a distance education course. The Academic Affairs Budget Coordinator is available to departments to assist in determining an acceptable fee. The proposed fee must be reviewed and approved by university administration, the Provost in consultation with the Vice President for Business Affairs before being presented to the Board of Regents for final approval.

The Out-of-State Tuition Replacement Electronic Fee may not be less than in-state tuition and must cover instructional costs. The fee will include both the direct and indirect cost of the University and the program. The program's budgeted indirect cost percentage will be returned to the college and/or department academic unit providing the program.

For courses in which no Out-of-State Tuition Replacement Electronic Fee has been approved, normal Out-Of-State tuition and fees will apply.

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

Cross Reference: The Coordinating Board Memo from Don Brown, December 20, 1999 and Chapter 4 Subchapter E of the Coordinating Board Rules and Regulations.

Contact for Revision: Director of Instructional Technology

Forms: None

P106
Reasonable Workplace Accommodation for Disabilities

Original Implementation: April 20, 2004
Last Revision: None

Stephen F. Austin State University shall make reasonable workplace accommodation for any employee having a known physical or mental impairment as defined under the Rehabilitation Act of 1973, the Americans with Disabilities Act, or the Texas Commission on Human Rights Act, which does not constitute an undue hardship to the university. Job postings will include a statement that all responsible workplace accommodations are requested by calling the Human Resources Office.

The Director of Human Resources or designee will be responsible for overseeing the reasonable workplace accommodation policy and procedures to ensure compliance.

Definitions:

1. Disability: Any employee having a known mental or physical impairment that substantially limits at least one or more life activities of that individual; a record of such an impairment; or being regarded as having such an impairment.

2. Qualified Individual with a Disability: A qualified individual with a disability is an individual who meets all the skills, experience, knowledge, educational and other job requirements of the position. In addition, the individual can perform the essential functions of the position with or without reasonable accommodation.

3. Reasonable Accommodation: Modifications or adjustments to a job application process that enable a qualified applicant with a disability to be considered for the position such qualified applicant desires; modifications or adjustments to the work environment, or to the manner or circumstances under which the position held or desired is customarily performed, that enable a qualified individual with a disability to perform the essential functions of that position or modifications or adjustments that enable SFA's employees with a disability to enjoy equal benefits and privileges of employment as are enjoyed by its other similarly situated employees without disabilities.

Procedures for requesting a reasonable workplace accommodation:

Any employee requiring an accommodation shall notify his/her immediate supervisor as soon as practical, informing the supervisor of the nature of the disability.

Any supervisor notified of a disability shall immediately report it, in writing, to the Director of Human Resources or their designee. The confidential interoffice memorandum shall state the name of the employee, the disability, the expected duration and the date it was reported, and a copy shall be provided to the employee.
The employee shall provide to the Director of Human Resources or their designee the following within a reasonable time from the date of notification, not to exceed fourteen (14) days:

- A letter from an appropriate healthcare or rehabilitation professional. The letter shall contain a diagnosis; prognosis and an evaluation as to the effect the impairment will have on the employee’s ability to perform the essential duties associated with the employee’s position.

- A copy of all documentation relevant to making a decision about reasonable accommodation. Relevant documents may include, but are not limited to, medical records.

The Director of Human Resources or their designee may request a letter from the employee that includes:

- The nature and extent of the physical or mental impairment,

- A complete medical diagnosis by a qualified professional, including the results of any tests conducted to verify the extent of the condition,

- Which, if any, of the major life functions are substantially limited as a result of the employee’s condition,

- A prognosis, including the permanent or temporary nature of the condition,

- A list of all job functions or tasks the employee cannot perform, but can perform if reasonable accommodation is provided, and

- Recommendations for appropriate accommodations based on the job description and current duties, if applicable, including the source and type of any special equipment that may be needed.

The Director of Human Resources or their designee shall confer with the employee to ascertain the employee’s requirements and input on a reasonable accommodation. If the conference is conduct by the Director of Human Resources, then such appointed individual shall prepare a written report to be submitted to the President or their appointed representative no later than the tenth (10) working day following his/her conference, and a copy shall be provided to the employee.

Before making a decision regarding the accommodation, the President or their designee may submit the employee’s request for accommodation, accompanying documentation and medical records to an appropriate health care professional for evaluation and recommendations at the university’s expense. All information will be kept confidential by the expert and all documentation provided to the expert will be returned to the university by the expert.
Based on the relevant information provided, the President or their designee shall determine what, if any, reasonable accommodation will be made and shall convey it to the employee. If accommodation would constitute undue hardship on the university, supporting documentation will state the reasons. An undue hardship determination will conform to definitions provided by the courts, Americans with Disabilities Act, and the Texas Commission on Human Rights Act. Factors that may affect an accommodation decision should include, but are not limited to, the availability of funding, the amount of disruption of work of other employees, and the impact on the university’s ability to conduct business.

Reasonable workplace accommodations taken may include making exiting facilities readily available; modifications or adjustments to the work environment or manner or circumstances under which the position’s essential functions are customarily performed; modifications or adjustments that enable the individual with the disability to enjoy equal benefits and privileges as other similarly situated employees without disabilities; and other appropriate adjustment to the work environment of a qualified individual with a disability.

Unless extenuating circumstances exist, the review process should not exceed a period of thirty (30) days.

The Director of Human Resources or their designee shall periodically confer with the employee with the disability to determine continuance of the workplace accommodation and shall notify the appropriate university personnel regarding the continuation or discontinuation of the workplace accommodation.

In addition to ADA information, all medical information concerning the employee requesting an accommodation shall remain confidential and separate from personnel files. This includes any doctor’s statements; leave forms, or any other information that pertains to the medical condition or medical history of the employee.

This pertains not only to all records kept by the Human Resources Department, but extends to any records kept in the departmental offices. The President or their appointed representative shall periodically review and update this policy and procedures to ensure compliance with EEO laws.

Source of Authority: Vice President for Business Affairs

Cross Reference: Non-Academic Employee Handbook; Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; and the Texas Commission on Human Rights Act

Contact for Revision: Director of Human Resources

Forms: None
Summer Teaching Assignments and Receipt of Grant Funds

Original Implementation: September 28, 1978
Last Revision: April 19, 1999

Each department will develop its policy regarding the effect of grant funds on summer teaching assignments, subject to the approval of the academic dean and Vice President for Academic Affairs. A copy of the approved policy will be retained in the office of the Vice President for Academic Affairs and the academic dean. Once approved, copies of the policy will be distributed to the departmental faculty.

Source of Authority: President, Vice President for Academic Affairs

Cross Reference: Faculty Handbook

Contact for Revision: Vice President for Academic Affairs

Forms: None
Summer Contracts E-48A

Original Implementation: March 14, 1978
Last Revision: January 15, 2002

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

Utilizing faculty input, each department or college is required to adopt a written policy concerning the allocation of summer teaching assignments. These policies will define priority for summer course offerings and set criteria for allocating teaching assignments among the eligible faculty.

Source of Authority: Vice President for Academic Affairs

Cross Reference: Faculty Handbook

Contact for Revision: Vice President for Academic Affairs

Forms: None