Policy Name: Selective Service Registration

Policy Number: 11.26

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: 4/25/2017

Unit(s) Responsible for Policy Implementation: Vice President for Finance and Administration

Purpose of Policy (what does it do): This policy establishes the requirement that prescribed individuals must provide proof of selective service registration prior to beginning employment with the university.

Reason for the addition, revision, or deletion (check all that apply):

- [x] Scheduled Review
- [ ] Change in law
- [ ] Response to audit finding
- [ ] Internal Review
- [ ] Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy: N/A

Specific rationale for each substantive revision: N/A

Specific rationale for deletion of policy: N/A

Additional Comments:

Minor wording and formatting changes

Reviewers:

Dr. Danny Gallant, Vice President for Finance and Administration
Damon Derrick, General Counsel
Selective Service Registration

**Original Implementation:** October 26, 1999  
**Last Revision:** April 18, 2020

**Purpose**

This policy establishes the requirement that prescribed individuals must provide proof of selective service registration prior to beginning employment with the university.

**General**

All male citizens/nationals from eighteen up to twenty-six years of age must provide proof of registration or proof of exemption from registration with the selective service system prior to beginning employment with Stephen F. Austin State University. Upon attaining the 26th year of age, the registration verification process is no longer applicable.

This verification requirement is applicable to all categories of employees including faculty, student employees, staff employees, and temporary and casual employees, staff, casual, temporary, and student. The registration requirement does not apply to a person employed by SFA before September 1, 1999 as long as the person's employment by SFA is continuous.

The following persons are exempt from the requirement to register:

- Females
- Lawfully admitted non-immigrant aliens on visas (such as those men on visitor or student visas and members of diplomatic or trade missions and their families) because they are residing in this country temporarily
- Members of the Armed Forces on full time active duty, including cadets and midshipmen at the United State service academies
- All males who have reached age 26
- Females

Exemptions to the selective service requirement will be reviewed on a case-by-case basis.

The following guidelines should be followed for the employment process:

- Any offer of employment is considered conditional until proof of registration is documented.
- This information verification will be gathered obtained by human resources during the new employee orientation process. At that time, the data is verified in a government database and if the individual is not registered, he must do so immediately in order to be eligible for state employment.

**Cross Reference:** Tex. Gov’t Code § 651.005

**Responsible for Implementation:** Vice President for Finance and Administration
Contact for Revision: Director of Human Resources

Forms: SFA Selective Service Registration Verification Form

Board Committee Assignment: Academic and Student Affairs