

**STEPHEN F. AUSTIN
STATE UNIVERSITY
NACOGDOCHES, TEXAS**



2012 SPRING

REGISTRATION INFORMATION



Bulletin 344 · December, 2011

ATTENTION:

All students who were not enrolled at SFA during Fall 2011 or who will graduate in May 2012:

- If you are enrolling for UNDERGRADUATE COURSES, you must contact the Admissions Office [Rusk Building, Room 206; (936) 468-2504] well in advance of registration.
- If you are enrolling for GRADUATE courses, you must contact the Graduate Office [Liberal Arts North Building, Room 423; (936) 468-2807] prior to registration. You may not enroll in a graduate level course until you have been admitted to graduate school.

SPRING 2012 CALENDAR

Can be viewed at:

<http://www.sfasu.edu/registrar/registration/schedule.asp>



SPRING 2012 EARLY REGISTRATION SCHEDULE

Can be viewed at:

<http://www.sfasu.edu/registrar/registration/dates.asp>

ACCESS <http://mysfa.sfasu.edu>
HOLDS MUST BE CLEARED TO
OBTAIN REGISTRATION MENU.

CALL (936) 468-1370 BETWEEN
8 A.M. AND 5 P.M.
IF YOU REQUIRE ASSISTANCE.

DO YOU WANT TO GRADUATE??

You must apply for a graduation
audit at the Transcript window of
the Rusk Building by the following
deadline:

COMMENCEMENT DATE
May 12, 2012

APPLY BY:
December 1, 2011

DROPPING AND ADDING COURSES

1. Use the registration procedure outlined in this online bulletin. Schedule changes, including dropping or adding classes, are completed the same way as registration. Classes may be added through the 4th class day in the Fall and Spring semesters. Classes may be dropped through the 12th class day in the Fall and Spring semesters. Beginning with the 5th class day in Summer and 13th class day in Spring and Fall, all drops must be processed in Room 201 of the Rusk building. The calendar at this URL contains the drop dates: <http://www.sfasu.edu/registrar/registration/schedule.asp> for actual drop dates and additional information about dropping courses.

2. **CAUTION:** If you received Financial Aid, you should consult the Financial Aid office before dropping courses. Dropping courses may result in part of your funds being returned to the Title IV programs or possibly losing all of your aid. Dropping courses may also affect your Satisfactory Academic Progress standing; especially if you are currently on probation. Satisfactory Academic Progress maintains that you must complete a percentage of your classes each term to retain financial aid for the future.

3. Tuition and Fee adjustments for schedule changes will be added to your registration bill. If you execute a schedule change after you have paid your bill, you must view your account at <http://mysfa.sfasu.edu> to see how much you owe. Payment should also be made at that time. Please contact the Business Office at 936-468-6960 should you have any questions concerning your bill.

WITHDRAWING PRIOR TO FIRST CLASS DAY

Students who have registered but will not be attending must withdraw prior to the first class day of that semester by contacting the Registrar's Office to avoid financial penalties or punitive grades.

If you have applied for financial aid and are not planning to attend SFASU, you must contact the Financial Aid office to cancel your aid. Failure to do so could result in your financial aid paying a portion of your bill and the courses not being dropped.

If you have also applied to live on campus, you must contact the Residence Life Department.

SPRING 2012 REGISTRATION

For All Eligible Students

November 28, 2011 - January 17, 2012

Register on-line at:

<http://mySFA.sfasu.edu>

**For advising requirements see "Academic Advising" section (see p. 4) in this bulletin. Students with a GPA lower than 2.0 are not eligible to register without dean or department permission.

REGISTRATION INSTRUCTIONS

Prior to your registration time:

1. First time freshmen and undergraduate transfer students must be advised and clear their

registration hold with their academic advisor or department chair.

2. Students who have not demonstrated college readiness in Reading, Writing, and Mathematics according to the provisions of the Texas Success Initiative (see p. 5) must be cleared for registration by the Academic Advising Center, Library 203. Students required to test who do not have TSI scores (ACCUPLACER, THEA, COMPASS, ASSET) on file will not be eligible for registration until scores have been received by the Advising Center.

3. All current students with a GPA below 2.0 must be advised and cleared for registration by their Academic dean or department. Probation/suspension students in the College of Business are not eligible to early register.

4. Currently enrolled and returning students may register according to the published time schedule.

5. Clear all holds.

6. Refer to the "Academic Advising" (see p. 4) section in this online bulletin for advising requirements.

7. Follow procedure described in this online bulletin for registration.

Complete registration at your scheduled time online through MySFA. If you require assistance, phone (936) 468-1370 between 8 a.m. and 5 p.m. or request personal assistance in Rusk #202 during the same business hours

You must visit each of the following offices and complete required procedures to ensure proper billing and a correct schedule of classes.

1. All students who have a Residence Life hold must report to the Residence Life Office, Austin #131 or call (936) 468-2601. Students who are

younger than 21 years of age and have earned less than 60 hours of course work, reside and dine on campus and have the opportunity to discover the full university experience.

2. All students living in University owned housing must rent a SFA post office box. Enrolled students renting a box for the Fall semester will be assigned the same box for the Spring semester upon registration. New students assigned to residence halls will be issued a box number prior to move-in day. All other students may rent a box at the SFA Post Office window. PO box information is available online at MySFA under the "My Services" tab. Completion of a SFA Change of Address form (available at the Post Office) is necessary to remove a box rental from your SFA record and to forward your mail.

3. Report to the University Police Department located on East College Street if you plan to park any motorized vehicle on campus property. Parking permits are required.

4. Report to the Business Office, Austin #204, if you wish to choose a tuition and fee installment payment plan.

5. Obtain a University issued ID card or validate your current one. The office is located on the first floor of the Baker Pattillo Student Center.

ACADEMIC ADVISING

Academic advising is available in the departments or the department's advising center. Contact your major department or advising center for the advising schedule. 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 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 60 earned hours of credit must be advised on an annual basis and may be advised more frequently, if desired;
- individual colleges and/or departments may specify additional requirements of students for mandatory advising.
- the advising process includes releasing the hold that will allow the student to register.

Each student is responsible to ensure that the courses selected will meet degree requirements.

Utilize the GENERAL BULLETIN and the Online Degree Audit to confirm which courses will meet degree requirements. Advisors are also available to assist students with course selection. Failure to obtain correct information will not exempt students from having to meet degree requirements.

Courses should be selected with attention to prerequisites and to advancing sequences. Students preregistering for classes for which they lack the prerequisites may be dropped from those classes by the head of the department offering the course in order to release spaces to students who have satisfied the prerequisites. Students who wish to take courses for which they lack prerequisites will be protected from such removal only if they secure permission of the head of the department offering the course prior to registering.

AUDITING COURSES

Students who plan to audit courses at SFA, without enrolling in any course for credit during the same semester, should register for audit in the Registrar's Office (Rusk 202) on the first class day of the semester. Students may not register for audit online through MySFA. Following approval by the academic department or instructor, fee payment should be made at the Business Office. Auditing fees are the same as tuition paid by regularly enrolled students, unless the student is over the age of 65. Individuals age 65 and over may audit at no charge on a space-available basis and with the permission of the instructor.

CONTACT YOUR DEPARTMENT

FOR INFORMATION ON

ADVISING

WELL IN ADVANCE OF YOUR

SCHEDULED REGISTRATION

TIME.

Spring 2012 LATE REGISTRATION

January 18, 2012 - January 25, 2012

Register on-line at:

<http://mysfa.sfasu.edu>

**For advising requirements see "Academic Advising" section (see p. 4) in this online bulletin. Students with a GPA lower than 2.0 are not eligible to register without dean or department permission.

REGISTRATION INSTRUCTIONS

1. Clear all holds.
2. First-time freshmen and undergraduate transfer students must be advised and clear their registration hold with their academic advisor or department chair.
3. Students who have a TSI hold must have this hold cleared by the Academic Advising Center, Library 203, 936-468-5803. See the Texas Success Initiative portion of this bulletin (p. 8) for more information.
4. Students who have a Residence Life hold report to Residence Life, Austin #131 or call (936) 468-2601. Students who are younger than 21 years of age and have earned less than 60 hours of course work, reside and dine on campus and have the opportunity to discover the full university experience.
5. REGISTER FOR COURSES:
 - A. To access Internet registration go to <http://mySFA.sfasu.edu>.
 - B. Students may register, add and drop online through MySFA any time after their

scheduled time. However, they cannot access registration prior to their scheduled time and registration will not be accessible until all holds are cleared.

6. Payment can be made in the Business Office [Austin, #204, (936) 468-6960], or at the web site <http://mySFA.sfasu.edu> with a check or credit card. Failure to pay the required tuition and fees on time will result in loss of a class or classes. It is your responsibility to pay your bill. **LATE REGISTRATION BILLS ARE DUE IMMEDIATELY UPON REGISTRATION.** Contact the Business Office concerning your financial obligation.

7. Obtain a University issued ID card or validate your current one.

8. Report to the Parking and Traffic Office located on the first level of the Wilson Dr. Parking Garage if you plan to park any motorized vehicle on campus property. Parking permits are required for all vehicles parked on the University Campus.

9. All students living in University owned housing must rent a SFA post office box. Enrolled students renting a box for the Fall semester will be assigned the same box for the Spring semester upon registration. New students assigned to residence halls will be issued a box number prior to move-in day. All other students may rent a box at the SFA Post Office window. PO box information is available online at MySFA under the "My Services" tab. Completion of a SFA Change of Address form (available at the Post Office or Registrar's Office) is necessary to remove a box rental from your SFA record and to forward your mail.

FINAL EXAM SCHEDULE SPRING 2012

Can be viewed at:

http://www.sfasu.edu/registrar/registration/final_exam_sched.asp

BILLING INFORMATION/CASH ADVANCES

Important information regarding installment payments, short terms loans, book loans, refunds and cash advances can be viewed at: <http://www.sfasu.edu/controller/businessoffice/>

WITHDRAWAL FROM THE UNIVERSITY

Students who officially withdraw from the University will have a W recorded on the transcript if the withdrawal is prior to five working days past mid-session or mid-semester. Students desiring to officially withdraw from the University aft these dates will receive grades of WP if passing or WF if failing in their respective courses. Application for withdrawal must be initiated in the Office of the Registrar, Room 202, Rusk Building. (See General Bulletin for further explanation.)



RETURN OF FUNDS BY FINANCIAL AID RECIPIENTS

When a student has received financial aid payments to cover educational costs for a semester or payment period and subsequently withdraws from the University during the semester for which payments were received, a portion of these funds can no longer be considered as being used for educational purposes. Therefore, a portion of the funds must be repaid to the aid programs from which they were received by way of return from the University and/or a repayment from the student.

PER DIEM RETURN POLICY FOR FEDERAL FINANCIAL AID RECIPIENTS

Federal regulations require the University to perform a return calculation for all students who receive federal financial aid and withdraw during the semester. The return amount due to the program(s) is calculated on a per diem basis with a formula established by federal regulations. Returns are required on any student who withdraws before 60% of the semester is completed. The student will be responsible for reimbursing Stephen F. Austin for any funds returned by the University on behalf of the student. In addition, federal regulations require that this calculation be done for students who do not officially withdraw from school but who stop attending classes. Any student whose grades are all "QF" or a combination of "QF" and withdrawals (W, WP, WF) will be considered an "Unofficial Withdrawal". Unless the student presents evidence to the contrary it will be assumed that the student ceased attending classes at the midpoint of the semester and a return of financial

aid calculation will be made using 50% completion rate.

RETURN POLICY FOR NON-FEDERAL FINANCIAL AID RECIPIENTS

Stephen F. Austin also requires a return of funds for all non-federal financial aid recipients who withdraw during the semester. In the event that non-federal financial assistance programs or privately funded scholarships have their own return policy, their policy supersedes this policy.

SPRING TERM

| | |
|-----------------------------------|-----------|
| Prior to first class day | 100% |
| During the first five class days | 80% |
| During the second five class days | 70% |
| During the third five class days | 50% |
| During fourth five class days | 25% |
| Thereafter | No refund |

*A student officially withdrawing from the University prior to the first class day will be assessed a matriculation fee of \$15.

YEARBOOK INFORMATION

There are several ways to reserve your copy of the 2012 Stone Fort yearbook:

- Call Student Publications at (936) 468-4707
- Come by the Student Publications Office, Student Center, 2nd Floor.; or
- Log on to "mySFA", access "myServices" and click the "Order a Yearbook" link.

The pre-order price of \$52 will be added to your bill. The price includes mailing to your permanent

address in August, or you may pick up your yearbook during dead week. The time and location will be printed in The Pine Log newspaper and posted on “mySFA”.

TEXAS SUCCESS INITIATIVE (TSI)

The Texas Success Initiative is a state program that promotes academic success by ensuring that all students are prepared for college-level coursework when they enter a public college or university.

1. You are exempt from TSI requirements ONLY if you satisfy one of the following conditions:

- (a) You possess an associate or baccalaureate degree.
- (b) You scored at a particular level on SAT, ACT, or TAKS.(See <http://www.sfasu.edu/advising/tsi.htm>).
- (c) You are not a matriculated (degree-seeking) student.
- (d) You have met collegiate readiness standards at another public college or university in Texas (documentation required).
- (e) You have earned college-level credit from an accredited private or out-of-state higher education institution in Reading, Writing, and/or Mathematics with a grade of C or higher in each course.
- (f) You are serving on active duty as a member of the armed forces, Texas National Guard, or as a member of a reserve component of the armed forces and have been serving for at least three years preceding enrollment.

g) You have been honorably discharged, retired, or released from active duty as a member of the armed forces or the Texas National Guard on or after August 1, 1990 (DD214 required).

2. If you are not exempt by any of the above provisions, you must have test scores on file prior to registration. The following tests are approved by the Texas Higher Education Coordinating Board: ASSET; COMPASS; ACCUPLACER; THEA.

3. Passing scores for Reading, Mathematics, and Writing on the above tests are:

- THEA: 230R, 230M, 220W
- ASSET: 41R, 38M, 40W
- COMPASS: 81R, 39M, 59W
- ACCUPLACER: 78R, 63M, 80W

If you achieve scores at these levels or higher, you have satisfied Coordinating Board standards for college readiness and you may proceed to freshmen-level courses in the relevant disciplines. Please note that most college-level Math courses require scores higher than those listed above for the TSI tests. Contact the Math Department for more information about your placement (936-468-3805).

4. You may retest at any time on any of the four approved tests, If you achieve a passing score on any area of the re-test, you will be recognized as college ready in that area.

5. Students who are not college ready must be enrolled in developmental work immediately and continuously until they demonstrate college readiness with the following exception: developmental work in Math may be delayed until after work in Reading has been completed.

6. You may not register for any credit-bearing course in English or Math until you have been designated as college ready in the discipline or are exempt from the TSI.

7. TSI is coordinated by the Academic Advising Center, Room 203, Library. Phone: (936) 468-5803; fax: (936) 468-7611. All questions relating to the TSI program should be directed to that office.

ID CARDS

All students must have an identification card. This card is used for registration procedures, payment of fees, cashing of checks, dropping/ adding courses, admission to events, etc. There is a charge of \$5 for the original card and \$15 for a replacement card. You must present an alternate form of picture identification, such as driver's license or passport, to receive your original card. Student ID cards are the property of Stephen F. Austin State University and must be presented to University officials upon request. Student ID cards are for use by the named cardholder only and is a violation of University policy to present for use a card other than one's own. Student ID's are non-transferable. Lost/found ID cards should be reported to the Card Services office immediately. For free admission into all regularly scheduled athletic events you must present a validated ID or your registration receipt. If you present only a registration receipt, other identification such as a driver's license, may be required. ID cards will be issued in the ID Card Office on the first floor of the Student Center. Operating hours are 8 a.m.-5 p.m., Monday through Friday.

CAMPUS CRIME STATISTICS AND SAFETY

For information concerning campus crime statistics and campus safety, services offered, training courses, and the Campus Emergency Alert System. Please visit the University Police Department web page at: www.sfasu.edu/upd or in person at 232 E. College St.

CAMPUS PARKING AND TRAFFIC

The Parking and Traffic Office is located at 1925 Wilson Drive on the first floor of the Wilson Drive Parking Garage. The Parking and Traffic Office is responsible for the oversight of all permits issued, parking enforcement, vehicle assists, Pay-Per-Use/Contract Parking, Citation Appeals and Special Event Parking. The Parking web site can be viewed at: <http://www.sfasu.edu/parking/>.

STEPHEN F. AUSTIN STATE UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER No person shall, on the basis of race, color, religion, sex, age, national origin, disability, or veteran status, be subjected to discrimination or be excluded from participation in or denied the benefits of employment or any education program or activity operated by Stephen F. Austin State University.

UNIT OF CREDIT AND COURSE LOAD

The unit of credit is the semester hour, defined as one class meeting a week (or its equivalent) for one semester of 15 weeks. A grade of WF counts as hours attempted with zero grade points earned in computing the grade point average. A grade of WP does not count as hours attempted in

computing the grade point average. Most courses meet three hours per week and have a credit value of three semester hours. For each hour in class, at least two hours of preparation are expected on the part of the student. Many students should spend more than this amount of time in study. Any student registered for 12 semester hours or more during a regular semester or six hours in a summer session is considered a full-time student. Students requiring verification of enrollment should contact the Office of the Registrar, Rusk Building, Room 202, or (936) 468-2057.

STUDENTS' RESIDENT STATUS

Stephen F. Austin State University is guided by state law in determining the resident status of students. Rules and regulations governing the resident classification of a student shall be available in the Office of Admissions and any student who is uncertain of status should obtain such rules and regulations and seek a determination of status through that office. Registering under the proper residency classification is the responsibility of the student. If there is any question of his/her right to classification as a resident of Texas, contact the Office of Admissions, Room 206, Rusk Bldg., or (936) 468-2504.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Review student records policy D13 on SFA Registrar's website (choose FERPA) concerning the release of student records according to the Family Educational Rights and Privacy Act of 1974. The

University designates the following items as Directory Information. The University may disclose any of these items without prior written consent, unless the student notifies the registrar in writing to the contrary by the twelfth class day of a regular semester or the fourth class day of a condensed semester:

- Name
- All addresses including University issued e-mail
- Telephone number
- Major field of study
- Academic classification
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance and enrollment status
- Degrees and awards received
- Previous schools attended
- Photograph
- Class rosters

ADDITIONAL TUITION CHARGE EXCESSIVE CREDIT HOURS

funding for semester credit hours earned by a resident undergraduate student who before the semester or other academic sessions begins The State of Texas will not provide funds to state institutions of higher education for undergraduate students exceeding the semester credit hour limit of their program. Since funding will not be provided by the State, SFA will charge an additional amount to all students who exceed the semester credit hour limit of their program to compensate for the loss of state funding for those students. The Code states, "The board may not include has previously

attempted a number of semester credit hours for courses taken at any institution of higher education classified as a resident student for tuition purposes that exceeds by at least 30 hours the number of semester credit hours required for completion of the degree program in which the student is enrolled.” The 2005 Legislative Session amended Texas Education code 54.068 by changing the number of semester credit hours that exceeds the number of semester credit hours required for completion of the degree program in which the student is enrolled from 45 hours to 30 hours. Those undergraduate students, who first entered higher education in the Fall of 1999 through the Summer of 2006, will still be held to the 45 semester hour limitation. The 30 hour limitation on excess credit hours applies only to those undergraduate students who first enter higher education in the Fall of 2006 and thereafter. The semester credit hours counted toward the limitation include all hours attempted by the student except:

- Semester credit hours earned by the student before receiving a baccalaureate degree that has been previously awarded;
- Semester credit hours earned by the student by examination or under any other procedure by which credit is earned without registering for a course for which tuition is charged.
- Credit for remedial education courses, technical courses, workforce education courses funded according to contract hours, or other courses that do not count toward a degree program at the institution.
- Semester credit hours earned by the student at a private or an out-of-state institution.

Course Repeats: The State of Texas will not provide funds to state institutions of higher education for undergraduate students who have

attempted a course three or more times. An attempted course is defined as any course in which a grade is earned on the transcript, a repeated course(s), or courses dropped after the census date. Students attempting a course for the third (or more) time will pay an additional amount to compensate for this loss of state funding

TUITION REBATE OPPORTUNITY

A freshman who enters a Texas public university in the fall of 1997 or later may qualify for a \$1,000 tuition rebate after graduation. To qualify, a student must have been a resident of Texas, taken all coursework at a Texas public institution of higher education and been entitled to pay in-state tuition at all times while pursuing his or her degree. The law provides for the rebate if the student graduates within three or fewer attempted hours of the number of hours required for the degree. For example, if the degree requires 120 hours to graduate and the student ultimately graduates with 123 attempted hours or fewer, he or she may qualify for the rebate. Attempted hours include every course the student has been registered for as of Census Day of every semester, to include: developmental courses, courses that are repeated, courses from which the student withdraws, and credit received by examination, but excluding (1) course credit that is earned to satisfy requirements for an ROTC program, but that is not required to complete the degree program, and (2) course credit, other than course credit earned exclusively by examination, that is earned before graduating from high school. Students must apply for the tuition rebate prior to receiving their baccalaureate degree on forms provided by their institution. To

read more about this law, the rules are available on the Texas Higher Education Coordinating Board's web site at www.theccb.state.tx.us.

LIMIT ON DROPPED COURSES

Under the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later. Any course that a student drops is counted toward the six-course limit if the student was able to drop the course without receiving a grade (A,B,C,D,QF or F) or incurring an academic penalty; the student's transcript indicates or will indicate that the student was enrolled in the course (signified by a 'W' grade at SFA); the student is not dropping the course in order to withdraw from the institution. Some exemptions for good cause could allow a student to drop a course without having it counted toward this limit, but it is the responsibility of the student to establish that good cause. Policies and procedures for implementation of this statute are being developed and will be published as soon as they are available. This statute applies to all Texas public colleges and universities. Therefore, a Stephen F. Austin State University student affected by this statute that has attended or plans to attend another institution of higher education should become familiar with that institution's policies on dropping courses. For Spring 2012, any course dropped at SFA prior to February 2nd will not count toward the six course

drop limit. Future semester deadlines will vary. Please refer to the University calendar for drop deadlines. Contact the Office of the Registrar for more information before you drop a course!

COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990

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. Stephen F. Austin State University does not discriminate on the basis of disability in its hiring or employment practices.

SPECIAL ACCOMMODATIONS

Persons with disabilities who need special accommodations (including auxiliary aids for effective communication) to participate in programs, services or activities of Stephen F. Austin State University are invited to make their needs and preferences known to the director of the program, service, or activity in which the individual seeks to participate or to the ADA Coordinator. Reasonable accommodations for persons with disabilities are provided on an individual basis and require shared responsibility between the person with the disability and the University. Persons with disabilities who need assistance to complete the registration process should call the Office of the Registrar (936) 468-2132. For further information, please contact Disability Services at: Voice (936) 468-3004 or TDD (936) 468-1004.

POLICY STATEMENT ON HAZING

Stephen F. Austin State University is unequivocally opposed to any activity by an organization or individual(s) within the organization that is herein defined as hazing.

Hazing: Any intentional, knowing or reckless act occurring on or off campus by one person alone or acting with others, that endangers the mental or physical health or safety of a currently- enrolled or prospective student for the purpose of new member intake, being initiated into, affiliating with, holding office in, or maintaining new membership in that organization. Hazing acts include but are not limited to:

1. any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, placing a harmful substance on the body, or similar activity;
2. any type of physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
3. any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health of the student;
4. any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, humiliation, that adversely affects the mental

health or dignity of the student or discourages the student from entering or remaining registered at the institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to the acts described in this policy;

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

Committing an Offense: The organization and any individual involved in hazing commits an offense by:

1. engaging in hazing;
2. soliciting, encouraging, aiding or directing another engaging in hazing;
3. intentionally, recklessly or knowingly permitting hazing to occur;
4. having first-hand knowledge that a specific hazing incident is being planned or has occurred and failing to report said knowledge in writing to the Judicial Officer.

Organization Hazing Offense: An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.

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

PENALTIES - UNIVERSITY

Individuals: Each individual committing an offense is subject to University penalties ranging from probation to expulsion.

Organizations: Student organizations committing an offense may be placed on University probation and are subject to withdrawal of University recognition.

PENALTIES - CRIMINAL

Individual: Penalties relative to criminal prosecution range from a fine of \$2,000 and/or 180 days in jail for failure to report a hazing incident to a fine of \$10,000 and 2 years in jail for an incident which causes the death of a student.

Organization: The student organization may be penalized with a fine of up to \$10,000 or double the expenses involved due to the injury, damages or loss. Sanctioned student organizations: Sigma Tau Gamma (2013)

POLICY STATEMENT ON DRUGS

It is the policy of Stephen F. Austin State University that any unlawful manufacture, possession, use or delivery of any controlled substance or illegal drug is strictly prohibited. Moreover, it is the policy of the State of Texas and of this University that this institution will be as free of illegal drugs as it can possibly be. Therefore, in accordance with state law and University policy, any student who is determined, through the regular

disciplinary procedures of the University, to have violated this policy will be suspended from the University for no more than two years and no less than the remainder of the current semester. At the discretion of the Vice President for University Affairs, a student suspended under this policy may, under certain conditions, remain enrolled at the University on disciplinary probation for the remainder of the current or subsequent semester, pending in position of a suspension at a later date. These conditions can include substance abuse evaluation, treatment, and/or counseling. Any cost for services or treatment not offered as a student service on campus will be the responsibility of the student.



| BUILDING SYMBOLS | | | |
|-------------------------|---------------------------------|------|---|
| AGRI | Agriculture Bldg. | HMSN | Human Sciences North |
| AGSH | Agriculture Mech. Shop | HMSS | Human Sciences South |
| ALUM | Alumni Center | HSTC | Human Services/ Telecommuni- cation |
| ART | Art Building | KENN | Kennedy Auditorium |
| ARTS | Art Studio | LIBR | Steen Library |
| BOYT | Boynton Bldg. | LBAN | Liberal Arts North |
| BPSC | Baker Pattillo Student Center | MATH | Mathematics |
| BUSI | McGee Business Bldg | MILS | Military Science |
| CHEM | Chemistry Bldg. | MUSC | Music Bldg. |
| ECHL | Early Childhood Laboratory | MCKB | McKibben Education Bldg |
| ECRC | Early Childhood Research Center | NURS | School of Nursing |
| FERG | Ferguson Building | NURX | Nursing Annex |
| FORL | Forestry Laboratory | SCIE | Miller Science Bldg. |
| FORS | Forestry Building | SGYM | Shelton Gymnasium |
| GFNA | Griffith Fine Arts Bldg | SRC | Science Research Center |
| HPEC | Norton HPE Complex | SWRK | School of Social Work |



| DEAN'S OFFICES | |
|-------------------------------------|---------------------------------|
| College of Business | McGee Business Bldg. 137 |
| College of Education | McKibben Education Bldg. 213 |
| College of Fine Arts | Griffith Fine Arts Bldg. 205 |
| College of Forestry | Forestry Bldg. 101A |
| College of Liberal and Applied Arts | Ferguson Bldg. 273 |
| College of Sciences & Mathematics | Miller Science Bldg. 100 |

| ADVISING OFFICES | |
|-------------------------------------|---|
| College of Business | Academic Advising Center, McGee Business Bldg. 169 |
| College of Education | Advising Center, McKibben Education Bldg. 118 |
| College of Forestry | ATCOFA Advising Center, Forestry Bldg. 103 |
| College of Liberal and Applied Arts | Academic and Career Advising Center, Ferguson Bldg. 290 |
| College of Sciences & Mathematics | Academic & Career Advising Center, Science Building 127 |

| COURSE ABBREVIATIONS | | | |
|----------------------|--------------------------------|-----|-------------------------------|
| AAS | Applied Arts & Sciences | HRT | Horticulture |
| ACC | Accounting | HSC | Health Science |
| AEC | Agribusiness | IDS | Interdisciplinary Studies |
| AED | Administrative Education | ILA | Independent Language |
| AGD | Agriculture Development | KIN | Kinesiology |
| AGM | Agriculture Machinery | LAS | Latin American Studies |
| AGN | Agronomy | LAT | Latin |
| AGR | General Agriculture | LBA | Liberal Studies |
| AMS | American Studies | MCM | Mass Communications and Media |
| ANS | Animal Science | MGT | Management |
| ANT | Anthropology | MHL | Music History and Literature |
| ART | Art | MKT | Marketing |
| AST | Astronomy | MLG | Middle Level Grades |
| BCM | Business Communication | MSC | Military Science |
| BIO | Biology | MTC | Music Theory and Composition |
| BLW | Business Law | MTE | Math Education |
| BTC | Biotechnology | MTH | Mathematics |
| CHE | Chemistry | MUE | Music Education |
| CJS | Criminal Justice | MUP | Music Performance |
| COM | Communication | MUS | Music for the General Student |
| COU | Counseling | MUT | Music Technology |
| CSC | Computer Science | NUR | Nursing |
| DAN | Dance | PBA | Public Administration |
| ECH | Early Childhood | PHI | Philosophy |
| ECO | Economics | PHY | Physics |
| EGR | Engineering | PLS | Poultry Science |
| ELE | Elementary Education | PSC | Political Science |
| ENG | English | PSY | Psychology |
| ENV | Environmental Science | RDG | Reading |
| EPS | Educational Psychology | RHB | Rehabilitation |
| FIN | Finance | SCE | Science |
| FOR | Forestry | SED | Secondary Education |
| FRE | French | SFA | Freshman/Study Skills |
| GBU | General Business | SOC | Sociology |
| GEO | Geography | SPA | Spanish |
| GER | German | SPE | Special Education |
| GIS | Geographic Information Systems | SPH | Speech and Hearing |
| GOL | Geology | STA | Statistics |
| GRK | Greek | SWK | Social Work |
| HIS | History | THR | Theatre |
| HMS | Human Sciences | | |

| ACADEMIC DEPARTMENTS | |
|--|-------------------------------------|
| Accounting | McGee Business 292 |
| Agriculture | Agriculture 101A |
| Applied Arts & Sciences | Ferguson 273 |
| Art | Art Building 101 |
| Biology | Miller Science 101 |
| Biotechnology | Science Research Center A |
| Chemistry | Chemistry 104 |
| Communication Studies | Liberal Arts North 434 |
| Computer Science | McGee Business 303 |
| Economics & Finance | McGee Business 392 |
| Elementary Education/Early Childhood | Early Childhood Research Center 209 |
| English & Philosophy | Liberal Arts 203 |
| Forestry, Env. Science & Geographic Info Systems | Forestry 101 |
| General Business | McGee Business 229 |
| Geology | Miller Science 301 |
| Global Media & Contemporary Culture | Boynton 301 |
| Government (Criminal Justice & Public. Admin) | Liberal Arts 124 |
| History | Liberal Arts 303 |
| Human Services | Human Ser./Telecom. 302 |
| Human Sciences | Human Sciences 101 |
| Kinesiology, Dance and Health Science | Norton HPE Complex 204 |
| Management, Marketing & International Business | McGee Business 403 |
| Mathematics & Statistics | Mathematics 301 |
| Military Science | Military Science 104 |
| Modern Languages | Liberal Arts 235 |
| Music | Music 150 |
| Nursing | Mathematics 113 |
| Physics/Astronomy | Miller Science 321B |
| Pre-Professional Programs | Kennedy Auditorium 101 |
| Psychology | McKibben Education 215 |
| Secondary Education/Educational Leadership | McKibben Education 404 |
| Social Work | School of Social Work 101 |
| Sociology, Anthropology and Geography | Liberal Arts 335 |
| Theatre | Griffith Fine Arts 212 |



- FLEXIBILITY
- CONVENIENCE
- CHOICE
- TECHNOLOGY-BASED
- STUDENT-CENTERED

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