

A photograph of a university campus featuring a large, multi-story building with classical columns, a paved walkway, green lawns, and trees. A large, semi-transparent flag with purple and white horizontal stripes is overlaid on the top half of the image, with the sun visible behind it, creating a lens flare effect.

# STEPHEN F. AUSTIN STATE UNIVERSITY

GRADUATE BULLETIN  
2012-2013



STEPHEN F. AUSTIN  
STATE UNIVERSITY

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NACOGDOCHES, TEXAS

THE GRADUATE SCHOOL  
BULLETIN

**Welcome to SFA's Graduate School.** We are so excited you have decided to take the next step in your education! If you already have a degree from SFA and are now focusing on an advanced degree, we are thrilled your experience has led you to continue your education with us. Welcome back!



If you have narrowed your search down to a couple of universities you are interested in attending, exploring our website is a good starting point for gaining valuable information. However, let me encourage you to visit SFA in person and allow us to sit down with you and discuss your future face to face. We are so proud of our university and all it has to offer. We know that once you see it for yourself, you will be convinced SFA is where you belong.

Through the years, SFA has gained a remarkable reputation for providing personalized attention to our students in an environment that fosters creativity and growth. Through unique learning experiences, including study-abroad programs, faculty- and student-led research opportunities, internships, and graduate assistantships, we are preparing our graduate students to take their places as leaders in the working world.

Along with providing you with the skills you need to be successful in your professional career, we also are dedicated to helping you gain employment after graduation. Many companies and industries rely on SFA graduates to fill leadership roles within their organizations, and they visit the campus each semester to recruit soon-to-be alumni.

Thank you for your interest in SFA. Please let us know how we may help facilitate your enrollment. We look forward to seeing you soon.

Sincerely,

Mary Nelle Brunson, Ed. D.

Associate Provost and Dean of the SFA Graduate School

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Control and Accreditation

By legislative act, a nine-member Board of Regents, appointed by the governor and confirmed by the Texas Senate, governs Stephen F. Austin State University. Each member serves a six-year term, with three new appointments every two years. This board elects all members of the administration, faculty and professional staff, and sets general policies for the university programs.

Stephen F. Austin State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, 30033-4097; Telephone number 404-679-4501) to award degrees at the bachelor's, master's and doctoral levels. It also holds accreditation by and membership in the AACSB International — The Association to Advance Collegiate Schools of Business, Academy for Certification of Vision, Rehabilitation, and Education Professionals, the Alpha Chi National Scholarship Society, the American Association of State Colleges and Universities, the American Association of Colleges for Teacher Education, the American Dietetics Association, the American Speech-Language-Hearing Association, the Association of Texas Colleges and Universities, the Association of Texas Graduate Schools, the Council of Southern Graduate Schools, Computing Accreditation Commission of the Accreditation Board for Engineering and Technology, Inc. (A.B.E.T.), the Council on Accreditation of Counseling and Related Educational Programs, the Council of Graduate Departments of Psychology, the Council on Rehabilitation Education, the Council on Social Work Education, the International Union of Forestry Research Organizations, the National Association for Education of Young Children, the National Association of Schools of Art and Design, the National Association of Schools of Music, the National Association for Sport and Physical Education, the National Collegiate Honors Council, the National Communication Association, the National Council for Accreditation of Teacher Education, the Society of American Foresters, the Southwest Education Council for Journalism and Mass Communication, the Texas Association of Music Schools, the Texas Association of Schools of Art, the Texas Music Educators Association, the Texas Music Educators Conference and the Texas Educational Theater Association.

Board of Regents

Carlos Z. Amaral	2013	Plano
James H. Dickerson	2013	New Braunfels
John R. "Bob" Garrett	2013	Tyler
Dr. Scott H. Coleman	2015	Houston
Steve D. McCarty	2015	Alto
Connie Ware	2015	Marshall
Brigettee Carnes Henderson	2017	Lufkin
Kenton E. Schaefer	2017	Brownsville
Ralph C. Todd	2017	Carthage
Jourdan Dukes, Student Regent	2013	Dallas

Officers of the Board

Mr. John R. "Bob" Garrett	Chair
Mr. Steve D. McCarty	Vice Chair
Mr. James H. Dickerson	Secretary

## Officers of Administration

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Baker Pattillo, Ph.D.	President
Richard A. Berry, D.M.A.	Provost/Vice President for Academic Affairs
Mary Nelle Brunson, Ed.D.	Associate Provost and Dean of Graduate Studies
Danny R. Gallant, M.B.A.	Vice President for Finance and Administration
Steven B. Westbrook, Ed.D.	Vice President for University Affairs
Jill Still, CFRE	Vice President for University Advancement

## Alumni Association

Jeff Davis, M.Ed.	Executive Director of Alumni Affairs
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## Ralph W. Steen Library

Shirley Dickerson, MLIS	Director of Library
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## Deans of Colleges

Geralyn Franklin, Ph.D.	Interim Dean Nelson Rusche College of Business
Judy A. Abbott, Ph.D.	Dean James I. Perkins College of Education
A.C. Himes, Ph.D.	Dean College of Fine Arts
Steven H. Bullard, Ph.D.	Dean Arthur Temple College of Forestry & Agriculture
Brian M. Murphy, Ph.D.	Dean College of Liberal & Applied Arts
Kimberly M. Childs, Ph.D.	Dean College of Sciences & Mathematics

## Graduate Council

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The principal advisory body for graduate education at Stephen F. Austin State University is the Graduate Council, chaired by the Dean of Graduate School.

The council is composed of 10 elected and appointed members of the graduate faculty. The university librarian, the registrar, faculty senate representative and a graduate student appointed by the Dean of Graduate School.

Six of the members of the council, one from each college, are elected from the full members of the graduate faculty. Three members are appointed from the full members of the graduate faculty by the council chair, subject to the principle of proportionate representation from each college on the basis of full and associate members of the graduate faculty in the respective colleges and subject further to the approval of the provost and vice president for academic affairs. Both elected and appointed members of the council serve three-year terms.

Members of the present council, with the undergraduate college affiliation, terminal date of each term, and the method of selection:

Mary Nelle Brunson, Ed.D.	(Dean of Graduate School)	Chair
Debra Scott, D.M.A.	(Fine Arts 2012)	Elected
Jeanie Gresham, Ed.D.	(Education)	Elected
Joe Musser, Ph.D.	(Science and Mathematics)	Elected
Perky Beisel, D.A.	(Liberal and Applied Arts)	Elected
Emmerentie Oliphant, Ph.D.	(Liberal and Applied Arts)	Elected
Jack Etheridge, Ph.D.	(Business)	Elected
Erin Brown, Ph.D.	(Forestry and Agriculture)	Elected
Greg Miller, Ph.D.	(Science and Mathematics)	Appointed



Kevin West, Ph.D.	(Liberal and Applied Arts)	Appointed
DawnElla Rust, Ed.D.	(Education)	Appointed
Lynda Langham, M.B.A.	(Registrar)	<i>Ex Officio</i>
Shirley Dickerson, M.L.S.	(Library Director)	<i>Ex Officio</i>
Dana Cooper, Ph.D.	(Faculty Senate Representative)	<i>Ex Officio</i>
Brittany Peden	(Graduate Student Representative)	<i>Ex Officio</i>





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# University Mission

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Stephen F. Austin State University is a comprehensive institution dedicated to excellence in teaching, research, scholarship, creative work and service. Through the personal attention of our faculty and staff, we engage our students in a learner-centered environment and offer opportunities to prepare for the challenges of living in the global community. In order to accomplish this mission, we will engage in the following strategic initiatives during the next five years:

Strategic Plan 2013: Preparing for the Future (approved by the Board of Regents on July 15, 2008)

- Initiative #1 - Enhance excellence in teaching and learning, research, scholarship, creative work, and service
- Initiative #2 - Improve faculty and staff compensation, recognition and support
- Initiative #3 - Increase undergraduate and graduate enrollment
- Initiative #4 - Develop a learner-centered environment
- Initiative #5 - Create new learning opportunities through additional interdisciplinary, international, service learning and civic engagement experiences
- Initiative #6 - Increase the visibility of the university through marketing initiatives

## Location and History

Every history of Texas must include Nacogdoches. For more than two centuries, it was a pawn in French-Spanish imperial rivalries. As the capital of East Texas, Nacogdoches led in the Texas independence movements and was the seat of three republics before the successful Lone Star Republic. The city, therefore, flies nine flags rather than the traditional six flags.

The university tradition in Nacogdoches dates back to 1845 when the Republic of Texas chartered Nacogdoches University, which closed in 1904. The movement to replace the old university succeeded in 1917 when the state of Texas decided to create a teachers' college "east of the 96th meridian." Nacogdoches won the prize. On September 18, 1923, the founding president, Alton W. Birdwell, opened the college in temporary quarters. The college moved to the present campus, on the homestead of Texas statesman Thomas J. Rusk, in May 1924.

SFA pioneered higher education in East Texas. The first 30 years, while difficult, were years in which the college became a source of regional pride and hope. The state did not fund the Rusk Library Building until 1926 and did not fund any other buildings until after World War II; however, generous donations allowed the college to have a gymnasium and other essential buildings. In the Depression, the East Texas region rallied to support SFA. By the end of Birdwell's presidency, the academic programs were on a solid foundation and were expanding into graduate offerings.

By 1939, SFA was the largest employer in the county. Enrollment, however, plummeted after the outbreak of World War II. Dr. Paul Boynton, named SFA's second president in 1942, faced problems even more dire than the Depression. During the war, Boynton saved the college by recruiting a Women's Auxiliary Army Corps training camp; after the war, SFA met the flood of returning veterans by procuring army surplus buildings for temporary housing and classrooms.

In 1958, Dr. Ralph W. Steen, a highly respected Texas historian, became the third president of SFA. Dr. Steen's 18-year presidency was a time of unprecedented change. Enrollment at SFA climbed from 2,017 to 11,293, and the annual operating budget increased twelvefold, as did the value of the physical plant. Steen brought SFA through the civil rights movement and integration, the free speech and anti-war demonstrations of the Vietnam era, the sexual revolution, and the shift of the student body from a rural to an urban majority. He helped to create a climate in which positive change could occur. Because he believed first-rate citizens should have a first-rate education, he added undergraduate, graduate and doctoral programs and, in 1969, changed the status of the college to "Stephen F. Austin State University," with

seven schools and its own Board of Regents.

Dr. William R. Johnson, the fourth president of SFA (1976-1990), faced statewide retrenchments in Texas education. Many problems that faced President Johnson also occupied the attention of the national academic community: new demographics, changing tax structures, competition from regional campuses of flagship universities, rapid turnover in faculty positions, new student and societal expectations, new national priorities and changing funding formulas. Subsequent presidents and interim presidents at SFA have all addressed these concerns: Donald Bowen (1990-1991), William J. Brophy (1991-1992), Dan Angel (1992-1999), Roland Smith (1999-2001), and Tito Guerrero (2001 to 2006). Recognizing the impact that planning could have on the institution's health, Dr. Angel initiated an endowment drive that raised approximately \$38 million in donor pledges. During the tenure of Dr. Guerrero, the university secured more than \$40 million in gifts and \$200 million in extramural funding. Dr. Baker Pattillo joined the university as assistant director of placement and student financial aid in 1966. Subsequently, he was director of placement and student financial aid, dean of student services, vice president for student affairs and vice president for university affairs. He was named president in 2007.

## Campus

The main campus includes 406 acres, part of the original homestead of Thomas J. Rusk, early Texas patriot and United States senator. In addition, the university maintains a 642-acre agricultural research center for beef, poultry and swine production and an equine center; an 18.7-acre experimental forest in southwestern Nacogdoches County and a 25.3-acre forestry field station on Lake Sam Rayburn.

In an impressive setting of pine trees and natural beauty, the university has some 28 major instructional buildings and numerous student housing options representing an investment of approximately \$500 million. In 1999 a new Science Research Center was developed on a 15.8-acre tract of land on Highway 259 approximately five miles from the main campus to support the growing master's programs in biotechnology and environmental science. Recent construction includes four new broiler houses operated by the Center for Applied Poultry Studies and Research, an expanded and renovated press box at Homer Bryce Stadium, a new athletic training facility and a new Human Services Building, which opened in spring 2004.

Construction recently completed totals more than \$168 million. Lumberjack Lodge, a four-story apartment-style facility that houses approximately 316 students opened in January 2006. A 550-space detached parking garage accommodates students living in the new residential facility. Lumberjack Village, a 610-bed, four-building student housing complex, and a 750-space parking garage were completed in fall 2006. A \$30 million student center renovation and expansion was completed in 2007 and features a three-story atrium, movie theater, food court and retail shops. A student recreation center opened in 2007. It features a large cardio-fitness and weight area, indoor elevated walking and jogging track, aerobics and dance rooms, climbing rock, leisure pool and spa, glass-backed racquetball courts, outdoor adventure center, and outdoor sand volleyball and basketball courts.

SFA celebrated the opening of its new \$30.8 million Early Childhood Research Center in July 2009. The new 120,000-square-foot facility brings under one roof the nationally accredited Early Childhood Laboratory, "exemplary" rated University Charter School and award-winning Department of Elementary Education. SFA is the only university in the state of Texas operating both an early childhood laboratory and a charter school in conjunction with educator-preparation programs with a proven track record of success.

A gift of property from the family of Richard and Lucille DeWitt made possible a new facility for SFA's School of Nursing, which was dedicated in a ceremony in January of 2010.

Construction was completed in August 2011 for our newest residence hall, Lumberjack Landing, a 400-bed freshman residence hall where students have access to tutoring, supplemental classes, staff-led study sessions and a computer lab.

By balancing a program of new construction with one of ongoing renovation of older structures, the institution has created an attractive, modern and functional living and learning environment for its students and a center of intellectual and cultural enhancement for the region.

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# Graduate Study

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## Mission

In its programs of graduate education, Stephen F. Austin State University seeks to afford qualified students the opportunity and a supportive environment in which to gain sufficient mastery of their chosen fields, so that, by virtue of their depth and breadth of knowledge and the extent of their expertise, they may contribute importantly to those fields.

In the service of this mission, the university seeks to staff the graduate departments with faculty who maintain a high level of competence and productivity, and to equip them so as to permit scholarship, creation and practice to advance at the leading edge of their respective disciplines. The university seeks to provide the needed intellectual infrastructure and resources to support its mission to provide superior graduate education.

Essential to the accomplishment of this mission is careful selectivity in the admission of students. Selective entrance requirements are partly for the maintenance of the high standards that characterize graduate study and partly for the benefit of the student who needs to determine early whether to undertake graduate work.

Graduate School regulations in this bulletin are effective at the beginning of the fall semester 2012. The graduate degree requirements are governed by the bulletin in effect at the time of a student's first enrollment in a graduate program or by any subsequent bulletin, whichever the student chooses, within a period of six consecutive years (see the statement below on the limitation of time). The Graduate School reserves the right to institute, during the time of a student's work toward a degree, any new ruling that might be necessary. Although new policies usually are not retroactive, the Graduate School reserves the right to make them so. In addition, the Board of Regents has authority to establish tuition and required fees within limits prescribed by the Legislature. Students should be aware that these fees are subject to change.

The Dean of Graduate School and the deans of the colleges are responsible for the academic program of all graduate students and for policies and standards formulated by the Graduate Council.

Additional policies and standards of graduate work, which do not conflict with general policies of the Graduate School and are approved by the Graduate Council, may be established by each department offering graduate work.

Each graduate student approved for work in a degree program is placed under the supervision of a faculty adviser or committee representing the major and, if applicable, minor departments. The major adviser or committee must approve the student's program and administer the required examinations. The dean of the appropriate college and the chair of the major department are ex officio members of each graduate student's advisory committee.

## List of Graduate Programs and Degrees

Stephen F. Austin State University is authorized by its Board of Regents to offer the terminal Doctor of Education, Doctor of Philosophy and Master of Fine Arts degrees, as well as the Master of Arts, the Master of Business Administration, the Master of Education, the Master of Forestry, the Master of Interdisciplinary Studies, the Master of Music, the Master of Professional Accountancy, the Master of Public Administration, the Master of Science and the Master of Social Work degrees.

At present, the university offers graduate majors in accounting, agriculture, art, athletic training, biology, biotechnology, chemistry, communication, (communication sciences and disorders) computer science, counseling, early childhood, elementary education, educational leadership, English, environmental science, forestry, general business, geology, history, kinesiology, management, mathematics, music, natural science, physics, psychology, public administration, forest resource interpretation, mathematics teaching, school psychology, secondary education, social work, spatial science, special education, speech language pathology and statistics. Minors are offered in many fields listed above and, in addition, in geography,

political science, sociology and theatre.

The Master of Arts degree is conferred with majors in art, communication, counseling, English, history, music, music education, psychology and school psychology. The Master of Science degree is conferred with majors in agriculture, athletic training, biology, biotechnology, chemistry, computer science, environmental science, family and consumer sciences, forest resource interpretation, forestry, geology, human sciences, mathematics, school mathematics teaching, natural science, physics, spatial science, speech language pathology, and statistics. The Master of Education degree is conferred with majors in early childhood education, educational leadership, elementary education, kinesiology, education and special education. The Master of Forestry degree is conferred with a major in forestry. The Master of Business Administration degree is conferred with majors in general business and management. The Master of Professional Accountancy is conferred with a major in accounting. The Master of Public Administration is offered with a major in public administration. The Master of Fine Arts degree is conferred with a major in art. The Master of Interdisciplinary Studies degree is conferred without a major since it is the nature of the program to study in three or more academic disciplines. The Doctor of Education is conferred with a major in educational leadership. The Doctor of Philosophy degree is conferred with a major in forestry.

Stephen F. Austin State University offers parts of some degree programs at off-campus locations. Students interested in more information about these programs should contact the Graduate School.

Courses available only for graduate credit are numbered in the 500s and 600s. A graduate student is strongly urged to take all course work on that level. In certain circumstances, however, a student may take a maximum of nine semester hours in 400-numbered courses that have been approved for graduate credit. In 400-level courses, a graduate student is expected to perform at a distinctly higher level than an undergraduate in the same course. A student must be admitted to the Graduate School in order to enroll in any course taken for graduate credit.

**The following degree programs are offered at Stephen F. Austin State University:**

PROGRAM	DEGREES OFFERED	COLLEGE/DEPT	TEST REQ'D
Accounting	Master of Professional Accountancy	Dept. of Accounting	GMAT
Agriculture	Master of Science	Dept. of Agriculture	GRE <i>if GPA is below 2.5</i>
Art	Master of Arts	School of Art	none
Art	Master of Fine Arts	School of Art	none
Athletic Training	Master of Science	Dept. of Kinesiology and Health Science	none
Biology	Master of Science	Dept. of Biology	GRE <i>if GPA is below 3.0</i>
Biotechnology	Master of Science	Dept. of Biotechnology	GRE
Chemistry	Master of Science in Natural Science	Dept. of Chemistry	none
Communication	Master of Arts	Communication Studies	GRE
Counseling	Master of Arts	Dept. of Human Services	GRE
Early Childhood Education	Master of Education	Dept. of Elementary Education	none
Educational Leadership	Doctor of Education	Dept. of Secondary Education and Educational Leadership	GRE
Educational Leadership	Master of Education	Dept. of Secondary Education and Educational Leadership	none
Elementary Education	Master of Education	Dept. of Elementary Education	none
English	Master of Arts	Dept. of English	GRE

Environmental Sciences	Master of Science	Division of Environmental Science	GRE
Forestry	Doctor of Philosophy	College of Forestry	GRE
Forestry	Master of Forestry	College of Forestry	GRE
Forestry	Master of Science	College of Forestry	GRE
Forestry-Resource Interpretation	Master of Science	College of Forestry	GRE
General Business	Master of Business Administration	Dept. of General Business	GMAT
Geology	Master of Science	Dept. of Geology	none
Hispanic Studies	Master of Arts	Dept. of Languages, Cultures, and Communication	none
History	Master of Arts	Dept. of History	none
Human Sciences	Master of Science	Dept. of Human Sciences	GRE
Interdisciplinary Studies	Master of Interdisciplinary Studies	-	GRE <i>if GPA below 3.0</i>
Kinesiology	Master of Science	Dept. of Kinesiology and Health Science	none
Management	Master of Business Administration	Dept. of Managment, Marketing, and International Business	GMAT
Mathematical Sciences	Master of Science	Dept. of Mathematics and Statistics	none
Mathematics Teaching-Secondary Level	Master of Science	Dept. of Mathematics and Statistics	none
Mathematics Teaching-Middle Level	Master of Science	Dept. of Mathematics and Statistics	none
Music	Master of Music	School of Music	GRE
Natural Science	Master of Science	College of Sciences and Mathematics	none
Physics	Master of Science in Natural Science	College of Sciences and Mathematics	none
Psychology	Master of Arts	Dept. of Psychology	GRE
Public Administration	Master of Public Administration	Dept. of Government	GRE
Reading Specialist	Master of Education	Dept. of Elementary Education	none
School Psychology	Master of Arts	Dept. of Human Services	GRE
School Psychology	Doctor of Philosophy	Dept. of Human Services	GRE
Secondary Education	Master of Education	Dept. of Secondary Education and Educational Leadership	none
Social Work	Master of Social Work	School of Social Work	none
Spatial Science	Master of Science	College of Forestry	GRE
Special Education	Master of Education	Dept. of Human Services	GRE
Speech-Language Pathology	Master of Science	Dept. of Human Services	GRE
Statistics	Master of Science	Dept. of Mathematics and Statistics	none
Student Affairs and Higher Education	Master of Arts	Dept. of Human Services	GRE
Teaching	Master of Arts in Teaching	Dept. of Secondary Education and Educational Leadership	none

## Master Degree Requirements

General requirements for the M.A., M.Ed. and M.S. degrees are shown below. Additional requirements for the Master of Science in the natural sciences, the Master of Forestry, the Master of Science with majors in forestry or forestry resource interpretation, the Master of Professional Accountancy, the Master of Public Administration, the Master of Social Work, the Master of Fine Arts, the Master of Business Administration, and the Master of Interdisciplinary Studies degrees are shown elsewhere in this bulletin. Students should consult with the graduate adviser in their programs to determine specific degree requirements.

### The general requirements for the Master Degrees:

1. The master degree without thesis requires a minimum of 30 semester hours of course work.  
The master degree with thesis requires a minimum of 30 semester hours (with some exceptions which require 36 hours) including six hours thesis.
2. If a graduate minor and/or electives are approved, the graduate major is minimally 18 semester hours and must total more hours than does the minor. The graduate minor is minimally nine semester hours. A maximum of six semester hours may be in electives.
3. Excluding the M.B.A., M.S.W., the Master of Forestry and the Master of Professional Accountancy degree, to major or to take a minor of 15 semester hours in an academic field, the student must present an undergraduate background of a least 18 semester hours in that field or in closely related work.
4. With the approval of the major department and of the academic dean, a student may transfer from another accredited graduate school up to six semester hours of graduate work toward a master's degree with a thesis and up to 12 semester hours toward a non-thesis master's degree. Transferred work must be completed with a grade of B or higher and will be accepted only for credit toward a graduate degree at SFA and not for purposes of raising the grade point averages earned at SFA. The work must have been taken not earlier than six years prior to the student's first graduate enrollment at SFA. Moreover, if the student fails to complete work on the graduate degree at SFA before the expiration of the six years, the work will not be applicable toward a degree here. The transcript must clearly show the course(s) to be transferred was (were) taken for graduate credit.
5. Course work used to satisfy requirements for a previous master's degree (whether taken at SFA or elsewhere) may not be used to satisfy requirements for a second master's degree at SFA.
6. Under certain circumstances, an undergraduate student may simultaneously pursue work toward the baccalaureate and master's degrees. See the Overlap Program elsewhere in this bulletin.
7. To earn a graduate degree, a student must have graduate grade point averages of 3.0 on a 4.0 scale in both the major and overall. The computation of the overall grade point average includes all courses in the major and minor and those elective courses selected to complete the degree requirements. In the case of repeated courses (a student may repeat a maximum of six semester hours of work to raise the grade point average); only the higher grades will be used in the computation of grade point averages according to university policy. No course with a grade below C can be used to satisfy degree requirements.

8. Work offered for the masters degree should be in courses numbered 500 and above.
9. With the exception of the M.F.A., no more than two Advanced Graduate Studies (575 and 576) courses or a total of eight hours may count toward any master's degree without special permission of the academic dean.
10. At least 24 semester hours of graduate work must be completed in residence (including on-campus, off-campus, distance education, field-based, practicum, internship and thesis courses), and at least half of the work in the major and in the minor must be completed in residence.
11. In addition to satisfying all course work for the graduate degree, the student must satisfy all other requirements, including the final comprehensive examination and, if applicable, the thesis.
12. All work on a graduate degree must be completed within six years of the time the student first enrolls in graduate courses, whether the courses are taken here or elsewhere. For exceptions, see the statement in the "limitation of time" section, pg. 23 of the catalogue.

## **Doctoral / Terminal Degree Requirements**

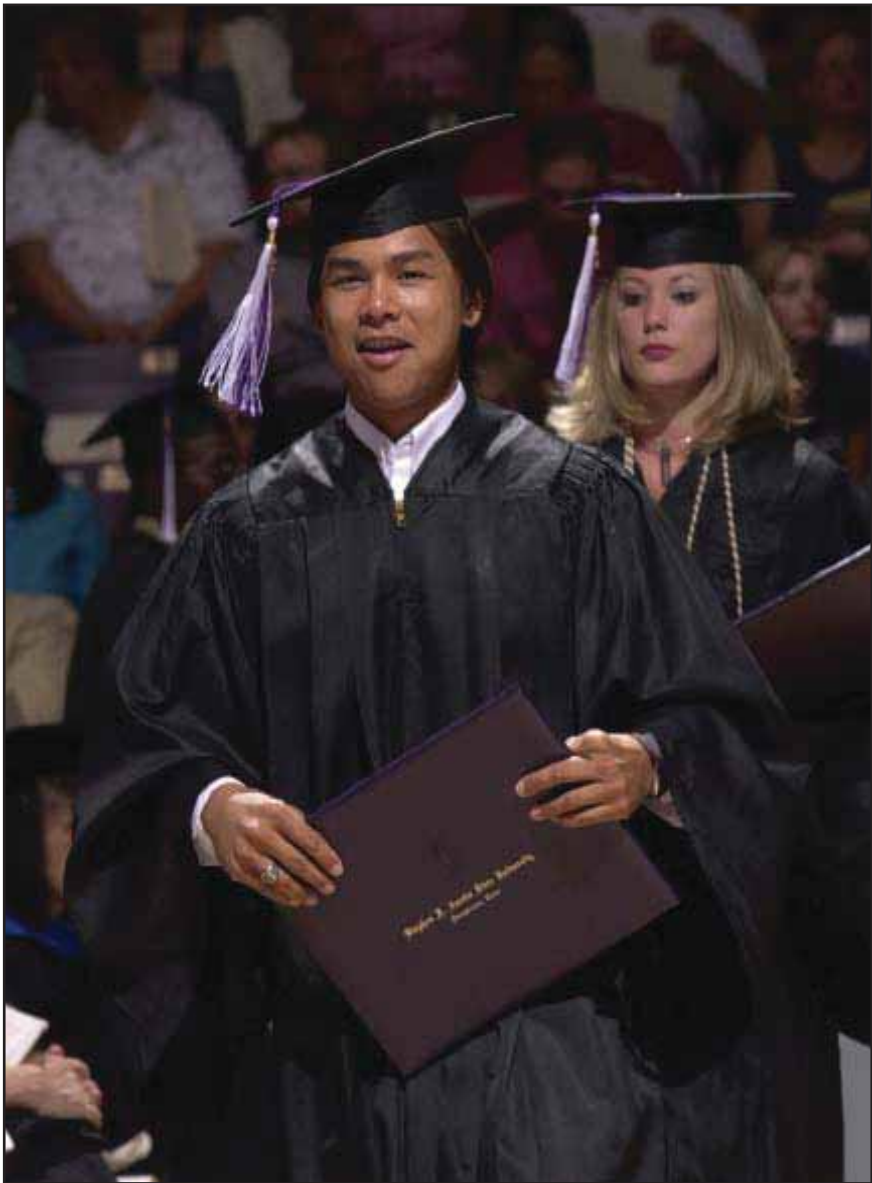
There are currently four terminal degrees offered; Doctor of Education in Educational Leadership, Doctor of Philosophy in Forestry and Master of Fine Arts. The requirements for admission, degree completion, dissertation, time limits, etc. can be found in this bulletin under the appropriate college.

## **Review of Doctoral Students' Academic Progress**

A formal review of each doctoral student's academic progress will be conducted subsequent to three years of full-time enrollment by the appointed graduate adviser within the department and/or respective college. In all cases, the review process will be initiated within the program/department and follow the guidelines developed by the program/department. Each review will result in a progress profile to be shared with the student. Accumulation of doctoral hours in excess of 99 while failing to complete the degree will constitute unsatisfactory progress and will result in the termination of the student's degree program. In the case when a student's program is terminated, she/he may request a Post-Termination Review to be conducted by the department chair, graduate program adviser and dean of the college. The Post-Termination Review may result in a recommendation for reinstatement to the Dean of Graduate School.

An appeal for reinstatement beyond the Post-Termination Review may be made in writing to the University Graduate Council.





Admission to the Graduate School is under the control of the Dean of Graduate School and to whom application for admission must be made and to whom all correspondence should be addressed on the subject.

## Four types of admission exist:

1. Clear admission under which the student is eligible to work toward a graduate degree;
2. Probationary admission under which the student is eligible to work toward a graduate degree but with the provision that the student earn a B average on course work the first semester or summer session of registration or be placed on academic suspension;
3. Provisional admission under which an individual is permitted to take graduate courses for one semester only, under the provisions described below;
4. Post-baccalaureate admission under which the student already holding a bachelor's or master's degree is eligible to take graduate courses but may apply only a limited number of these courses toward a graduate degree.

Graduate applications for admission are available online at [www.applyTexas.org](http://www.applyTexas.org). Official transcripts from each college/university attended must be sent to the Graduate Office at least 30 days prior to entering. Stephen F. Austin State University will accept credit or recognize degrees only from institutions accredited by one of the regional accrediting bodies.

For many programs, an applicant must present General Test scores either on the Graduate Record Examination (GRE) or, in the case of business study, the Graduate Management Admission Test (GMAT). To determine which programs require a GRE or GMAT test, see the Table of Programs and Degrees on pages 12-14.

An applicant whose native language is not English must present satisfactory scores on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) (See description of the TOEFL and IELTS elsewhere in this bulletin.)

Applicants need to score at least 550 on the paper-based TOEFL, 213 on the computer-based TOEFL, and 80 on the internet-based TOEFL or 6.0 on the IELTS with no test scores under 5.5.

An applicant for admission to graduate study must either (1) be in the final year of undergraduate work (2) hold a baccalaureate degree from a regionally accredited institution or (3) have completed 95 or more semester hours of undergraduate work here and be approved for graduate study as an overlap student (see Overlap Program elsewhere in this bulletin). An applicant admitted to the Graduate School must enroll within one calendar year of admission. Thereafter, the applicant must reapply for admission.

The application process will be conducted in accordance with the requirements of the Admission and Scholarship Policies for Graduate and Professional Programs, which was adopted by the 77<sup>th</sup> Session of the Texas Legislature, and which amends Chapter 51 of the Texas Education Code.

## Admission Criteria

In general, a student may be granted clear, probationary, or in a few instances may be granted provisional admission. All students seeking admission to a graduate program should consult directly with the graduate program adviser of the department in which they wish to study for specific admission criteria. Each department has the authority to set admission standards higher than the general criteria set by the university; departmental criteria thus outweigh university criteria.

## Clear Admission

In general, clear admission to a degree program, an applicant must have an overall undergraduate grade point average of 2.5 on a 4.0 scale and a 2.8 on the last 60 hours of undergraduate work, exclusive of freshman level courses. Admission requirements for the M.B.A. and M.P.A. (Accounting) programs are listed in the College of Business section of this bulletin.

For clear admission requirements to the M.F.A., M.F., M.S. (Forestry), M.A. (Psychology), M.S.W., Ed.D. and Ph.D. degree programs, see the respective program descriptions elsewhere in this bulletin. In all cases, an applicant must be recommended for admission to a graduate degree program by the major department and the appropriate academic dean. No applicant

will be granted clear admission until all official transcripts and GRE or GMAT scores, if required, are received by the Graduate Office.

### **Probationary Admission**

An applicant failing to achieve clear admission to graduate study may be considered for probationary admission by having an overall grade point average of 2.3 on a 4.0 scale and consent of the program advisor. The departmental graduate program adviser may require test scores and/or a combination of other factors, such as professional experience, to meet the requirements for probationary admission. An applicant must be recommended for admission to a graduate degree program by the major academic department and the appropriate academic dean.

### **Provisional Admission**

For all graduate degree-seeking students, applicants unable to supply all the required documentation prior to the first semester of enrollment, but who, based on previous academic performance, appear to meet the requirements for clear admission, may be considered for provisional admission. This status requires the recommendation of the appropriate department and the approval of the dean. It is valid for one regular semester or two summer sessions only.

Complete and satisfactory credentials must be received by the Graduate School and reviewed by the department prior to the beginning of the following semester of work. If this does not occur, the person will not be permitted to continue as a degree-seeking student. A maximum of 12 hours of graduate level course work taken under provisional status may be applied toward a degree.

Those applicants seeking the M.B.A., M.P.A. (accounting), Ed.D. or Ph.D. degrees are not eligible for provisional admission.

A student granted provisional admission may be considered for an assistantship or other form of financial support for one regular semester or two summer sessions only under this status.

### **Post-Baccalaureate Admission**

A student already holding a baccalaureate or graduate degree may be admitted to graduate study on post-baccalaureate status. On this status a student may take courses for the purpose of qualifying for a graduate degree program, professional development or personal enrichment. There are restrictions and limitations on the application of post-baccalaureate hours toward a graduate degree. Upon gaining admission to a degree program and with the approval of the graduate adviser, the department chair and the dean, the post-baccalaureate student may apply a maximum of six credit hours earned with grades of B or better to a thesis program or 12 credit hours earned with grades of B or better to a non-thesis program. The exception is that ALL hours earned in a SFASU certificate program can be considered for transfer into a graduate degree program.

To be admitted to post-baccalaureate study, the applicant must present proof of holding at least a bachelor's degree from a regionally accredited institution. A GRE score is not required, but may be required if the student decides to later apply for regular admission.

Post baccalaureate admission is not available for graduate study in the College of Business.

### **Overlap Program Admission**

The Overlap Program permits qualified undergraduates to pursue a limited amount of graduate study concurrently with undergraduate study. A maximum of 12 credit hours is allowed. Graduate courses taken in the program, however, are not applicable toward the baccalaureate degree. Unless enrolled in the M.P.A. (accounting) program, an Overlap Program student is ineligible for a graduate assistantship until the completion of the baccalaureate degree. An M.P.A. (accounting) student with 12 or fewer hours remaining on the undergraduate degree plan who has been admitted to graduate study is eligible for an assistantship.

To be eligible for the Overlap Program, a student must be enrolled at SFA and must have achieved at least 95 semester hours of undergraduate credit. A student with fewer than 115 hours of undergraduate credit must present a 3.0 grade point average both overall and in the

major field. A student with 115 hours or more of undergraduate credit, however, may be admitted to the Overlap Program by presenting a 2.5 grade point average overall and a 2.8 grade point average in the major field. Any student admitted to the Overlap Program must meet the admission requirements of the graduate program including the GRE or GMAT if required.

### **To be admitted to the Overlap Program a student should:**

1. Apply to the Graduate School,
2. Complete an Overlap Application,
3. Obtain the recommendation of the graduate program advisor in the major department.
4. Obtain the recommendation of the appropriate academic dean.

### **Application Fees**

A \$25 application fee is to be included with the application materials. A fee of \$50 must accompany the application of all foreign applicants, except those under university-sponsored exchange programs.

### **Appeal**

An applicant may appeal an admission decision to the Graduate Council. The appeal should be made in writing and routed through the Dean of Graduate School.

### **Admission Examinations**

Some graduate degree programs at SFA require the student to take the General Test of the Graduate Record Examination (GRE) or the Graduate Management Admission Test (GMAT). See the list of programs for test requirements on pages 16-18.

Each applicant is individually responsible for making arrangements for taking the General Test of the GRE or the Graduate Management Admission Test and for having the scores sent to the Graduate Office, P.O. Box 13024, SFA Station, Nacogdoches, Texas 75962.

### **GRE**

The General Test of the GRE is an objective and written essay examination requiring approximately three to four hours and yielding three scores—Verbal Factor (vocabulary and reading comprehension); Quantitative Factor (logical mathematical reasoning); and Analytical Writing.

All of the Graduate Record Examinations, of which the General Test is merely one, are prepared and scored by the Educational Testing Service, P.O. Box 6000, Princeton, N.J., 08541-6000.

Computer-Based Testing (CBT) Program—The General Test of the GRE is available through the Computer-Based Testing (CBT) Program of the Educational Testing Service. There are CBT test centers located throughout the United States, U.S. territories, Puerto Rico and Canada. The CBT Program also is being offered outside the United States. Stephen F. Austin State University is a designated CBT site.

The applicant may register for the GRE by calling the CBT test center directly (at SFA, the number is 936-468-3958) or the GRE registration number, 1-800 473-4373 to schedule an examination date. Under the CBT Program, the examinee is able to view the scores of the verbal and quantitative sections immediately. Paper score reports are available to the examinee and the designated score recipients approximately 15 days after the test date.

Information about the GRE and registration instructions is available from the Educational Testing Service. For general inquiries, the Educational Testing Service can be contacted by phone (1-609-771-7670), by Fax (1-610-290-8975), by e-mail ([gre@ets.org](mailto:gre@ets.org)), or by Internet [www.gre.org](http://www.gre.org)

## GMAT

The GMAT measures general verbal, mathematical, and analytical writing skills. The verbal and mathematical sections make use of objective questions, and analytical writing is tested by written essays on two topics. The exam requires approximately four hours and is available at Computer-Based Testing Centers throughout the United States, U.S. territories, Puerto Rico and Canada. Each testing center is available year-round, and exams are scheduled by appointment (at SFA, the telephone number is 936-468-3958). To schedule an appointment at other locations throughout the U.S. and Canada, call 1-800-717-4628. Although exams can sometimes be scheduled on short notice, examinees are encouraged to register as early as possible to ensure that the desired date is available.

Study guides are available from many sources including most bookstores and the Educational Testing Service, which administers the GMAT exam. For general inquiries about the GMAT, contact, by phone, 1-952-681-3680 or by fax (1-952-681-3681), by e-mail ([gmata@ets.org](mailto:gmata@ets.org)), or by Internet [www.MBA.com](http://www.MBA.com)

## Test Takers with Disabilities

Nonstandard testing accommodations are available for test takers with disabilities. Procedures for requesting special accommodations are described on the Internet at [www.gre.org](http://www.gre.org)

## International Student Admission

An applicant from a foreign country must meet the same requirements for admission to a graduate degree program as a student from the United States. An applicant must be admitted to a degree program or be a part of an exchange or special program recognized by Stephen F. Austin State University. All international applicants must submit a completed International Student Application (available on the Web at [www.applyTexas.org](http://www.applyTexas.org)) as well as a non-refundable \$50 application evaluation fee. Both international and domestic applicants whose degree is from a foreign college or university will be required to submit certified English translations of all transcripts. In most cases, students will be required to submit a professional credential evaluation. All application materials and official test scores from TOEFL, GRE, and GMAT should be sent to the Graduate School, P.O. Box 13024, SFA Station, Nacogdoches, Texas 75962-3024.

Following admission to the Graduate School, and prior to the issuance of the I-20 form, international students must provide proof of financial support in the amount of one academic year of study anticipated at SFA, subject to adjustment by scholarships, assistantships, etc. All international students are required to enroll in the insurance program endorsed by the university, unless proof of comparable insurance is furnished.

For more information relevant to international students, see Office of International Programs described in the Special Student Services section of this bulletin, page 45.

**TOEFL** - Applicants whose native language is not English are required to submit evidence to demonstrate competency in the English language sufficient to function successfully in graduate work. They may do so by submitting results from the Test of English as a Foreign Language (TOEFL) or the IELTS. The TOEFL is given in both a computer-based or internet-based test. Information concerning the TOEFL, including application forms and testing stations and dates may be secured from SFA or from the Educational Testing Service, P.O. Box 6151, Princeton, N.J. 08541-6151 or at [www.ets.org](http://www.ets.org)

**American English Language Institute** - Applicants also may meet the requirement for English language proficiency through the American English Language Institute (AELI). The AELI is an intensive English language program that provides international students with the necessary English skills to succeed in undergraduate and graduate university programs at SFA.

The AELI requires a minimum TOEFL iBT of 50 or 4.5 IELTS score for admission. Students who successfully complete the program of study will be granted admission into the regular undergraduate or graduate program at SFA if other entrance requirements are met. No additional language test scores are needed if one passes all AELI exit exams.

### Admission requirements:

1. Complete the AELI application form at AELI Web site – [www.sfasu.edu/aeli](http://www.sfasu.edu/aeli)
2. Provide diploma or certificate from high school or highest level of education
3. Pay a \$40 non-refundable application fee (U.S. check, international bank draft or money order made payable to American English Language Institute)
4. Provide proof of financial support (required for visa purposes; form available on AELI Web site)

Successful applicants will be sent a letter of acceptance and a Certificate of Eligibility (I-20 form). The I-20 form is required in order to apply for a visa at the nearest U.S. consulate.

Students will be placed in appropriate courses after their English language skills are assessed upon arrival on campus.

The AELI program is comprised of a minimum of 18 hours of supervised instruction per week and conversational partner programs.

### Instruction provided in:

- Composition and writing
- Oral communication (pronunciation and conversation)
- Academic grammar
- Academic reading
- U.S. life and culture

## Transfer of Credit

Under certain circumstances, a graduate student may transfer from 6 to 12 semester hours of graduate course work taken at other accredited institutions. The student pursuing a master's degree with thesis may transfer a maximum of 6 semester hours; a student pursuing a master's Degree without thesis may transfer a maximum of 12 semester hours.

To transfer any credit from other institutions, however, the student must submit an official transcript of the courses to be considered and have the approval of the appropriate academic department and academic dean. The work must have been taken not earlier than six years prior to the student's first graduate enrollment at SFA. Moreover, if the student fails to complete work on the graduate degree at SFA before the expiration of the six years, the transfer credit will not be applicable toward a degree here.

Any course accepted by transfer will carry credit but not grade point value. Moreover, to transfer credit, the student must have earned a grade of B or higher on the course.

The exception is that ALL hours earned in a SFASU certificate program can be considered for transfer into a graduate degree program.

## Procedure After Admission

Following admission to a graduate degree program, a student must confer with the graduate adviser in the major department and, if applicable, the minor department to obtain advice about the courses to take. As soon as possible and preferably during the first semester or summer session of enrollment, a student should have a degree plan made by the graduate advisor in the major department and, if applicable, the minor department. In the case of a minor, a representative of the minor department must be included on the student's advisory committee.

Some departments require an Admission to Candidacy.

## Admission to Candidacy

Some programs use a process called "Admission to Candidacy" as a trial period and a method to determine whether the student has deficiencies that need to be made up prior to full admission to the program. This process is determined by the department and may include diagnostics examination, additional documentation, a degree plan, thesis proposal, etc. Check with your department to determine if they use a candidacy process and ask for a copy of the written procedure



## **Thereafter, at stipulated stages, a student must:**

1. Complete all requirements of the degree plan, apply for the degree, and
2. Take a comprehensive examination administered by the major department and, if applicable, the minor department.

## **Thesis Preparation and Enrollment**

The initial step in establishing an advisory committee is to select a thesis director. With the advice and approval of this director, a thesis topic should be selected as soon as possible. Following completion of these steps, the balance of the committee can be formed; a thesis proposal completed, and registering for the thesis courses can be made. Following the initial enrollment in a thesis course and until the thesis is defended, a student must continue to register each fall, spring, and summer semester during which the University's resources (faculty, library, laboratories, etc.) are being utilized.

For a detailed description of each step in the process of completing and publishing a thesis, see our home page <http://www2.sfasu.edu/graduate/Currentstudents/index.html>.

## **Microfilming and Copyrighting of Theses**

All theses and abstracts completed by graduate students at SFA are sent to University Microfilms, of Ann Arbor, Mich., for microfilming to be available worldwide. A required fee of \$55 is charged for master's thesis and \$65 for doctoral dissertation. University Microfilms publishes all master's thesis abstracts in Master's Abstracts that is distributed on a subscription basis. The abstract of a given thesis is restricted to 150 words. Mathematical formulas and other illustrated materials in the abstract are equated to the number of words which will occupy the space in determining its length. The author retains the right to publish all or any part of the thesis by any means at any time, except by reproduction from a negative microfilm.

The author wishing to register a copyright on a thesis must pay an additional fee of \$65. However, if the thesis contains extensive use of material copyrighted by another author, the author of the thesis must certify that the material is used with the written permission of the other copyrighted author.

Copy quality must be acceptable to the Graduate Office. Copies secured through University Printing Services are 10 cents per page. The usual fee for binding is \$7.50 per volume. Shipping costs are calculated at \$2.50 per each copy to be shipped off campus after binding. The student initiates the process of microfilming, copyrighting and binding through the Technical Services Office of the Steen Library.

## **Qualifying for Degrees, Diplomas and Transcripts**

Completion of all degree requirements listed in the appropriate Graduate Bulletin and within the time limitation specified qualifies a student for graduation. To graduate at a designated time, however, the student must apply for the degree at the Graduation Office and pay all graduation fees. Following that and the commencement exercises, the degree and diploma will be conferred upon the student.

A student who has a reasonable possibility of completing degree requirements may apply for the degree and attend commencement exercises. The commencement program lists "candidates" for degrees. The appearance of a student's name on the commencement program and the fact that the student attends the commencement exercises, however, is no guarantee that the degree and diploma will be conferred. To receive both degree and diploma, the student must satisfy all degree requirements within the specified time limits.

A student who applies for a degree and pays the graduation fee for a given commencement, but who fails to meet degree requirements, must reapply for graduation and pay graduation fees again.

Final official transcripts are issued only upon completion of all degree requirements.

No transcript carrying graduate course credit will be issued to a student who has failed to be admitted to Graduate School.



## Grades

A –Excellent	F – Failing
B –Average	W – Withdrew
C –Fair	WF – Withdrew failing
D –Poor, not applicable as credit toward graduate degree	
WH – Withheld	WP – Withdrew passing
P–Passing	QF – Quit Failing

A grade of A for a semester gives the student four grade points per semester hour; B, three grade points per semester hour; C, two grade points per semester hour; and D, one grade point per semester hour. A grade of D, however, makes the course ineligible for application toward the graduate degree.

A grade of WH is assigned only when the completion of the work is not possible because of circumstances beyond the control of the student. A grade of QF is assigned only when the student quits attending classes without officially dropping the course. In the case of the awarding of a WH grade, the work must be completed within a calendar year or the grade automatically becomes an F. Exceptions to that regulation are thesis research and writing courses (589, 590, 591) in which the work is permanently awarded a WH grade until the thesis is completed. A student may not receive a grade of WH upon dropping a course.

To graduate, a student may not discard any courses in the major or the minor in order to improve the grade point average.

All courses, except those repeated, in the major and minor are computed in the grade point average. No course with a grade below C can be used to satisfy degree requirements. A student may repeat a maximum of six semester hours of work to raise the grade point average. In the case of these repeated courses, the higher grades only will be used in the computation of grade point averages, according to university policy.

Electives may be taken outside the major and minor, and only those selected to complete the degree will be counted in the grade point average.

## Limitation of Time

With the exception of the Ed.D., Ph.D. and M.F.A. degrees, all work on a graduate degree must be completed within six years of the time the student first enrolls in graduate courses, whether the courses are taken here or elsewhere. In the case of the student who serves on active duty with the armed forces of the United States between the dates of matriculation and graduation, the six-year limitation will be extended one year for each year of active duty up to a maximum extension of four years. Time limits for the Ed.D., Ph.D. and M.F.A. degrees are specified under the respective program descriptions elsewhere in this bulletin.

## Final Comprehensive Examination

Each degree program has a culminating requirement for students' final semester or summer session of work. In most programs the requirement will be a comprehensive examination over the major field and, if applicable, the minor field, but instead of a comprehensive examination some programs specify a final requirement such as passing a national test or completing a capstone course. When a student enrolls in a program, the program's graduate adviser or department chair will provide a written description of the culminating requirement and of how to qualify for and pass (or reattempt) it. The student must be registered during the semester or summer session in which he or she satisfies the culminating requirement. In programs with a comprehensive examination, the examining committee will consist of graduate faculty members appointed by the relevant department, and if the student has a minor of 12 or more hours in another department, the major department must offer the minor department the option to participate in the examination.

The deadline for reporting the results of a student's comprehensive examination or other culminating requirement is shown in the calendar elsewhere in this bulletin. A student who

fails to satisfy the culminating requirement within the time frame will not be awarded the degree. A student who fails to satisfy the culminating requirement on the first try will be allowed a second try. Failure to pass the second time will mean termination from the program.

### **Withdrawal from the University**

A student who withdraws from a course after the date stipulated in the calendar elsewhere in this bulletin will receive a grade of WP, if passing, or WF, if failing. No student may drop a course after the terminal date stipulated in the calendar elsewhere in this bulletin. A student who ceases to attend classes without officially withdrawing from the courses or the university is subject to being awarded grades of F or QF in such courses. Application for withdrawal from a course or from the university must be initiated in the Office of the Registrar. A student discontinuing courses without permission or persisting in continued absence from duties, either in study or research, may be withdrawn from the university at the discretion of the academic dean. In such an instance, the student is subject to being awarded grades of F in all courses.

Any student who withdraws from or otherwise leaves the university without clearing his/her financial record, i.e., without having returned borrowed books and equipment, paid any outstanding university traffic fines, and settled other financial matters with the university, will be subject to the following sanctions until such time that the record is cleared.

1. The student will not be permitted to re-enroll.
2. The student will not be eligible to receive a transcript of academic work completed.
3. The student will not be permitted to graduate.

### **Student Course Loads**

A full load for a graduate student during a semester is six semester hours, and the maximum load is 15 semester hours. A full load during a six-week summer session is three semester hours and the maximum is six hours. A student in a thesis program must register for thesis each semester during which the resources of the university (faculty, library, labs, etc.) are utilized. Credit for master's degree thesis research and writing courses, however, is awarded only one time, and enrollment in these courses is not counted in determining the maximum course load for a semester or summer session. Credit for doctoral dissertation research and writing courses is variable.

A student on a graduate assistantship during a semester is required to enroll for a minimum of six semester hours of graduate work. Should a graduate assistant fall below the nine-hour minimum for a semester, he or she will not be eligible for an assistantship the following semester.

Except for the Ed.D., Ph.D. and M.F.A. programs, graduate assistantships are usually limited to four semesters.

### **Probation, Suspension and Readmission**

To remain in good standing in Graduate School and to graduate, a student must maintain a 3.0 on a 4.0 scale (B average). During any semester or summer session that the grade point average falls below a B, the student with clear admission to graduate study will be placed on academic probation; the student with probationary admission will be placed on academic suspension. A student placed on academic probation and failing to restore an overall 3.0 (B) average the following semester or summer sessions will be placed on academic suspension. A student placed on academic suspension is denied the continuation of an academic program as well as the privilege of registering for course work. This suspension period is for one semester or one summer session, whichever follows the period after which the suspension occurred. Thereafter, the student will revert to post-baccalaureate admission status and will be permitted to take course work not applicable toward a degree program. To be reinstated to a degree program, the student must be recommended by the appropriate academic department and approved by the academic dean, the Graduate Council and the Dean of Graduate School.

## **Adding and Dropping Courses**

Deadlines for adding or dropping courses and for all other registration procedures are shown by semester or summer session in the calendar elsewhere in this bulletin.

## **Auditing Courses**

Students may audit regular academic courses offered on campus on a space-available basis and with permission of the instructor. Only graduate students may audit graduate classes. Auditing gives the student the right to attend class but not to engage in discussion, take examinations or receive credit. Under no circumstances will a student be permitted to audit an individual study course. Audited courses are not shown on the transcript. (See the section on fees for the cost of auditing courses.)

## **Graduate Student Handbook**

The Graduate Student Handbook, available on the SFA Web site, provides an orientation to graduate study at SFA and addresses other topics not included in this bulletin. Topics include but are not limited to: getting started in graduate school, relationship with faculty, academic integrity, research integrity, graduate representation in university affairs and resources available to the graduate student. The incoming student should become familiar with the information contained in the Student Handbook, also available on the SFA Web site.

## **Library**

The Ralph W. Steen Library is the main library at Stephen F. Austin State University and is the university's primary library and learning resource environment. Steen Library houses almost 1.9 million volumes, subscribes to 47,414 and provides access to 66,585 serials, (27,263 are unique), both print and electronic, and subscribes to 58 over 200 databases, through library subscriptions and consortia participation. The library catalog is available for use on campus and remotely online. Sixty-five percent of the serials collection is available in full-text online. Over 25,000 e-books are listed in the online catalog. Steen Library encompasses 245,000 gross square feet, is ADA-compliant, and has a wireless network throughout. The library is open 106 hours per week when classes are in session.

Steen Library is home to the LINC Lab (Library Information and Networking Center), a 135-seat open-access computer laboratory featuring both PC and Macintosh platforms. A total of 200-plus computers are available within the library for open use. Steen Library is home to the Academic Assistance and Resource Center (AARC), a state-of-the-art tutoring center, which is open to all SFA students free of charge. The library also is home to the East Texas Research Center (ETRC), an archive featuring cultural materials indigenous to East Texas and is a designated Federal and State Document Depository. The library also is responsible for the university's Web site.

The library is a member of TexShare, a Texas State College and University Library Consortium. As a member, the library provides students with free in-house and remote electronic searching of almost 100 databases of full-text articles and more than 27,000 e-books. Students can request a TexShare library card, which gives them borrowing privileges when they visit other TexShare participating Texas state college and university libraries.

## **Expenses**

Tuition, fees and deposits as shown in this section are obligations of each student. Payment may be made by cash, check or money order payable to Stephen F. Austin State University, or by Visa, MasterCard, American Express or Discover. Students are encouraged to pay via the Internet at <http://www.mysfa.sfasu.edu>

## **Tuition and Fees**

Statutory tuition and required fees at Texas state universities are established by legislative enactment. Designated tuition and other fees are established within statutory limitations by Stephen F. Austin State University Board of Regents.

Stephen F. Austin State University reserves the right to change tuition and fees in keeping with acts of the Texas Legislature or the University Board of Regents. All charges are subject to correction. For the most current information regarding tuition and fees, go to [www.sfasu.edu/go/costs](http://www.sfasu.edu/go/costs).

## **Auditing**

Tuition for auditing are the same as those paid by regularly enrolled students. (See “Tuition and Required Fees” earlier in this section.)

Individuals age 65 and older may audit at no charge on a space-available basis with permission of the instructor.

## **Payment Deadlines**

Students who register during the Regular Registration period (as listed in the university’s Schedule of Classes): Full payment of current amounts due must be made by the due date designated in the university’s Schedule of Classes. Prior to the first class day of the term, the university will drop unpaid students from classes, and current tuition and fee amounts will be removed from the students’ accounts. Bills will not be mailed. Students will be notified by e-mail of billed amounts through SFA’s E-Bill system.

Students who register, add or change classes during the Late Registration period (beginning with the first class day of the term): Full payment of current amounts due must be made by the university’s 20<sup>th</sup> class day in the long term and 15<sup>th</sup> class day in a summer term. Students enrolling for classes during the Late Registration period incur a financial obligation immediately and must officially withdraw from the university if they decide not to attend, even if they have not yet paid. Classes unpaid by the 20<sup>th</sup> class day in the long term and the 15<sup>th</sup> class day in a summer term will be dropped. Students will be subject to the university’s refund policy for classes dropped for insufficient payment (see Refund of Tuition and Fees later in this section.)

## **Late Registration and Late Course Addition Fees**

Each semester or term, student enrollment counts are taken on the “official census day” established by the state. These census dates are on the 12<sup>th</sup> class day for fall and spring semester and the 4<sup>th</sup> class day for summer terms. Students who register or add classes on or after the 1<sup>st</sup> day of the semester will incur additional fees. Please go to [www.sfasu.edu/go/costs](http://www.sfasu.edu/go/costs).

NOTE: The normal last day to register is published each semester or term in the Schedule of Classes. The last day to register is always prior to the census date. Enrollment or adding courses after the last day to register will be permitted only in extraordinary circumstances and at the university’s sole discretion.

## **Reinstatement Fee**

In extraordinary circumstances, the university, at its sole discretion, may allow a student to be reinstated in classes after the 20<sup>th</sup> class day. In this case a per credit hour reinstatement fee will apply. During summer sessions, the reinstatement fee will be incurred after the 15<sup>th</sup> class day.

Students are advised to contact the SFA business office at 936-560-6960 to determine the total amount due for reinstatement.

## **Installment Payment Plan for Tuition, Fees, Room and Board**

In accordance with Tex. Ed. Code 54.007, tuition and fees for fall, spring, and summer semesters may be paid using one of two alternatives. In addition, the university offers these same payment alternatives for room and board payments:

1. Full payment of tuition, fees, room and board in advance of the beginning of the semester; or
2. Fall or Spring Semester (full semesters): One-half (1/2) of tuition, course-related fees and room and board, if applicable, plus the installment fee must be paid at the time of registration, one-fourth (1/4) on or before the 60<sup>th</sup> day of the semester, and one-fourth (1/4) on or before the 90<sup>th</sup> day of the semester.

Summer Semester (of more than 30 days): One half (1/2) of tuition course-related fees and room and board, if applicable, plus the installment fee must be paid at the time of registration, and one-half (1/2) on or before the 30<sup>th</sup> day of the summer semester.

All types of financial aid (i.e., federal, state and private) administered by the university to a student must be applied toward payment of the first installment and each subsequent installment in the order due.

Students choosing to pay tuition and fees in installments will be charged a \$15 non-refundable administrative fee. Those electing to pay tuition, fees, room and board in installments will be charged a \$25 non-refundable administrative fee. Students on the installment plan may pay their entire balance anytime prior to the payment due date. However, there is no refund of the administrative fee once an installment payment has been made.

The installment plan for fees applies to mandatory fees only. Optional and one-time fees (e.g., parking, yearbook, administrative fee, property deposit, late payment, student identification card, post office box) are ineligible for the installment plan and must be paid in advance of the beginning of the semester.

The costs for courses added after the initial registration are payable under the same payment alternative as was originally selected. Likewise, any refunds for dropped courses are made in accordance with the originally selected payment alternative.

If enrollment is terminated for any reason, the unpaid balance of tuition, fees, room and board is due and payable immediately. Refunds for withdrawals are made in accordance with the regular refund schedule (see Refund of Tuition and Fees later in this section). Installment payments due will be deducted from the refund. The student is responsible for the immediate payment of any remaining balance due after the refund is applied. Students who fail to pay the balance in full will be considered delinquent.

The university will e-mail students notifying them prior to the second and third installment due dates via SFA's E-Bill system. However, it is the student's responsibility to make all payments by the appropriate dates without regard to the university's billing procedures. Students who fail to make full payment by the due date will be placed on delinquency status and will incur late charges of \$25 for each missed payment date.

Any student electing the installment payment alternative must sign an installment contract or complete the installment contract by logging into mySFA at [www.sfasu.edu](http://www.sfasu.edu).

## **Students' Resident Status**

The university is guided by state law in determining the resident status of students. Sections 54.001-54.209 of the Texas Education Code provide, in part, as follows:

In essence, the student who has not resided in Texas for 12 months immediately preceding the student's registration into the university will be classified as non-resident.

A non-resident teaching assistant employed at least half-time in a position which relates to his or her degree program shall be entitled to pay the tuition and fees of a resident student.

A non-resident student holding a competitive scholarship of at least \$1,000 for the academic year awarded by a scholarship committee of SFA is entitled to pay the tuition and fees of a resident student.

Rules and regulations governing the residency 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.

Individual determinations can be affected by: death or divorce of parents, custody of minor by court order, active military duty of student or student's parents.

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, it is his/her obligation to raise the question with the Office of Admissions prior to registration.

\*Exemptions and waivers for residency status may be subject to the acts of the Texas State Legislation.

## **Tuition and Fees for Doctoral Students**

Through the first 99 hours of doctoral studies, a student will be subject to the same tuition and fees as all other graduate students, depending upon the doctoral student's residency status.

However, following the semester in which a student completes a total of 100 or more doctoral hours, that student will be subject to paying tuition and fees in an amount to be commensurate with the current out-of-state tuition and fees, or the equivalent of full-cost-of-education as determined by Stephen F. Austin State University. For more information, see the policy on Allowable Credit Hours and Completion Time for Doctoral Students in the SFASU Policy and Procedures Manual, available on the SFA Internet Web site.

## **Exemptions and Waivers from Tuition and Fees**

### **Hazelwood Act (Sec. 54.203 Tex. Ed. Code)**

Certain veterans who served on active military duty and received an honorable discharge, who were residents of Texas at the time of entry into the service, citizens of the U.S. and who resided in Texas for at least the 12-month period before the date of registration are eligible for exemption from the payment of tuition and some fees at public schools. These exemptions also apply to children of members of the U.S. armed forces killed in action or who died while in the service. Additionally, they apply to children of members of the Texas National Guard and Texas Air National Guard killed while on active duty. The exemptions shall not exceed a cumulative total of 150 credit hours.

To obtain this exemption, the veteran should furnish the following documents to the Business Office:

1. a copy of the veteran's discharge papers;
2. a letter from the Veterans Administration in Muskogee, Oklahoma (1-888-442-4551) verifying that veterans benefits have been exhausted;
3. Complete an application that is available in the Business Office.

All documents should be submitted to the Business Office well in advance of registration. Until entitlement for this exemption has been established, the student will pay the regular tuition and fees from his own funds.

## **Hearing Impaired and Visually Impaired Students**

### **(Sec. 54.205 Tex. Ed. Code)**

Certain hearing impaired and visually impaired students who are Texas residents are eligible for exemption from payment of tuition and fees. Application for this exemption should be made to the Department of Assistive and Rehabilitation Services.

## **Residents of Bordering States (Sec 54.060 Tex Ed. Code)**

In lieu of non-resident tuition, students from Arkansas, Louisiana, New Mexico, and Oklahoma will be charged the resident rate plus \$30 per semester hours. Application for the reduced non-resident rate shall be made in the Office of Admissions.

## **Good Neighbor (Students from Other Nations of the American**

### **Hemisphere) (Sec. 54.207 Tex. Ed. Code)**

Certain native-born students from other nations of the American hemisphere may be eligible for exemption of tuition. Individuals requesting this exemption should contact the Office of Student Financial Assistance.

## **Children of Prisoners of War or Persons Missing in Action**

### **(Sec. 54.209 Tex. Ed. Code)**

Dependent children of any person who is a domiciliary of Texas on active duty as a member of the U.S. armed forces, and who at the time of registration is classified by the Department of Defense as a prisoner of war or as missing in action, are eligible for exemption of tuition and fees. Application for this exemption should be made in the Business Office well in advance of the student's registration.

## **Senior Citizens (Sec. 54.210 Tex. Ed. Code)**

Persons 65 years of age or older may enroll in up to six hours of courses each semester or



summer term without payment of tuition. Fees will be assessed. Persons 65 or older will be allowed to audit any courses offered by the university, without payment of tuition or fees, if space is available and with permission of the instructor.

### **Refund of Tuition and Fees (Sec. 54.006 Tex. Ed. Code)**

Withdrawal Refunds. A student officially withdrawing from the university is eligible for refund of tuition and certain fees according to the following schedule:

#### **Regular Semester**

1.	Prior to first class day	*100%
2.	During the first 5 class days	80%
3.	During the second 5 class days	70%
4.	During the third 5 class days	50%
5.	During the fourth 5 class days	25%
6.	After the fourth 5 class days	None

#### **Summer Term**

1.	Prior to first class day	*100%
2.	During the first, second, or third class day	80%
3.	During the fourth, fifth or sixth class day	50%
4.	Seventh day of class and thereafter	None

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

Full refund of tuition and fees will be made if withdrawal is due to death or transfer under military orders.

Dropped Course Refunds. A student dropping a course within the first 12 class days of a regular semester or the first four class days of a summer term is eligible for a full refund of applicable tuition and fees for the course dropped, provided the student remains enrolled at the university for that semester or term.

### **Graduation Fee**

Each time a student applies for a degree from the university he or she must pay (at the Business Office) a graduation fee. If the degree candidate plans to participate in commencement exercises he or she may rent a cap and gown at Barnes & Noble Bookstore in the University Center. For additional information, contact the Office of the Registrar.

### **Thesis and Dissertation Fees**

Graduate students at SFA completing a thesis or dissertation as part of their degree requirements must pay the cost of binding, shipping and microfilming. Fees for these services may be found at [www.sfasu.edu/graduate](http://www.sfasu.edu/graduate) or you may call the Graduate Office at 936-468-2807.

### **Deposits**

Housing. A student who lives in university housing must deposit \$100 with the Housing Office prior to enrollment. General Deposit (Sec. 54.502 and 54.5021 Tex. Ed. Code). Each student enrolled in the university must make a general deposit of \$100. This deposit is subject to charges for property loss, damage, breakage in libraries and laboratories, unpaid charges including, but not limited to, tuition/fees and room/board. The deposit, less charges, will be returned to the student within 180 days from withdrawal or graduation.

### **Returned Check Service Charge**

A charge of \$30 plus applicable sales tax will be assessed for each unpaid check returned to Stephen F. Austin State University.



## **Cost of Room and Board**

Students who wish to reside in university residence halls and university apartments should obtain information at [www.sfasu.edu/housing](http://www.sfasu.edu/housing).

## **Installment Payment of Room and Board**

Room and board may be paid in installments during the fall, spring and summer semesters. (See Installment Payment Plan for Tuition, Fees, Room and Board earlier in this section.)

## **Books and Supplies**

Students must provide their own textbooks and supplies. Barnes & Noble University Center Bookstore, in the University Center, is the major source for these materials.

## **Bookstore Refund Policy**

The university bookstore is contracted to Barnes & Noble College Booksellers Inc.

The Barnes & Noble refund policy is as follows:

Refunds will be issued in the original form of payment for textbooks purchased at the bookstore if returned in the original condition with a valid receipt and within the first full week after classes begin.

Refunds will be issued in the original form of payment at any time during the semester for general merchandise purchased in the bookstore if returned in the original condition and with a valid receipt.

Refunds or exchanges will not be issued for custom course materials, outlines, study guides, school guides, magazines and prepaid cards. Opened software may be exchanged for the identical item only.

Student identification cards are required when selling books or purchasing by check or credit card in the bookstore.

## **Miscellaneous Expenses**

Expenses for laundry, grooming, entertainment and personal incidentals are in addition to the expenses listed in this section.

## **Delinquent Accounts**

A student with a past due unpaid balance is considered delinquent. The delinquent student may not register for subsequent semesters, receive credit for work done that semester, receive grades and transcripts or add courses.

Delinquent accounts may be turned over to a collection agency. The student will be responsible for any charges associated with the collection of delinquent amounts.

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# **Financial Aid**

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Stephen F. Austin State University Office of Student Financial Assistance is committed to helping graduate students meet their financial needs.

SFA provides graduate students traditional financial assistance in the form of state grants, work-study programs and student loans. To be considered for these funds, an applicant must complete a Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). For priority consideration, applications should be received by the Office of Student Financial Assistance by April 1; however, applications received after this date will be accepted and processed. Once this information is received, graduates will be evaluated for all available funds. Electronic notification of awards will be made within two weeks after receipt of all required documentation. Typically, graduate students qualify for grant funding through the state TPEG and institutional Lumberjack Grant programs, and benefit from elevated federal loan eligibility. For more information or to speak with a counselor, contact the Office of Student Financial Assistance at (936) 468-2403 or e-mail at [www.sfasu.edu/faid](mailto:www.sfasu.edu/faid).

Dropping courses may result in a reduction of financial aid funds for the current term. In order to receive financial assistance for future terms, you must make Satisfactory Academic Progress and dropping courses will affect your Satisfactory Academic Progress standing. For information concerning this policy, visit the office's Web site at [www.sfasu.edu/faid.com](http://www.sfasu.edu/faid.com)

### **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, these funds can no longer be considered as being used for educational purposes. Therefore, the funds must be repaid to the aid programs from which they were received by way of a 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 per diem basis with a formula established by federal regulations. Returns are required on any student who withdraws before 60 percent of the semester is completed. The student will be responsible for reimbursing SFA for any funds returned by the university on behalf of the student.

In addition, federal regulations require that this return calculation be done for students who stop attending their classes and receive a grade of all QF's for the semester. Per regulations, these students will receive a calculation using a 50 percent completion rate on a percentage based on the last documented date of attendance. It is the responsibility of the student to provide the Office of Student Financial Assistance with documentation of continued attendance if he or she receives all QF's for the semester. Documentation must be provided within 21 days of the end of the semester, unless an extension is announced.

### **Return Policy for Non-Federal Financial Aid Recipients**

SFA 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.

#### **Regular Semester:**

- Prior to the first class day, 100 percent of the award must be returned.
- During the first five class days, 80 percent of the award must be returned.
- During the second five class days, 70 percent of the award must be returned.
- During the third five class days, 50 percent of the award must be returned.
- During the fourth five class days, 25 percent of the award must be returned.
- After the fourth five class days, none of the award must be returned.

#### **Summer Term:**

- Prior to the first class day, 100 percent of the award must be returned.
- During the first five class days, 80 percent of the award must be returned.
- During the second five class days, 60 percent of the award must be returned.
- During the third five class days, 40 percent of the award must be returned.
- After the third five class days, none of the award must be returned.

The student will be responsible for reimbursing the university for any funds returned by the university on behalf of the student.

### **Assistantships**

A number of departments offer graduate assistantships to carefully selected students. The stipends vary according to the major and extent of the assignment. To be eligible for an assistantship, a student must have clear or provisional admission to the Graduate School and be in good academic standing.

A graduate assistant may be assigned to research or administrative projects or to teaching.

Graduate assistants assigned at the 50 percent rate are required to serve 20 clock hours per week in the department to which they are assigned. Those assigned to other percentages are required to work a proportionate number of clock hours per week. To aid the completion of degree requirements at the earliest practical date, department chairs are not encouraged to offer graduate assistants additional responsibilities beyond the 20-hour norm.

A graduate assistant must be enrolled for at least six hours of graduate course work in the fall or spring semesters and three semester hours in each summer session in which the student has an assistantship. Should a graduate assistant fall below the six or three semester hour minimum for a semester or summer session, he or she will not be eligible for an assistantship the following semester.

Except for the Ph. D., Ed.D. and M.F.A. programs, graduate assistantships are usually limited to four semesters.

A student interested in a graduate assistantship should contact the appropriate academic department well in advance of the semester in which he or she is interested in the assistantship. Also, the student should apply for graduate admission by the first of March or the middle of October.

If the student accepts, he or she will then contact Human Resources to set up an appointment for a new employee orientation and complete the appropriate paperwork.

A graduate assistant orientation program is offered to all new graduate assistants at the beginning of the fall semester each year. Details as to time and place for the orientation session will be provided through the academic departments. They also are available through the Graduate Office upon request.

Information regarding responsibilities of graduate assistants, assignment of duties, training, evaluation and reappointment can be found at the Graduate School Web site ([www.sfasu.edu/graduate/](http://www.sfasu.edu/graduate/)) under Graduate Assistant Administration. Graduate assistantships are considered security sensitive positions by the university and criminal histories will be checked.

## **Student Employment**

In addition to graduate assistantships, which are processed through Human Resources, numerous other jobs are available to graduate students both on and off campus. Jobs are kept current and posted on the Job Board located in the Student Employment Center, on the third floor of the Rusk Building and on the Jobs4Jacks system accessible through the website, [www.sfasu.edu/ccs](http://www.sfasu.edu/ccs).

Students must have a complete financial aid file indicating that they qualify in order to be employed in the Federal Work Study Program. Students must be progressing satisfactorily in their academic work in order to qualify to work in the Federal Work Study Program.

All student employees and prospective employees must fill out a student data sheet, I-9 form and verification and a W-4A form in the Student Employment Center. International Students must also provide an I-20 and I-94 as part of their student employment paperwork process.

## **Policy on Scholarship Awards**

Stephen F. Austin State University provides a comprehensive scholarship program to help students meet educational costs. Scholarships are based on need, merit, or athletic and special skills.

Several factors are considered when selecting scholarship recipients. Selection criteria may include (but are not limited to) the applicant's academic record, degree goals, financial status and performance on a standardized test. If applicable, other factors may be taken into consideration; these factors may include socioeconomic background, first generation of college attendance, rank in class, the applicant's region of residence, involvement in community activities, extracurricular activities, and career plans after graduation from college. The university scholarship committee or donors of scholarship funds may specify other appropriate selection criteria.

Stephen F. Austin State University complies with all state and federal laws concerning awarding scholarships and other financial assistance.

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## Special Student Services

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### Alumni Association

Organized in 1928, the Stephen F. Austin State University Alumni Association is a non-profit organization dedicated to serving the alumni, friends and current students of Stephen F. Austin State University through programs, scholarships and activities that create an attitude of continued loyalty and support.

From its on-campus office, the organization sponsors a number of scholarships and awards. It also maintains addresses of ex-students, informs alumni on its activities and information as well as university events by publishing *Sawdust*, the association's official quarterly magazine and other alumni publications, operates the Alumni Chapter program, sponsors the annual Homecoming and conducts the Mentor Ring program.

The combined contributions to the Alumni Association and Alumni Foundation endowments now total nearly \$20 million and have provided more than \$1 million in scholarships and awards in recent years. In 1966, the association inaugurated the Distinguished Alumnus Award, presented each year at the membership meeting at Homecoming. Each year, the association honors the recipients of its Distinguished Professor Award and Outstanding Young Alumnus Award, and also hosts a reception for scholarship donors, scholarship recipients, and the 50-year anniversary class.

All former students and SFA friends are encouraged to be active in the Alumni Association through one of the following membership plans: Annual, \$50; Joint Annual \$75; Student Annual, \$25; Life, \$750; Student Life, \$400; Joint Life, \$1000; Senior Life, \$500 or Joint Senior Life, \$750. Correspondence regarding membership or activities of the organization may be addressed to SFA Alumni Association, P.O. Box 6096-SFA Station, Nacogdoches, Texas 75962; telephone (936) 468-3407 or through its Web site ([www.sfaalumni.com](http://www.sfaalumni.com)).

Student scholarship applications are available beginning Sept. 1 of each year online. Deadline for applying is Feb. 1 of each year.

### Campus Computing and Telecommunications

Information Technology Services (ITS) is responsible for maintaining the availability, functionality and security of the university's administrative computer systems, wired and wireless campus network infrastructures, wide-area network communications, private intranet portal, e-mail services, and telephone system. ITS also provides separate computer repair services and help desks for students and for faculty/staff.

ITS is not the only department that supports computing and technology at SFA. Additional campus-wide services are provided by two other departments, while laboratories and technology centers in the various schools and colleges offer more specialized support. Collectively, these facilities and services provide students, faculty and staff with a technology-rich educational environment.

The Office of Instructional Technology (OIT) supports faculty and students in the use of instructional technologies to enhance the teaching and learning process. OIT facilitates the integration of technology into instruction in classroom and distance education environments through professional development workshops, consultation and support services for faculty and students. OIT also provides support for all facets of electronically delivered instruction such as interactive videoconferencing (ITV) and Web-based systems such as WebCT.

The Ralph W. Steen Library provides general student academic computing support, manages a major student computing laboratory and provides electronic access to informational resources both within and external to the library collections. The library also manages SFA's public Web site.

SFA provides all students with robust, personalized software tools and a high-performance network. All students receive both an SFA e-mail account and a private account on mySFA, the university's intranet portal, at the time they are admitted apply. Students use mySFA to accept financial aid, register for classes, complete class assignments through WebCT, check grades,

vote in campus elections, respond to surveys, gain access to campus e-mail accounts, learn about upcoming activities, participate in campus groups, enter chat sessions, create personal calendars, and read world, national and local news. All residence halls rooms have high-speed connections to the Internet.

SFA also participates in the Internet2 research network, a consortium led by 200-plus universities working in partnership with industry and government to develop and deploy advanced network applications and technologies. In addition, SFA is a founding member of LEARN. The Texas Legislature has charged this higher education consortium with building and operating a statewide fiber backbone that will complete the nationwide next-generation National Lambda Rail (NLR) research network. By holding a seat on the LEARN Board of Directors, the university has taken a leadership role in making the latest networking technology available to the state and researchers at SFA.

The university provides free anti-virus software to all students. Through the Barnes & Noble Bookstore at the University Center, popular Microsoft products such as the Office Suite are available at low cost. The Technical Support Center (TSC), ITS' student technical support facility Technical Support Center, is the first line of support for all technology-related questions. Services such as removing viruses from students' workstations are available at no cost. The facility is temporarily located at 119 Feazell St. until a permanent location is built in 2006 514 E. Austin. Telephone and walk-up service is provided from 10 a.m. to 1 a.m. Monday through Friday.

## Health Services

University Health Services provides health care services to the university's students. Currently enrolled students are eligible for most clinic services without additional costs, including consultation, diagnosis and treatment rendered by the clinic staff. In addition, some optional services are provided at low cost. There are no facilities on campus for X-ray, overnight stay, dental, optometry or pharmacy services. These services may be obtained locally. Clinical laboratory tests performed by outside laboratories may entail a charge to the student, but at a minimal fee.

The clinic is staffed by primary care specialists in pediatrics or family medicine, nurses, certified laboratory personnel, administrative and clerical personnel.

The clinic hours are 8 a.m. to 5 p.m., Monday through Friday. Patients are seen utilizing an appointment system. Appointments can be made by calling (936) 468-4008. Students' urgent medical problems are seen when students present themselves to the clinic. Walk-in patients will be screened by the nurses utilizing approved protocols. Patients who are screened will be worked into the physicians' schedules, given an appointment time or treated for minor problems utilizing the approved protocols.

Medicines, X-rays and further consultations with medical personnel ordered or requested by clinic physicians must be procured in the community at the student's expense. Students are responsible for any services obtained outside the clinic, including hospital, ambulance or physician fees.

After-hours emergencies are handled through local hospital emergency rooms. Since both the hospital and the doctor charge for these services, every student should be covered by a medical/hospitalization insurance policy. Those students who do not have hospitalization insurance are strongly urged to obtain the university-endorsed student health policy or its equivalent to cover after-hours emergencies, hospitalizations or injuries requiring referral to a specialist.

For additional information, consult the clinic brochure or call (936) 468-4008.

## Immunizations

All students must show adequate levels of:

1. Immunity, acquired naturally or by immunization against the following diseases:  
Tetanus/Diphtheria—The last of the three initial injections or a booster must have been within the past 10 years; Poliomyelitis—(Types I, II and III); Measles—Prior to registration, all new students born on or after January 1, 1957, must show proof of

two doses of measles vaccine administered on or after their first birthday and at least 30 days apart or serologic confirmation of immunity to measles; Rubella—Prior to admission, all new students must show proof of rubella vaccine administered on or after their first birthday or serologic confirmation of rubella immunity; Mumps—Prior to admission, all new students born on or after January 1, 1957, must show proof of mumps vaccine on or after their first birthday or serologic confirmation of mumps immunity.

2. Freedom from infectious tuberculosis as evidenced by a negative tuberculin skin test (PPD) within three months prior to matriculation or a physician's statement documenting a negative chest X-ray.
3. Meningitis Vaccination—For students living, socializing or working in close proximity to other students, the state of Texas recommends vaccination against the meningococcal organism. Stephen F. Austin State University makes this vaccination available to all students each October. Evidence of these, such as a statement from a physician or copies of high school or college immunization records, must be provided to the Graduate School for forwarding to the University Health Center.

## **Residence Life Department**

The Residence Life Department exists as an integral part of the educational experience and academic support services of Stephen F. Austin State University. The mission of the Residence Life Department is to provide a residential environment that is conducive to academic success and personal growth, through creating a learner-centered environment outside of the classroom. Students who have fewer than 60 hours of completed course work or who are younger than 21 reside on campus and have the opportunity to discover the full university experience. Additional housing information, off-campus requirements policies and procedures can be found at [www.sfasu.edu/housing](http://www.sfasu.edu/housing).

## **Military Science**

The Military Science Program is a coeducational program designed to prepare students for positions of leadership in military service or civilian life. Seventy percent of all Army officers come from Army ROTC programs at universities throughout the country. The U.S. Army is earnestly seeking to attract mature young men and women with graduate degrees. Consequently, a special two-year military science program is available to graduate students.

By successfully completing this Military Science Program, a student is eligible to become an Army officer. Depending upon the individual's desires and the needs of the service, the graduate may serve on active duty for three years or serve in the National Guard or Army Reserve. Regardless of academic major, a student, through Military Science, should find direct application for the academic training received at the university or valuable training and experience in a related career field.

## **Requirements for Admission**

Graduate students whose anticipated tenure at SFA is two years may participate in the pre-commissioning two-year program. They should bear in mind, though, that the courses required in the Military Science Program are not creditable for graduate degrees. The student's graduate program should be planned accordingly.

An interview with the department chair and a physical examination are required. A veteran of any military service, students who participated in any service ROTC, and those who participated in JROTC in high school are eligible to receive credit for the basic course of Army ROTC (first two years). If this does not apply, the student may attend the Leaders Training Course at Fort Knox, KY, for five weeks during the summer. The Department of the Army pays travel to and from Fort Knox, and the student receives pay and allowances during



the period of attendance.

The student receives a tax-free stipend of \$450-500 per month while participating in the Military Science Program. The student will attend the Leadership Development and Assessment Course during the summer between the two years of military science instruction.

All uniforms and equipment are issued by the Department of Military Science at no charge to the student. A number of government-funded postgraduate study programs are available to qualified students who complete the commissioning requirements.

Additional information concerning this program may be obtained in person at the Military Science Building, or by contacting the Department of Military Science at P.O. Box 13059, SFA Station, Nacogdoches, Texas 75962 or (936) 468-4505.

## **Career Services**

SFA Career Services offers students and alumni a variety of services designed to assist in the development and implementation of career and life goals. These services include career-related counseling and information; resume and cover letter writing assistance; mock interviews designed to identify effective networking and interviewing strategies and resources such as in-house comprehensive career and employer libraries and free career-related publications.

Career Services serves as a liaison between SFA students/alumni and prospective employers offering internship, part-time and full-time employment opportunities. The center connects students and employers through on-campus recruiting, job fairs and career days. Graduate students wishing to participate in on-campus interviews, the resume referral service, or to access the hundreds of job listings should register with Career Services through Jobs4Jacks. The staff at SFA Career Services is committed to providing centralized career development programs and services to students and alumni in an atmosphere that conveys helpfulness and caring. Students are invited and encouraged to take advantage of these programs and services while at SFA and following graduation. Additional information may be obtained in person at the Rusk Building, third floor, on our Web site at [www.sfasu.edu/ccs](http://www.sfasu.edu/ccs), or by contacting SFA Career Services at P.O. Box 13032, SFA Station, and Nacogdoches, Texas 75962 or at (936) 468-3305.

## **Disability Services**

Stephen F. Austin State 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 the individual need.

Following acceptance for clear admission to SFA, the process of obtaining services and accommodations begins with the submission of documentation by the student and completion of the application for services. Special housing accommodations needed because of a disability should be requested on the request form available through the Residence Life Department or Disability Services. Documentation should provide sufficient evidence of a disability that substantially limits one or more major life activities as defined by Section 504 of the Rehabilitation Act of 1973 as amended, and the Americans with Disabilities Act of 1990. Guidelines for documentation are provided by Disability Services and should be reviewed by the student prior to obtaining documentation from a qualified professional. Guidelines for learning disabilities are intended to meet or exceed those adopted by the Association of Higher Education and Disabilities (AHEAD).

Documentation should be submitted well in advance of the initial semester in which accommodations will be requested. Sufficient time is necessary to provide for committee review of documentation and appropriate coordination of services. Recommended accommodations may differ from those provided in the public school setting. The committee review is aimed toward identifying areas of substantial limitation based upon the student's diagnosis; and, recommending the most appropriate accommodations which can be reasonably expected to assist the student in the post-secondary environment.

Refer to the following paragraphs for information on Section 504 and ADA regarding provision of services for persons with disabilities. Requests for additional information should be directed



to: Disability Services, P.O. Box 6130, SFA Station, Nacogdoches, Texas 75962-6130; voice: (936) 468-3004, TDD: (936) 468-1004; fax: (936) 468-1368.

## **Americans with Disabilities Act of 1990 and Section 504**

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. This notice is provided under provisions of Section 504 of the Rehabilitation Act of 1973, as amended, and Title II of the Americans with Disabilities Act of 1990. Questions, concerns or requests for additional information regarding the ADA or the complaint/grievance procedure, may be forwarded to:

ADA coordinator, Disability Services, P.O. Box 6130, SFA Station, Nacogdoches, Texas 75962. A copy of the grievance procedure may be obtained from Disability Services in Room 325 of the Human Services Building.

The provision of all reasonable accommodations and services is based upon assessment of the impact of the student's disabilities on his or her academic performance at a given time in the student's life. Therefore, it is in the student's best interest to provide recent and appropriate documentation relevant to the student's learning environment. A school plan such as an individualized education program (IEP) or a 504 plan is insufficient documentation, but it can be included as part of a more comprehensive assessment battery. A comprehensive assessment battery and resulting diagnostic report should include a diagnostic interview, assessment of aptitude, academic achievement, information processing and a diagnosis. Complete documentation guidelines should be obtained from Disability Services.

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.

This bulletin is available on disk from the ADA coordinator and, in addition, it may be accessed through the Internet on the SFA Web site.

## **Office of International Programs**

The Office of International Programs (OIP) serves as a clearinghouse and facilitator for international activities and exchanges at SFA. The OIP serves students, faculty and administrators in disseminating information about study abroad, in encouraging and facilitating organization of faculty-led study abroad programs, and in administering the SFA Study Abroad Scholarship Fund. Simultaneously, the OIP assists other campus offices in the recruitment of international students as matriculated students and as ESL students in the American English Language Institute.

The OIP also assists faculty with teaching and research exchanges. The unit oversees the negotiation of cooperative agreements between SFA and foreign universities for the exchanges of students and faculty and for the development of joint research projects.

The OIP contributes to the campus further by raising awareness of international issues and studies so that our students are better prepared for lives in an increasingly globalized society.

## **Study Abroad – Independent**

The OIP coordinates and facilitates opportunities for our students to experience independent study abroad. Students need to register with the study abroad office; select from many opportunities and experiences which best meet their academic goals; meet with the Admissions Office to determine transferability of such courses to SFA; participate in a pre-departure orientation; and, upon return, provide an opportunity for debriefing on experiences, accomplishments and perception of the study abroad activity.

Students may opt for a single semester or more depending on the number of credits desired and the availability of appropriate courses through affiliations between SFA and universities abroad or via programs offered by other academic institutions.

## **Study Abroad – Faculty-led Courses**

The OIP coordinates and facilitates opportunities for faculty to lead a group of SFA students using one or more of their courses (as included in approved inventory of courses).

The OIP will assist in developing logistical arrangements, programmatic support and travel arrangements. The office also will assist in budget development of the activity and collect and disburse funds for programmatic costs.

Applications for faculty-led programs are available in the OIP office. A completed application must be sent to the Texas Higher Education Coordinating Board for final approval. Once that approval is obtained, planning and fee collection may begin in earnest.

Faculty salaries are paid by departmental teaching allocation. Generally three or six hours credit is provided during Summer I or Summer II semesters. Travel cost of the instructor is prorated over the pool of registrants.

Students will pay SFA tuition and fees and their share of the programmatic and travel expenses.

## **American English Language Institute (AELI)**

The AELI is an intensive English language program for international students. The Institute provides international students with the necessary English skills to succeed in undergraduate and graduate university programs in the United States. (See information about the AELI described under International Student Admission elsewhere in this bulletin.)

## **Fees, Expenses and Financial Aid for International Students**

**Insurance Requirement:** The Bureau of Citizenship and Immigration Services (BCIS – formerly called INS) requires all international students to carry health and accident insurance. The university has such a policy which meets all required coverage; applications are available at the Admissions Office or the Office of International Programs.

**Out-of-State Tuition and Fees:** If an out-of-state student (including international students) receives a competitive scholarship valued at \$1,000 for a 12-month period, he/she becomes eligible for tuition and fees of an in-state student. Students who receive a graduate assistantship also are eligible to pay resident tuition.

## **OIP/SFA International Scholarship:**

The OIP/SFA International Scholarship is to be awarded to any student who will contribute to increased diversity at Stephen F. Austin State University and meets academic criteria. The amount of the scholarship is from \$500 to \$1,000 per year. Graduate students who are awarded \$1,000 OIP/SFA scholarships and are subsequently awarded graduate assistantships will forfeit their scholarship.

Criteria for consideration of scholarship award (satisfy at least two of the following):

1. To a student whose mother tongue language is other than English.
2. To a student who has lived in a country other than the United States for a period of five years or more.
3. To a student who has foreign or dual citizenship: recognized by a foreign country and not by United States.
4. To a student who can demonstrate how he/she could make a contribution to international diversity on the SFA campus. (Prepare a 100-word essay explaining the contribution.)

## **Additional requirements:**

For continuing graduate students with this scholarship (pending availability of funds): must be a student in good standing with a GPA of 3.3 or higher on 4.0 scale. All awardees must show financial need in order to be awarded the scholarship.

Applications are available in the Office of International Programs. Students may use the uniform scholarship application form for SFA and include the options above and submit to the Office of Student Financial Assistance, the SFA Alumni Center or the OIP. Evaluation and award of this scholarship will be determined by the OIP Scholarship Committee. Deadline for application is July 1 for the fall semester and November 1 for the spring semester awards.

Pilot 19: As a result of NAFTA, two students from Mexico per 1,000 students enrolled at SFA are eligible to pay in-state tuition and fees. Students accepted into this financial aid program must sign a financial need statement. (For example, of 12,000 students at SFA, 24 students from Mexico would be entitled to receive this tuition waiver.)

Good Neighbor Scholarship: The Texas Legislature enacted a law which awards 10 scholarships to students from every country south of the United States (except Cuba) and Canada. In addition, 30 scholarships are awarded to students from Peru and Mexico. Students must have been accepted into a Texas university by March 1. Then the university submits names to the Texas Higher Education Coordinating Board, which awards the scholarships. Recipients are provided free tuition for fall, spring and summer following the award made in May. Other scholarships or financial aid may be available. Contact the OIP for more information.

## Student Services

Housing: Year-round residence hall – open 12 months a year – allows uninterrupted living for any student who might be unable to return home during holiday, vacation periods, semester breaks and summer months. All occupants are required to sign a 12-month or a 9 month contract. The housing contract may be viewed on the Housing Office Web site at [www.sfasu.edu/housing](http://www.sfasu.edu/housing).

International student support services are provided by the OIP:

- SFA orientation
- Cultural adjustment
- Visa issues
- Banking assistance
- Resources for assistance

Academic support is offered through the Academic Assistance and Resource Center (AARC). All offices and departments at SFA are committed to student success and therefore will assist international students with their needs.

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## University Policies

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### Acceptable Use of Information Resources

Stephen F. Austin State University encourages the responsible use of its information resources. The use of information resources is for the university's academic activities, research and public service. Access to the university's information resources is, however, a privilege. All users of information resources should act responsibly to maintain the integrity of these resources. Furthermore, all users must abide by all existing university codes of conduct as well as by local, state and federal statutes. The university reserves the rights to limit, restrict or extend privileges and access to its resources. The university's information resources include, but are not limited to, computers, servers, networks, computer-attached devices, network-attached devices, voice systems, cable systems and computer applications.

Appropriate use should always be legal and ethical, reflect academic honesty, uphold community standards and show restraint in the consumption of shared resources.

Appropriate use demonstrates respect for intellectual property, ownership of data, system security mechanisms, and every individual's right to privacy and to freedom from intimidation, harassment and unwarranted annoyance.

For additional information, consult the SFA Web site at [www.sfasu.edu/upp](http://www.sfasu.edu/upp) under University Services for Policy F-40, Acceptable Use of Information Resources.

## **Discrimination Complaints/Sexual Harassment Policy**

At Stephen F. Austin State University, no faculty, staff or student may discriminate against another on the basis of unlawful discrimination 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.

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.

For additional information, consult the SFA Web site at [www.sfasu.edu/upp](http://www.sfasu.edu/upp) under Human Resources for Policy E-46, Discrimination Complaints/Sexual Harassment.

## **Student Conduct Code**

A student enrolling in the university assumes an obligation to conduct himself/herself in a manner compatible with the university's function as an educational institution. Misconduct for which students and student organizations are subject to discipline falls into several categories that are described in detail in the online Student Handbook at [www.osa.sfasu.edu/handbook/htm](http://www.osa.sfasu.edu/handbook/htm). Two acts which are strictly prohibited and result in specific disciplinary action are described below.

## **Hazing**

Stephen F. Austin State University is unequivocally opposed to any activities, on or off campus, by individuals or organizations which endanger the mental or physical health or safety of a currently enrolled or prospective student for the purpose of pledging, being initiated into, affiliating with or maintaining membership in any organization.

### **Hazing acts include but are not limited to:**

- a. any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, placing a harmful substance on the body or similar activity;
- b. any type of physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, callisthenics 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;
- c. any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or substance which subjects the student to unreasonable risk of harm or that adversely affects the mental health of the student;
- d. any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame or humiliation or 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 to submit to the acts described in this policy;
- e. any activity that induces, causes or requires the student to perform a duty or task, which involves a violation of the Penal Code.

Any organization and/or any individual involved in any hazing activity will be subject to both university disciplinary sanctions and criminal prosecution. An offense is committed by (a) engaging in hazing; (b) soliciting, encouraging, aiding or directing another engaging in hazing; (c) intentionally, recklessly or knowingly permitting hazing to occur, or (d) 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.

It is not a defense to prosecution of any offense that the person against whom the hazing was directed consented to or acquiesced in the hazing activity. Penalties relative to criminal prosecution range from a fine of \$2,000 and 180 days in jail for failure to report a hazing incident to a fine of \$10,000 and two years in jail for an incident which causes the death of a student. Further, an organization may be penalized with a fine of up to \$10,000 or double the

expenses due to the injury, damage or loss.

Penalties relative to university sanctions range from probation to suspension for any individual committing an offense. Student organizations committing an offense may be placed on university probation and are subject to withdrawal of university recognition. Sanctioned student organization(s): Phi Delta Theta (2007), Sigma Chi (2007), and Omega Psi Phi (2008), and Sigma Tau Gamma (2010).

For additional information, consult the SFA Web site at [www.sfasu.edu/upp](http://www.sfasu.edu/upp) under General Regulations for Policy D-34.1, Student Conduct Code, and for Policy D-16, Hazing.

## **Illegal 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 no More than two years and no less than the remainder of the current semester. At the discretion of the vice president of 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.

For additional information, consult the SFA Web site at [www.sfasu.edu/upp](http://www.sfasu.edu/upp) under General Regulations for Policy D-34.1, Student Conduct Code, and for Policy D-19, Illicit Drugs and Alcohol Abuse.

## **Student Right-to-Know Act**

In compliance with the U.S. Department of Education's Student Right to Know Act, Stephen F. Austin State University will make available to enrolled or prospective students information regarding graduation rates as well as institutional security policies and crime statistics. Graduation rates are available on the Web at <http://www.sfasu.edu/research/Reports/LBB/LBBmain.htm>. Institutional security policies and crime statistics are available from the Office of Admissions and the University Police Department. They also are available on the SFA Web site at:

[www.osa.sfasu.edu/handbook/safety.htm](http://www.osa.sfasu.edu/handbook/safety.htm)  
[www.osa.sfasu.edu/UPD/upd.html](http://www.osa.sfasu.edu/UPD/upd.html).

## **Use and Release of Student Information**

### **Student Records**

The purpose of Policy D-13, Student Records, is to comply with federal law that grants to students the right to access to their education records, protects students from illegal use of their education records and restricts the disclosure of the Social Security account number of students. A description of the types of records, the custodian of those records, as well as student and institutional rights, can be found in the policy.

Specific information may be obtained by consulting with administrative officials listed in Policy D-13. Each student has the right to be provided with a list of the types of education records maintained by the university; to inspect and review the contents of his/her records, excluding the exceptions included in Policy D-13; to obtain copies of his/her records at personal expense; to explanations and interpretations of his/her records; and to a hearing to challenge the contents of his/her records.

For more information, consult the SFA Web site at [www.sfasu.edu/upp](http://www.sfasu.edu/upp) under General Regulations for Policy D-13, Student Records.

## **Directory Information**

The university designates the following items as directory information: name; all addresses, university issued e-mail; all telephone numbers; 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 and class roster. The university may disclose any of these items without prior written consent, unless the student notifies the registrar in writing to the contrary by Sept. 1 of each fiscal year.

For more information, consult the SFA Web site at [www.sfasu.edu/upp](http://www.sfasu.edu/upp) under General Regulations for Policy D-13, Student Records.

### **Academic Integrity**

Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways, including providing instruction on the components of academic honesty and abiding by university policy on penalties for cheating and plagiarism.

Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) falsifying or inventing any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit.

A faculty member who has evidence and/or suspects that academic dishonesty has occurred shall gather all pertinent information, approach the student or students involved, and initiate the procedure outlined in university Policy A-9.1. (Academic Integrity – [www.sfasu.edu/upp](http://www.sfasu.edu/upp)).

After a determination of dishonesty, the faculty member shall notify the office of the dean of the student's major by submitting a Report of Academic Dishonesty form, along with supporting documentation as noted on the form. This report shall be made part of the student's record and shall remain on file with the dean's office for at least four years. The dean shall refer second or subsequent offenses to the University Committee on Academic Integrity established under policy A-9.1. The faculty member also shall inform the student of the appeals process available to all SFA students (Policy A-2 – Academic Appeals by Students).

Students who are found to have cheated/plagiarized and have withdrawn prior to the award of a grade will continue to have the determination of the infraction within their student records. This finding will be considered by the University Committee on Academic Integrity should the student commit future offenses.

A student who wishes to appeal decisions related to academic integrity follows procedures outlined in policy A-2. A student must appeal within 30 days of the beginning of the long semester following the incident. The student's grade may be withheld by the instructor pending resolution through the above procedures.

If the student wishes further appeal, he/she may apply to the provost/vice president for academic affairs for a hearing by the University Committee on Academic Integrity.

A student must accept the decision of the committee; however, the committee may not interfere in the faculty member's selection of a penalty for a confirmed instance of academic dishonesty. If the committee rules that the student did not commit academic dishonesty, the faculty member may not impose a penalty of any kind. The faculty member retains the right to assign student course grades without interference from the committee. When a student is found guilty of two or more infractions, the case will be referred to the University Committee on Academic Integrity. In addition, faculty members may request that the dean refer particularly serious cases (buying or selling papers, stealing an exam, significantly plagiarizing at the graduate level, etc.) directly to the University Committee on Academic Integrity. The committee also may function when a student has exhausted the normal appeals process and wishes to have an additional hearing.