# TABLE OF CONTENTS

## WELCOME
Greetings from Dr. Gaertner and Mr. Whitaker ........................................ 3-4

## INTRODUCTION
- Mission Statement .......................................................... 5
- University Goals .......................................................... 5
- Bearkat ................................................................. 5
- School Seal .............................................................. 5
- School Logo ............................................................. 5
- School Colors ........................................................... 6
- Alma Mater ............................................................... 6
- Fight Song .............................................................. 6
- Motto .................................................................. 6

## ACADEMIC POLICIES/PROCEDURES
Academic Grievances .................................................................. 7

## UNIVERSITY SERVICES
- Office of the Vice President for Student Services ......................... 11
- Bookstore ................................................................. 11
- Career Services ......................................................... 11
- Computer Services ....................................................... 12
- Counseling Center and ADA Services ..................................... 12
- Dining Services .......................................................... 14
- Health Center ............................................................. 14
- Bearkat OneCard ........................................................ 15
- Lowman Student Center .................................................. 16
- Physical Plant ............................................................. 16
- Public Safety Services .................................................... 17
- Recreational Sports and Activities ......................................... 17
- Residence Life ............................................................. 18
- Sam Houston Memorial Museum ........................................... 18
- Sam Houston Press & Copy Center ......................................... 19
- Students’ Legal and Mediation Services ................................... 19
- Veterans Assistance Office ................................................ 19

## CAMPUS LIFE
Athletics ........................................................................ 21
Office of Alumni Relations ..................................................... 21
Dean of Students’ Office ..................................................... 22
Student Government Association ........................................... 23
Department of Student Activities ............................................ 24
Spirit Programs .................................................................. 24
Multicultural and International Student Services .......................... 25
Policy For The Use of the Bearkat Plaza and LSC Mall .................. 26
Dear Students,

It is with great pleasure that I welcome all new and returning students to Sam Houston State University. We are pleased that you chose this university.

The year is filled with many new and exciting things for everyone. Those of you who are returning students are already aware of the many opportunities for learning, recreation, and enjoyment that SHSU has to offer. If you are a new student, I urge you to become familiar with the activities available to you and to take advantage of them. It is important that you become involved in the University Community.

I ask that you thoroughly read this handbook and become familiar with the various rules and regulations and the rights and responsibilities of others on campus. The faculty and staff are willing to assist you whenever possible. Do not hesitate to ask questions.

We are glad to have you as a member of the Bearkat family. I wish for you a very good year.

Sincerely,

James F. Gaertner  
President
vestigate and adjudicate possible violations of the Risk Management Guidelines or Code of Student Conduct by any organization, its members or affiliates. The procedures and sanctions for violations may be found in this publication.

**STUDENT ABSENCE NOTIFICATION POLICY**

The student is responsible for communicating directly with his or her instructor(s) when he or she is going to miss or has missed class. If possible, students should notify instructors and make arrangements for missed assignments before the absence occurs. Official notification by the Dean of Students’ Office to instructors when absence from classes is for a period of fewer than three (3) consecutive class days is generally not made. The Dean of Students’ Office will not provide verification for an absence for non-critical or non-emergency situations.

When a student misses class for legitimate reasons/emergency situations and when the absence from classes is likely to be for an extended period (generally three class days or more), students may contact the Dean of Students’ Office by completing the “Absence Notification Request Form” (available in person or online at www.shsu.edu/deanofstudents) to request notification be sent to their instructors. If the student is physically unable to contact the office, a family member may submit the notification request.

Absence notices will not be granted after ten (10) business days from the last date of absence. The Dean of Students’ Office reserves the right to grant or reject notification requests at any time for any student. **Excusing the student is at the sole discretion of the faculty member.**

**STUDENT GRIEVANCE PROCEDURES**

A grievance may arise out of a decision or action reached or taken in the course of official duty by a member of the faculty, staff, administration, or student of Sam Houston State University. A grievable action is defined below. The purpose of the grievance procedures is to provide a process for an impartial review and to ensure that the rights of students are properly recognized and protected.

Students with academic grievances are directed to the Academic Grievance Procedures located in the Sam Houston State University Undergraduate Catalog.

Retaliation for filing a grievance will not be tolerated.

**Definitions of Grievable Actions**

A grievable action is an action that:

a. Is in violation of written campus policies or procedures, or

b. Constitutes arbitrary, capricious, or unequal application of written campus policies or procedures.

The Dean of Students’ Office provides Student Grievance Services to address concerns of currently enrolled SHSU students. The function of this service is to personally assist students in achieving satisfactory resolutions to university related challenges listed above. Additionally, the Dean of Students Office makes referrals to appropriate campus departments/offices when necessary www.shsu.edu/~slo_www.