



MASTER OF PUBLIC ADMINISTRATION PROGRAM STUDENT HANDBOOK



Academic Year 2025 - 2026

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MESSAGE FROM SHSU ACADEMIC AFFAIRS

Through the administration of the Division of Academic Affairs, the Office of the Provost provides coordination and support for all academic activities at SHSU. This includes oversight of our eight colleges, The Graduate and Professional School, the Newton Gresham Library, the Elliott T. Bowers Honors College, among a variety of academic programs and support units online and at our campuses in Huntsville, Conroe, and The Woodlands.

The policies, regulations, procedures, and fees in the University catalog are subject to change without notice, if necessary, to keep University policies in compliance with State and Federal laws and/or with rules and regulations of the Board of Regents of The Texas State University System. The University reserves the right to change curricula, rules, fees, and other requirements, of whatever kind, affecting students. The provisions of the catalog do not constitute a contract, express or implied, between any applicant, student, or faculty member and Sam Houston State University or its Board of Regents.

Please visit the Graduate and Professional Catalog here:

<https://catalog.shsu.edu/graduate-and-professional/#purposetext>

This handbook is the official program handbook for the Master of Public Administration Program and supersedes previously published handbooks.

If you have a question but do not know to whom an inquiry should be directed, you may call the University Information number, and the inquiry will be routed to the appropriate person or department. University Information: (936) 294-1111 Toll Free: 1-866-BEARKAT (1-866-232-7528)

SHSU MISSION

Sam Houston State University is a student-centered, community engaged institution whose mission is to offer an accessible, quality higher education. The university offers a variety of innovative and flexible degree programs at the undergraduate, graduate, and professional levels focused on career readiness, personal and professional development, and service. SHSU provides integrated academic and student success services designed to support traditional and non-traditional students from diverse backgrounds.

SHSU VISION

Sam Houston State University will provide a transformative environment that enables students from diverse backgrounds to become leaders who serve their families, communities, and professions. We aspire to make SHSU both the best value in higher education and the top regional public university in the state of Texas. We will accomplish this through providing high quality, innovative, and flexible academic programs; a commitment to student success, scholarship and creative works; and engagement that solves the most critical challenges facing the world.

SHSU VALUES

Student Success and Support | Academic Excellence | Service and Community
Engagement Inclusive Excellence | Collaborative Environment | Honor | Creativity
and Innovation

WELCOME

Welcome to Sam Houston State University, home of the Bearkats! Nestled in the region of East Texas known as the Piney Woods, Sam Houston State is surrounded by majestic pines, a national forest, lakes and rivers, and rolling hills.

Its motto, “The measure of a Life is its Service,” resonates among its 22,000 students, eight colleges and well beyond its Huntsville roots. Located just an hour north of Houston, Sam Houston State, with its beautiful campus charm, has a Texas small-town feel with large scale opportunities offering top-ranked degree programs.

PURPOSE OF THIS MANUAL

The purpose of this manual is to introduce MPA students to the University policies, MPA program fundamentals, and student resources.

MPA PROGRAM MISSION AND VISION

The mission of the SHSU MPA program is to prepare public service professionals and leaders for the future through accessible, innovative, and student-centered education and state-of-the-art research.

The vision of the SHSU MPA program is to promote excellence in public service in Texas and across the nation.

MPA PROGRAM GOALS

The goals of the MPA program include:

- Helping public servants advance in their careers

- Prepare public service professionals and leaders for the future
- Use state-of-the-art research to inform practice and promote excellence

MARKETABLE SKILLS

The SHSU Master of Public Administration (MPA) Program equips students with essential skills and knowledge in public sector management. Graduates of the MPA program gain a solid foundation in public administration theory, public budgeting and finance, human resource management, organizational theory and behavior, and public management. Depending on their chosen concentration, students also acquire specialized knowledge in areas such as management or disaster and emergency management.

OVERVIEW

PROGRAM OVERVIEW

The online Master of Public Administration (MPA) program at Sam Houston State University is a 36-credit graduate program. The core MPA curriculum, combined with the Emergency Management Concentration or the Management Concentration, delivers the knowledge public and non-profit professionals need to advance their careers and to make meaningful contributions to their communities. Our courses enable students to develop competencies related to public and nonprofit management, ethics, budgeting, human resources, program evaluation, decision-making, research methods, and disaster politics. Students enrolled in the MPA program receive the attention and flexibility they need to meet their academic, professional, and personal responsibilities. Our alumni serve in leadership positions as city and fire service managers, emergency management coordinators, law enforcement officers, directors of county agencies, and managers of nonprofit organizations throughout Texas and the United States. We invite individuals with professional experience, as well as those interested in starting their public or non-profit careers, to join us.

THE MPA HANDBOOK

The MPA Student Handbook is a guide that students can use to navigate the MPA program. The MPA Student Handbook contains information about registration, credit transfers, financial aid and scholarships, comprehensive examinations, and various services that SHSU graduate students can access. The content contained in the MPA Student Handbook is not exhaustive and is subject to change, without prior notification, due to operational conditions and/or changes in policies and procedures at the program, department, college, graduate school, and university levels. Thus, MPA

students should make sure that they become familiar with all SHSU policies and procedures. Students who have questions about their academic status and program of study should contact the MPA Program Director.

ADMISSION REQUIREMENTS AND PROCEDURES

Applications to the online Master of Public Administration (MPA) Program are accepted year-round and are reviewed on a rolling basis. The MPA Program's admission considerations include the following:

1. **Graduate Admissions Application:** The Graduate Studies Application is an institutional application required by SHSU. Students must provide biographical and educational information relevant to determining State of Texas residency.
2. **Application Fee:** An application fee is required for all applications to graduate programs at SHSU.
3. **Transcripts:** Transcripts that document all prior degrees. Applicants may submit unofficial transcripts for review by the admissions committee. However, under university policy, admission decisions are contingent upon receipt of official transcripts.
4. A current **resume** or **curriculum vitae**.
5. A **writing sample** of scholarly or professional work.
6. A **statement of interest** that summarizes the applicant's professional goals, why they want an MPA degree from SHSU, how an MPA degree will help the applicant obtain their professional goals, and how the applicant's personal and professional experiences have prepared them for the MPA program. The statement should be between one and two single-spaced pages.
7. Names and contact information for at least **two individual references** who can speak to the applicant's academic and professional potential.

8. Applicants who do not possess a graduate degree from an accredited institution are expected to have earned a minimum undergraduate GPA of 3.0 from the accredited institution granting the undergraduate degree.
9. Applicants who do not possess a graduate degree or have an undergraduate GPA below 3.0 may submit additional information as evidence of their academic and professional potential. Additional information may include but is not limited to: a narrative that provides an explanation for the applicant's low GPA and why the GPA is not indicative of the applicant's academic and professional potential or GRE scores from the last two years.

Applicants must submit all application materials by the relevant deadline. A holistic review of each applicant's file will then be completed, and admission to the MPA program will be offered on a competitive basis. Additional information about the application process can be found on the [MPA homepage](#).

MPA CONTACT INFORMATION

Program Director (Interim)

Dr. Sungdae Lim
(936) 294-1469
slim@shsu.edu
CHSS 489

Administrative Associate

Belinda Myers
(936) 294-2658
bmyers@shsu.edu
CHSS 490A

Assistant to the Chair

Kristin Trojacek
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kek014@shsu.edu
CHSS 496

Comprehensive Examination

Coordinator

Dr. Peiyao Li
(936) 294-3378
Pxl043@shsu.edu

Student and Alumni Newsletter

Coordinator

Dr. Wen-Jiun Wang
(936) 294-1459
wjwang@shsu.edu

Political Science Department Chair

Dr. Jonathan Brown
(936) 294-1467
Jnb047@shsu.edu

FACULTY PROFILES



Dr. Aisha Ahmadu

Assistant Professor

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Phone (936) 294-4704

Email: asa059@shsu.edu

Dr. Aisha Ahmadu joined the Political Science Department at SHSU in 2022. She earned her bachelor's degree in international studies and accounting from Midwestern State University, an MBA at New Mexico State University, and a PhD in Public Policy and Administration with a concentration in public finance from Mississippi State University. Her research interests include disaster management, public finance, urban infrastructure, and federalism. Dr. Ahmadu has published articles in leading Public Administration Journals, including Public Administration Review (PAR), the American Review of Public Administration (ARPA), the International Journal of Public Administration (IJPA), Public Administration Quarterly (PAQ), Public Integrity, and several others. She teaches American Government and Public Administration courses. Before becoming an academic, Dr. Ahmadu worked as a researcher and community organizer for a non-governmental agency that provided vocational training and microfinance services in Nigeria.

Research interests and Expertise

- Disaster Science
- Public Finance
- Fiscal Federalism
- Social Equity
- Urban Infrastructure and Resilience



Dr. Rob Bittick

Associate Professor

Office: #483 CHSS Building (4TH Floor)

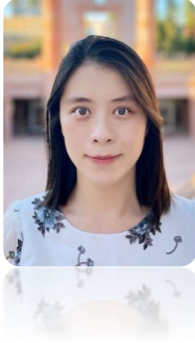
Phone (936) 294-4105

Email: rmb004@shsu.edu

Dr. Robin Marshall Bittick joined the Department of Political Science in 2005. His research involves linking theory and practice with institutional environments & complexity theory, organizational behavior with neurology and management, administrative ethics, political theory in religion and politics, and US defense policy. He has taught both online and in-person classes, including Dynamics of Public Administration, Organizational Theory & Behavior, Ethics in Government, Religion and Politics, Seminar in Political Theory, US National Security Policy, American Foreign Policy, American Public Policy, American Government, and Texas Government. He has published in several journals, including *Emergence: Complexity & Organization*, *Public Integrity*, and *Public Administration Quarterly*. He has also authored articles for *PATimes* and received the inaugural 2002 “Best *PATimes* Article” award. Previously, Bittick worked as a civilian for the US federal government, U.S. Air Force Space & Missiles Systems, in acquisition and procurement as a contract administrator and negotiator and has been a consultant to government and nonprofit organizations.

Research Interests and Expertise

- Public Administration: Ethics in Government; Organizational Theory and Behavior - Institutional Environments and Complexity Theory, Neuromanagement.
- U.S. Defense Policy: US Global Strategy & Force Structure/Acquisition & Procurement; US Nation-Building missions.
- Political Theory: Religion and Politics, Theology & Political Purposes; Religious Toleration; John Locke’s political philosophy.



Dr. Peiyao Li

Assistant Professor

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Email: pxl043@shsu.edu

Dr. Peiyao Li joined the Political Science Department at SHSU in 2024. She earned her Ph.D. from Arizona State University. Her research interests include nonprofit management, philanthropy, and emergency management. Dr. Li has published multiple articles in journals such as *VOLUNTAS*, *Public Administration and Development*, and *Voluntary Sector Review*. As an educator who aims to equip students with the abilities to effectively recognize the value of knowledge, positively embrace diverse perspectives, and actively engage in communities, Dr. Li has taught both online and in-person courses on public administration, nonprofit management, and emergency management.

Research Interest and Expertise

- Nonprofit Management
- Prosocial Behavior and Philanthropy
- Nonprofits in Emergency Management
- Hazard Mitigation
- Public Service Delivery



Dr. Sungdae Lim

Associate Professor

MPA Program Director (Interim)

Office: #489 CHSS Building (4TH Floor)

Phone (936) 294-1469

Email: slim@shsu.edu

Dr. Sungdae Lim holds his Ph.D. in Public Administration and MPA, both earned from Florida State University. He earned his bachelor's degree in Public Administration from Soongsil University, Seoul, South Korea. He was born and raised in South Korea until he came to the U.S. for his academic career in 2012. Prior to joining academia, Dr. Lim served in the Air Force of South Korea for seven years as a master sergeant. Dr. Lim teaches Managing the Nonprofit Organization, Financial Nonprofit Management, Scope & Methods of Public Administration, Introduction to Public Policy, and Public Administration. His research specializes in public and nonprofit management with particular agendas on public service innovation and governance, leadership, social equity, and community engagement. His research has appeared in prestigious refereed journals and books: *Public Administration Review*, *Public Management Review*, *Public Personnel Management*, *Nonprofit and Voluntary Sector Quarterly*, *Nonprofit Management and Leadership*, *International Journal of Public Administration*, *Nonprofit Policy Forum*, *Journal of Civil Society*, *Journal of Public Affairs Education*, and *Journal of Public and Nonprofit Affairs*. Dr. Lim serves as an associate editor of the *Journal of Public Affairs Education* and *Quality & Quantity*, and as an editorial board member of *Teaching Public Administration*. He is also a research fellow of the Institute for Science, Technology, and Public Policy (ISTPP) at Texas A&M. He is an active member of multiple academic associations: *Association for Research on Nonprofit Organizations and Voluntary Action*; *Public Management Research Association*; *International Research Society for Public Management*.

Research Interests and Expertise:

- Nonprofit Leadership and Management

- Mission and Value Congruence
- Public Service Innovation
- Public Service Coproduction and Governance
- Cross-Sector Collaboration



Dr. Wenjiun Wang

Associate Professor

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Dr. Wang joined the Department of Political Science at Sam Houston State University in 2018. Her research interests include emergency management, decision making, and local governance. Dr. Wang has published articles in journals such as *Natural Hazard Review*, *International Journal of Disaster Risk Reduction*, and *Risk, Hazards & Crisis in Public Policy*. Her teaching portfolio includes online and face-to-face courses on emergency management, decision making in public administration, government organization & management, social network analysis, and Texas government. Previously, she served as an assistant professor in the Department of Public Administration and Public Policy, National Taipei University, Taiwan.

Research Interests and Expertise

- Emergency and Disaster Management
- Decision Making in Conditions of Uncertainty
- Emergency Manager Competencies
- Emergency Management and Information & Communication Technologies

MPA CURRICULUM & ACADEMIC ADVISING

MPA CURRICULUM

MPA students must complete 36 course credits, of which 18 credits are in the MPA core curriculum, 9 credits are in the concentration curriculum, and 9 credits are in the PADM elective curriculum. The MPA program does not allow MPA students to complete external concentrations.

MPA students must also successfully complete a comprehensive examination.

A list of MPA courses, links to course descriptions, and the semester when each course is typically offered are provided below.

A digital copy of course syllabi from a previous semester can be requested from the MPA Program's Administrative Associate.

Core Curriculum: The courses below belong to the MPA core curriculum. All MPA students must complete PADM 5301 and PADM 5302 and 4 other core courses, a total of 18 credits.

PADM 5001	Independent Study	3
PADM 5002	Public Service Internship	3
PADM 5301	Scope and Methods of Public Adm.	3 (Required)
PADM 5302	Dynamics of Public Administration	3 (Required)
PADM 5310	Organizational Theory and Behavior	3
PADM 5311	Public Management	3
PADM 5312	Public Budgeting and Finance	3
PADM 5313	Human Resource Management	3
PADM 5314	Ethics in Government	3

Concentration Curriculum: All MPA students must complete 9 credits of concentration courses. Select 9 credits from your preferred concentration.

Emergency Management Concentration:

PADM 5001	Independent Study	3
PADM 5003	Disaster Management Internship	3
PADM 5315	Program Evaluation	3
PADM 5340	Emergency Management	3
PADM 5341	Decision Making in Public Administration	3

PADM 5342	Disaster Policy and Politics	3
PADM 5343	Disaster Resilience	3
PADM 5359	Special Topics in Disaster Management	3
PADM 5361	Managing Complex Policy Problems	3

Management Concentration:

PADM 5001	Independent Study	3
PADM 5002	Public Service Internship	3
PADM 5315	Program Evaluation	3
PADM 5319	Special Topics in Public Administration	3
PADM 5341	Decision Making in Public Administration	3
PADM 5361	Managing Complex Policy Problems	3
PADM 5362	Managing the Nonprofit Organization	3

Electives Curriculum: Select 3 additional PADM courses (9 credits) that have not already applied to fulfill another program requirement.

Total Hours **36**

MPA DEGREE PLAN GUIDELINES

All MPA students must complete 36 credit hours of coursework to qualify for graduation, as outlined above. In addition, students must successfully pass the comprehensive examinations as a condition of graduation. Students with substantial professional and administrative experience may be eligible to receive up to 3 internship credit hours based on prior work experience. Requests for such credit are subject to review and approval by the MPA Program Director.

ACADEMIC ADVISING

The MPA Program Director serves as the academic advisor for all MPA students. The program offers three to five courses each semester on a regular and recurring schedule. **Students are encouraged to enroll in no more than two courses per semester**, which allows them to manage their academic workload while balancing personal and professional obligations and positions them to complete the degree in two calendar years when enrolled in the summer terms (six semesters). Students with

questions about course offerings or their degree plan should contact the MPA Program Director. Students who encounter a technical registration issue, such as a course restriction, should contact the MPA Administrative Associate.

COURSE REGISTRATION

The university will notify all students by email several months before registration opens, informing them of the date and time their registration window begins. Students are strongly encouraged to register as soon as their window opens, as delayed registration may result in limited course availability and, consequently, delayed graduation. The courses offered in a given semester can be found [here](#). While students may not always be able to enroll in their preferred courses during a given semester, the MPA program is committed to ensuring that all students have access to the courses required for graduation. Students who encounter registration issues should contact the MPA Administrative Associate.

WAITLISTS

Students are encouraged to register as soon as their registration window opens. Those who are unable to enroll in a course due to limited availability should add themselves to the course waitlist. When a seat becomes available, the first student on the waitlist will receive an automated email notification and must register within 24 hours. Students who do not register within that window will be removed from the waitlist, and the seat will automatically be offered to the next student in queue. Two weeks before the start of each semester, the MPA Program Director will review waitlists and give priority consideration to students approaching graduation.

EXAMPLE MPA DEGREE PLANS

The example degree plans below are examples only. The courses offered each semester may change. Courses in **red font** are concentration courses.

Example Degree Plan 1

Emergency Management Concentration - Start in Fall - Two courses per semester

	<i>Fall Semester</i>	<i>Spring Semester</i>	<i>Summer Semester</i>
<i>Year One</i>	PADM 5302 Dynamics of PA PADM 5341 Decision Making in PA	PADM 5311 Public Management PADM 5340 Emergency Mgmt.	PADM 5310 Organization Theory PADM 5342 Global Disaster Pol.
<i>Year Two</i>	PADM 5312 Public Budgt. and Fin. PADM 5313 Human Resource Mgmt.	PADM 5314 Ethics in Government PADM 5301 Scope and Methods	PADM 5359 Special Topics in Dis. Mgt PADM 5361 Managing Complex Policy Problems

Example Degree Plan 2

Management Concentration – Start in Spring – Two courses per semester.

	<i>Fall Semester</i>	<i>Spring Semester</i>	<i>Summer Semester</i>
<i>Year One</i>	PADM 5302 Dynamics of PA PADM 5313 Human Resource Mgmt.	PADM 5311 Public Management PADM 5315 Program Evaluation	PADM 5310 Organization Theory PADM 5361 Managing Complex Policy Problems
<i>Year Two</i>	PADM 5312 Public Budgt. and Fin. PADM 5359 Managing the Nonprofit Org.	PADM 5314 Ethics in Government PADM 5301 Scope and Methods	PADM 5319 Special Topics in PA PADM 5361 Managing Complex Policy Problems

INTERNSHIP

Completion of an internship is not required for graduation from the MPA program. However, pre-service students are strongly encouraged to pursue an internship as a

means of acquiring relevant professional experience prior to graduation. Students are responsible for identifying and securing their own internship placements. Those who complete a pre-approved, faculty-supervised internship with a public or nonprofit organization may earn graduate credit applicable toward their MPA degree plan. Students with questions regarding internships or internship credit should contact the MPA Program Director.

COMPREHENSIVE EXAMINATIONS

All MPA students must complete a set of comprehensive examinations to qualify for graduation. Students need not be concerned about the examinations during their first semester; however, MPA faculty strongly recommend that students retain all course syllabi, textbooks, assigned readings, and written work throughout the program, as these materials will be invaluable when preparing for the examinations.

At the start of each semester, the MPA Comprehensive Examination Coordinator sends an email to all MPA students with details regarding the examination process, eligibility, and applicable deadlines. Students become eligible to sit for the examinations upon completing all but one of the MPA core courses.

Each comprehensive examination consists of three questions, one drawn from each of the subject areas listed below. Students select the three courses on which they wish to be examined. Students cannot request examination on a course they have not completed or on a course not included in the subject areas below. Examination questions are generally written by the faculty member who taught the selected course.

- **I. Public Service Perspective** – select one of the following courses:
 - PADM 5302 Dynamics of Public Administration
 - PADM 5314 Ethics in Government
- **II. Public Management** – select one of the following courses:
 - PADM 5310 Organizational Theory and Behavior
 - PADM 5311 Public Management

- PADM 5313 Human Resource Management
- **III. Public Policy and Analysis** – select one of the following courses:
 - PADM 5301 Scope and Methods of Political Science
 - PADM 5312 Public Budgeting & Finance

The comprehensive examinations are completed remotely over a period of seven to ten days, depending on the academic calendar and SHSU's administrative deadlines. Each examination response is evaluated independently by two MPA faculty members, who assess whether the answer merits a score of High Pass, Pass, or Fail. Students who receive a Fail on one or more examination questions must retake those questions in a subsequent semester while enrolled in at least one SHSU graduate course. In accordance with SHSU policy, students who fail to receive a Pass or higher on any retake question will be dismissed from the MPA program.

Students with questions about the comprehensive examinations should contact the MPA Comprehensive Examination Coordinator.

GRADUATE THESIS

The MPA program does not require or offer a thesis option. Beginning with students entering the program in Fall 2026, the comprehensive examination requirement will be replaced by a Capstone Project requirement.

TEXTBOOKS

Students are encouraged to contact their course instructor for information regarding required books and materials. Textbooks may be purchased through the university's textbook [website](#) or through online retailers. Students are strongly encouraged to retain all course textbooks, assigned readings, notes, and other course materials throughout the program, as these resources will be essential when preparing for the comprehensive examinations.

STUDENT SERVICES & RESOURCES

FINANCIAL AID

A variety of financial aid resources are available for MPA students. An overview of the financial aid process for graduate students can be found [here](#). Additional information about how to fund a graduate degree, including options for paying for graduate school, is provided by SHSU's [Graduate School](#).

SCHOLARSHIPS AND GRANTS

During the academic year, MPA students will receive informational emails about scholarships and grants available from various internal and external sources. The application processes for these scholarships often require MPA students to submit a personal statement and one or more letters of recommendation. If provided sufficient time to write a letter of recommendation, MPA faculty are willing to support MPA students who seek internal and external scholarship opportunities.

A.S.P.I.R.E. PROGRAM

Minority students should explore the A.S.P.I.R.E. Program, which is managed by SHSU's Graduate School. The A.S.P.I.R.E. Program is designed to support minority students as they navigate the transition to graduate school and the professional environment. The A.S.P.I.R.E. program offers workshops, networking opportunities, career planning services, and mentoring services. Program recipients are awarded scholarships that support tuition and textbooks. Information about the program and how to apply can be found [here](#).

PEACE OFFICER AND FIREFIGHTER TUITION EXEMPTION PROGRAM

MPA students who are peace officers or firefighters should explore the Peace Officer and Firefighter Tuition Exemption Program. This program, and the application and approval process, are handled by SHSU's Office of the Registrar (936-294-1040 or registrar@shsu.edu). Information about the Peace Officer and Firefighter Tuition Exemption Program can be found [here](#). The Peace Officer and Firefighter Tuition Exemption Program may not apply to all student fees associated with tuition expenses. Information about student fees and tuition rates can be found [here](#).

THE GRADUATE SCHOOL

The Graduate School provides a variety of resources (e.g., scholarships, travel awards, recruitment events) for graduate students at SHSU.

Phone: (936) 294-2408
Email: thegraduateschool@shsu.edu
Website: Click [here](#) to visit the Graduate School website.

OFFICE OF THE REGISTRAR

The Registrar's Office's functions are to register students, to maintain and provide a record of their academic studies, and to certify them for graduation. Through the Registrar, students can process schedule changes, official resignations (withdraw from University), drop requests, requests for official transcripts, requests for duplicate diplomas, and more.

Phone: (936) 294-1040
Email: registrar@shsu.edu
Website: Click [here](#) to visit the Registrar website.

STUDENT HEALTH CENTER

The Student Health Center helps SHSU students with their personal health and wellness. The SHC offers services via its primary care outpatient clinic, lab, in-house pharmacy, and dental office.

Phone: (936) 294-1805

Email: shc@shsu.edu

Website: Click [here](#) to visit the Student Health Center website.

ACADEMIC SUCCESS CENTER

The Academic Success Center offers a variety of support programs for SHSU students. These services include CRLA-certified peer tutoring programs for writing and math, online tutoring for writing and math, and a supplemental instruction program. The ASC's services are available for all undergraduate and graduate students currently enrolled in SHSU.

Phone: (936) 294-3680

Email: asc@shsu.edu

Website: Click [here](#) to visit the Academic Success Center website.

SERVICES FOR STUDENTS WITH DISABILITIES

The mission of the Services for Students with Disabilities (SSD) is to promote full and equal access on the part of students with disabilities to educational and extracurricular programs and activities at SHSU. The SSD provides academic adjustments and auxiliary aids and services, promotes independence and self-advocacy, and makes referrals to support services on campus and in the community.

Phone: (936) 294-3512

Email: disability@shsu.edu

Website: Click [here](#) to visit the Student with Disability Services website.

OFFICE OF FINANCIAL AID

SHSU offers financial aid and scholarship opportunities to undergraduate as well as graduate students.

Phone: (936) 294-1774

Website: Click [here](#) to visit the Office of Financial Aid website.

VETERANS RESOURCE CENTER

The Veterans Resource Center serves men and women who have honorably served our country and assists them with their transition into university life at SHSU.

Phone: (936) 294-1046

Email: veterans@shsu.edu

Website: Click [here](#) to visit the Veterans Resource Center website.

OFFICE OF CAREER SERVICES

The Career Services helps SHSU students get hired. Among other things, the Career Services organize hiring events, assist with resumes and cover letters, and help students find micro-internships.

Phone: (936) 294-1713

Email: careerservices@shsu.edu

Website: Click [here](#) to visit the Office of Career Services website.

NEWTON GRESHAM LIBRARY

The Newton Gresham Library provides resources to students for research and creative activities. The Newton Gresham Library also holds workshops on plagiarism and digital research, and has a variety of digital resources, including books, journals, and videos.

Phone: (936) 294-1614
Email: library@shsu.edu
Website: Click [here](#) to visit the Newton Gresham Library website.

IT@SAM

IT@SAM offers many resources to assist students, faculty, and staff in resolving technology-related problems.

Phone: (936) 294-1950
Email: servicedesk@shsu.edu
Website: Click [here](#) to visit the IT@SAM website

SHSU ONLINE SUPPORT DESK

The goal of the SHSU Online Support Desk is to provide the best support and online educational experience for SHSU faculty and students. Team members are exceptionally trained and proud to serve the Bearkat community.

Phone: (936) 294 2780
Email: blackbpard@shsu.edu
Website: Click [here](#) to visit the SHSU Online Support Desk website

GRADUATION

APPLY TO GRADUATE

The Graduation Application is required in the term in which you are completing all of your degree requirements, regardless of your intention to participate at the commencement ceremony. **Submitting your graduation application will ensure you are awarded your degree if all requirements have been met by the end of the semester** ([Graduation Application policies](#)).

Please visit the [Graduation Checklist here](#) for details.

HOW TO APPLY TO GRADUATE:

1. [Access Student Profile](#)
2. Select "Apply to Graduate"

REGARDING THE NAME TO APPEAR ON THE DIPLOMA/COMMENCEMENT

PROGRAM:

Your official name on record is what will appear on the diploma and commencement program. Keep in mind that surnames and titles will not be printed. Only first, middle, last name, and suffix will be printed on the diploma and program. If you need to change your name officially on your record, you must submit the needed documentation to our office.

REGARDING THE CURRICULUM (DEGREE PROGRAM/MAJOR):

Should you find that the degree program listed is incorrect, simply email the Registrar's Office to request a review of your curriculum information on file. The email address for the Registrar's Office is registrar@shsu.edu. Please note that the

online Application for Degree process provides the student an opportunity to review the curriculum on file so any updates to the curriculum may be made in a timely manner prior to the posting of degrees and printing of diplomas.

WHAT IF I FAIL TO SUBMIT MY APPLICATION FOR DEGREE?

Students who do not submit an Application for Degree will NOT have their degrees posted to their academic transcript, will NOT receive a diploma, nor have their names included in the commencement program. It is very important that students abide by the published deadline date in order to be considered a degree candidate for that term. For more information about the Application for Degree and the Commencement Ceremony, please visit our [Graduation](#) website.

The application fee neither rolls forward into a future term, nor is refundable. Students who apply for graduation and do not complete degree requirements within that term will be required to submit a new application for graduation and pay another application fee.

REGALIA

The official University Regalia and announcements can be purchased from [Barnes & Noble University Bookstore](#). You must have your regalia to participate in the commencement ceremonies.

If you have any questions regarding cap and gown orders, [please click here](#) for contact information and store hours.

[Learn more about graduation regalia](#)

COMMENCEMENT

Usually, Graduation ceremonies are scheduled at the Sam Houston State University Bernard G. Johnson Coliseum.

Please visit [the University website here](#) for the important information and policies regarding commencement.

DEPARTMENT FORMS

MPA COURSE CHECKLIST

CORE COURSES

	Semester	Notes
PADM 5301: Scope and Methods		
PADM 5302: Dynamics of Public Admin		
PADM 5310: Organizational Theory		
PADM 5311: Public Management		
PADM 5312: Public Budgeting		
PADM 5313: Human Resources		
PADM 5314: Ethics in Government		
PADM 5001: Independent Study		
PADM 5002: Public Service Internship		

CONCENTRATION COURSES

Emergency Management Concentration	Semester	Notes
PADM 5001: Independent Study		
PADM 5003: Disaster Management Internship		
PADM 5315: Program Evaluation		
PADM 5340: Emergency Management		
PADM 5341: Decision Making in Pub Adm		
PADM 5342: Global Disaster Politics		
PADM 5343: Disaster Resilience		
PADM 5359: Special Topics in Disaster Mgmt		
PADM 5361: Managing Complex Policy Problems		

Management Concentration	Semester	Notes
PADM 5001: Independent Study		
PADM 5002: Public Service Internship		
PADM 5315: Program Evaluation		
PADM 5319: Special Topics in Public Adm.		
PADM 5341: Decision Making in Pub Adm		
PADM 5362: Managing the Nonprofit Org.		

Elective Courses and Others

	Semester	Notes
PADM		
PADM		
PADM		
Comprehensive Examinations		

SHSU ACADEMIC POLICIES

For a comprehensive list of graduate student Degree Requirements and Academic Guidelines, go to the following link to the online version of the university's Graduate Catalog:

<http://catalog.shsu.edu/graduate-and-professional/academic-policies-procedures/degree-requirements-academic-guidelines/#degree-requirements>

Degree Plan

A degree plan details the curriculum for the specific academic program and is developed for each graduate student. All courses on the approved degree plan must be completed with a satisfactory grade to meet the requirements for the degree. Changes in an approved degree plan may be made by petition to the graduate advisor and approved by the appropriate academic dean.

A student is required to complete masters level graduate work within a six-year period, measured from the date of initial enrollment for graduate credit in a particular degree program and within an eight-year period for doctoral level graduate work. A student associated with the College of Osteopathic Medicine is required to complete the curriculum within a six-year period. The period of time a student is on an approved leave of absence will be counted as time accumulated toward the six-year or eight-year deadline for completion of the degree. Any extension of the six-year or eight-year deadline must be approved in writing by the appropriate academic dean and the Dean of The Graduate & Professional School.

Comprehensive Requirements

Comprehensive requirements are an important measure of skills and knowledge acquired throughout the program of study. All master's degree and doctoral degree candidates must demonstrate the skills and knowledge acquired through their

program by passing an integrative comprehensive examination before completing their degree plan. The major department/school will establish the form of the comprehensive examination (e.g. timed exam, research presentation, thesis defense, capstone course, portfolio submission, performance, etc.) and whether it is written, oral, or a combination of the two. Graduate candidates must check with their program's graduate advisor and/or department/school to determine the comprehensive examination procedures for their program.

As appropriate, the major department/school will organize a committee for the administration of exams. A grade of "high pass," "pass," or "fail" for each exam must be filed with the appropriate academic dean. Should a student fail one or more examinations, a re-examination shall be permitted per department/school or college guidelines, as appropriate. A third examination may be permitted only with the approval of the appropriate academic dean and the department/school. Students should consult the major department/school for specific guidelines regarding comprehensive examinations. Students must be enrolled at SHSU in the semester in which the comprehensive exams are administered.

Graduation

Application for a Degree

For fall and spring graduates, a formal application and payment of the degree/diploma fee must be made in the Office of the Registrar on or before the 12th class day of the semester in which the degree is to be conferred. Summer graduates will be required to file their graduation application and pay the degree/diploma fee by the 4th class day of the first summer session in which the degree is to be conferred. The specific deadline dates to apply to graduate each term can be found in the [Academic Calendar](#). A student filing a degree application after the published deadline will be assessed a late fee. A student who is completing the last term of coursework at an institution other than SHSU must provide The Graduate & Professional School with an official transcript of this coursework no later than one

day prior to the graduation date (See [Transfer of Credit](#)). Further details regarding the graduation application process and graduation ceremony information may be found through the [Registrar's Graduation](#) site, including application fees.

Application for a Graduate Certificate

All graduate students who complete a graduate certificate issued by SHSU must submit an application for graduation with the [Office of the Registrar](#). This process should take place on or before the 12th class day during the fall or spring semester. Summer graduates will be required to complete the process on or before the 4th class day. Graduate certificates may be awarded at the completion of the required graduate certificate coursework, except for graduate certificates that require degree completion per the academic program. Here is a complete list of [graduate certificates](#) offered at SHSU.

Please note that certifications issued by the Texas Education Agency (TEA) will be distributed by the TEA not by SHSU.

Grading System

Four grades are given in graduate courses at the University:

Grade	Denotation
Grade	Denotation
A	Academic Excellence
B	Acceptable Performance
C	Passing, yet Insufficient Performance
F	Failure
Grading System	

- The mark “IP” denotes “in progress” and is given in thesis/dissertation and other courses which cannot be completed within one semester.
- The mark “CR” denotes “credit.”

- The mark of “W” denotes “withdrew” and is given for resignations.
- The mark “X” denotes “incomplete.” If the student meets the prescribed requirements of the course before the end of the next long academic semester (fall or spring; the summer term is not considered a long semester for X grade submissions) after the “X” is given, the student will receive the grade earned; otherwise, the mark “X” will be automatically changed to an “F.”
- The mark of “Q” is assigned to courses dropped from the thirteenth class day for a fall or spring semester, or from the fifth class day for a summer session, through the last class day but prior to any final exams being taken or course completion. Courses with the mark of “Q” will not be counted as courses attempted and will not be included in determining grade point averages.

Academic Honesty

The Graduate Faculty of Sam Houston State University expects students to conduct academic work with integrity and honesty. Acts of academic dishonesty will not be tolerated and can result in the failure of a course and dismissal from the University.

Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism, collusion (the unauthorized collaboration with another person in preparing work offered for credit), the abuse of resource materials, and misrepresentation of credentials or accomplishments.

Sam Houston State University’s policy on academic honesty and appeal procedures can be found in the [Student Guidelines](#), distributed by the Division of Student Affairs. Students should check with their academic colleges and departments/schools for potentially stricter policies than those listed in the Graduate and Professional Catalog. Students associated with the College of Osteopathic Medicine must adhere to additional policies that can be found in the College of Osteopathic Medicine [Student Handbook](#).

Graduate Certificates

Graduate certificates issued by Sam Houston State University must follow all policies for graduate level work, including, but not limited to, admissions, scholastic expectations, degree plan requirements, and graduation. Students may pursue a graduate certificate with or without simultaneous enrollment in a graduate degree program.

Students seeking a graduate certificate with simultaneous enrollment in a graduate degree program.

For information on transfer of credit for graduate courses completed at other accredited colleges and universities, see [Academic Policy Statement 801007](#).

The maximum number of hours that may count as shared credit between multiple certificates and/or with a graduate degree program taken simultaneously is at the discretion of the academic dean and the Dean of The Graduate & Professional School.

Students seeking a graduate certificate without simultaneous enrollment in a graduate degree program.

For transfer of credit of graduate courses completed at other accredited colleges and universities may be applied as transfer credit toward a graduate certificate at Sam Houston State University at the discretion of each graduate program and the college in which it is housed. Transfer credit is not automatically conferred and must be requested by the graduate advisor. Only courses with an earned grade of “B” or better may be used as transfer credit. The maximum number of hours that may be transferred into a graduate certificate attained at another accredited college or university are as follows:

- 3 hours of transfer credit toward a certificate of 18 hours or less;
- 6 hours of transfer credit toward a certificate of 19 hours or more.

For a student that is enrolled in multiple graduate certificates simultaneously, the maximum number of hours that may count as shared credit are as follows:

- 3 hours of shared credit toward multiple certificates of 18 hours or less;
- 6 hours of shared credit toward multiple certificates of 19 hours or more.

Scholastic Expectations

A minimum grade point average of 3.0, on a 4.0 scale, is required in all coursework taken for graduate credit. All grades earned in courses taken for graduate credit will be utilized in computing the grade point average. If a course is repeated, the highest earned grade will be used for computing the grade point average. A grade earned at another institution may not be used to remove a grade deficiency earned in residence at Sam Houston State University. Semester hours of credit earned at another institution are not utilized in computing the student's Sam Houston State University overall grade point average. Only those transferred courses from accredited institutions in which a grade of "A" or "B" was earned and which are accepted toward an official degree program may be applied toward a degree (see [Transfer of Credit](#)). Students associated with the College of Osteopathic Medicine will be subject to a different set of scholastic expectations as outlined in their [student handbook](#).

Academic Probation and Suspension

In order to achieve and remain in **academic good standing** at Sam Houston State University, a graduate student must maintain an overall grade point average of at least 3.0 on all graduate coursework attempted.

A 3.0 overall grade point average is the absolute minimum required for graduation. A graduate student who falls below a 3.0 overall grade point average at the close of any semester during which one or more semester credit hours are attempted will be placed on probation. If an enrolled student on probation fails to achieve a minimum 3.0 overall grade point average at the close of the next semester following the start of the probation, the student will be academically terminated.

A student who earns a grade of "C" in any course (repeated or distinct course) within the academic program may have their graduate status reviewed by a committee

comprised of the department/school or college's graduate faculty. The committee will recommend an appropriate remediation for the student.

A graduate student who earns a grade of "F" in any graduate course will be terminated from graduate studies.

Those students who earn a grade of "F" during the semester of their anticipated graduation will be terminated from graduate studies and will not be eligible to graduate in that term. The appropriate academic dean may place on probation, retain on probation, or terminate any student deficient in grade points without regard to the regulations previously stated.

Any appeal for a review of the termination of graduate status should be directed in writing through the graduate advisor of the program, then to the chair of the department/school, then to the academic dean of the college, and finally to the Provost and Vice President for Academic Affairs. Refer to [Academic Policy Statement 910312](#) for further information.

If a student wishes to pursue a different program after being terminated from the original program, the student must complete the admissions process and be accepted into the new program. A student must be in Academic Good Standing to change to a new program **or** receive a release from the academic program, academic dean of the college, and Dean of The Graduate & Professional School. Once accepted to the new program, the previous program must release the termination block in the Office of the Registrar before the student can register in the new program.

Students associated with the College of Osteopathic Medicine will be subject to a different academic probation and dismissal process as outlined in their [student handbook](#).

Resignations

To resign (officially withdraw) from the University, a student must notify the Office of the Registrar and process a Resignation Request. The Resignation Request must be in writing and becomes effective on the date received by the Office of the Registrar. The effective date of the Resignation Request, as received by the Office of the Registrar, is

the date used for determining any refund as authorized in the State Refund Policy (see [Tuition and Fees Refund Policy](#)). The student is responsible for clearing all debts owed to the University. A student who wishes to drop all courses must officially resign. **A student who discontinues attending class and fails to officially resign from the University will receive the grade of “F” in each enrolled course.**

A student who resigns after the 12th class day of a regular semester or after the 4th class day of a summer session will receive a mark of “W” for each enrolled course. A student who resigns from the University while enrolled in a course whose duration is less than a normal term will receive a mark of “W” if the resignation occurs after one-half of that course time has been completed.

Transcripts

A Sam Houston State University transcript is the official record of a student’s academic college credits (transfer courses reported to SHSU, credits earned by exam – CLEP), including all undergraduate and graduate level courses and degrees earned. For information about ordering your transcript, see the [Office of the Registrar’s page](#).

Transfer of Credit

In accordance with [Academic Policy Statement 801007](#), graduate courses completed at other accredited colleges and universities may be applied as transfer credit toward a graduate degree at Sam Houston State University at the discretion of each graduate program and the college in which it is housed. Transfer credit is not automatically conferred and must be requested by the graduate advisor. Only courses with an earned grade of “B” or better may be used as transfer credit. Transferred courses must adhere to the six year time frame for master's degrees and the eight year time frame for doctoral degrees. If courses are older than the allowed time frame, written justification must be provided by the graduate advisor with approval by the academic dean and the Dean of The Graduate & Professional School for courses to be transferred. The maximum number of hours that may be transferred into a graduate program are as follows:

- 6 hours of transfer credit toward a degree of 30 hours;
- 9 hours of transfer credit toward a degree of 31 to 36 hours;
- 12 hours of transfer credit toward a degree of 37 to 48 hours;
- 15 hours of transfer credit toward a degree of 49 or more hours.

Students seeking a graduate certificate without simultaneous enrollment in a graduate degree program should reference the [Graduate Certificates](#) section of this catalog for transfer information.

Students are encouraged to contact the appropriate graduate advisor for information concerning transfer credit allowed for a specific degree.

Students seeking to transfer from another institution to the SHSU College of Osteopathic Medicine must apply for transfer via the transfer admissions policy as outlined in the College of Osteopathic Medicine [student handbook](#).

University Academic Policy Manual and Student Guidelines

Sam Houston State University's [Academic Policy Manual](#) and [Student Guidelines](#) provide specific information pertaining to the educational mission of the University and student conduct. Copies of these publications may also be viewed at the Reference Desk of the Newton Gresham Library.

Students associated with the College of Osteopathic Medicine must adhere to additional policies that can be found in the College of Osteopathic Medicine [student handbook](#).

UNIVERSITY REQUIREMENTS & POLICIES

Full-time graduate enrollment during the fall or spring semesters is 9 credit hours and drops to 6 credit hours in the summer. The maximum permissible load is 12 hours of coursework. The maximum permissible load is 6 hours during a single summer session of five weeks. Maximum loads should be chosen judiciously and are not recommended; consult with the MPA Coordinator.

Leave of Absence

Graduate students who have not completed their formal course requirements are expected to enroll continuously in the Program, taking courses in each consecutive Fall and Spring semester after initial registration. Candidates who do not expect to be enrolled should request a leave of absence in a letter to the Program faculty stating the reason for the continued leave. A leave of absence is granted at the discretion of the Dean. During a leave of absence, a candidate cannot make use of college or university resources, nor can a candidate take comprehensive exams or defend a proposal or thesis.

You need to do nothing at all if you wish to take a summer off. Summer classes are not necessary to be considered to be making normal progress toward your Master's degree. Note, however, that you have six years from the date of your first enrollment to claim your degree. After six years have elapsed, your old coursework may no longer be applied toward our degree requirements unless you have special dispensation from the Dean of Graduate Studies.

Grievances

Occasionally, as is true in all human interactions, misunderstandings may arise between a professor and a student concerning grading, classroom participation, and so forth. The accepted philosophy of the academic community maintains that professors completely administer each class they teach, subject to the policies of the

college and the University. The faculty have developed a problem-solving procedure that we hope will represent an effective, quick resolution to faculty-student problems:

1. Faculty and students are encouraged to discuss and resolve disagreements/problems informally.
2. If informal discussion fails, either the student or the faculty member can request a meeting with the Chair of the Department, who will meet with the faculty member and the student.
3. If the issue is still not resolved, the student should refer to the University Grievance Procedures, which are online at http://www.shsu.edu/dept/dean-of-students/std_grievance_proc.html.

Appeal of a Grade

Procedures for appeal of a grade are located in the Academic Policy Manual, which you can view online at <http://www.shsu.edu/dept/academic-affairs/aps/aps-students.html>.

Classroom Rules of Conduct

According to Section 5 of the Student Handbook, students are expected to assist in maintaining a classroom environment that is conducive to learning. Disruptive behavior will not be tolerated. Students who are disruptive to the class may be dismissed from the classroom for their inappropriate behavior and will not be allowed to hand in any assignments due for the remainder of that class. Additionally, students may be withdrawn from the course for repeated disruptive behavior. For further information, see <https://www.shsu.edu/dept/dean-of-students/guidelines/student-conduct>.

Religious Holy Days

Students have the responsibility of notifying the professor of each scheduled class day that the student will be absent due to a religious holy day. *This must be done not later than the 15th class day.* Students who are absent from class for observance of a religious holy day will be allowed to take an examination or complete an assignment

scheduled for that day within one week of returning to class. However, any in-class assignments cannot be made up, but will not count against their other assignment average since the one lowest assignment grade will be dropped.

Notice to Persons with Disabilities

It is the policy of Sam Houston State University that no individuals otherwise qualified shall, solely by reason of their disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic program activity. Students with a disability that may affect their academic performance are expected to arrange for a conference with the instructor as soon as possible. This is done so that appropriate strategies can be considered to ensure participation and achievement opportunities are not impaired since there will be no retroactive accommodation. Furthermore, accommodations will be made only to those people who have documented the disability with the Americans with Disabilities Act (ADA) Office in the Lee Drain Building. The number there is 936-294-3512.

TITLE IX: Sexual Discrimination

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education, and states that "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Sex discrimination includes sexual harassment and sexual assault. While it is often thought of as a law that applies to athletics programs, Title IX is much broader than Athletics and applies to many programs at Sam Houston State University. Sam Houston State University complies with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act. Sexual misconduct, as defined in the University's Sexual Misconduct Policy, constitutes a form of sex discrimination prohibited by Title

IX and Title VII. For additional information concerning Title IX or other issues regarding sexual discrimination, a statement of rights, defining consent, or other frequently asked questions, please go to the following website: <http://www.shsu.edu/titleix/>.

While compliance with the law is everyone's responsibility at SHSU, you may contact The Title IX Coordinator at: Thomason Bldg, Suite 302, 936-294-3080

The Title IX Coordinator's responsibilities include providing leadership, consultation, and oversight of Title IX compliance activities at the University, including coordination of training, education, communications, and administration of grievance procedures for faculty, staff, students and other members of the University community. SHSU encourages everyone to immediately consult with or report incidents of sex discrimination, sexual harassment (including sexual violence) or sexual misconduct to the Title IX Coordinator or Deputy Title IX coordinators.

Sexual Misconduct cases may also be reported to the Sam Houston State University Police Department (UPD), the Huntsville Police Department (HPD) and other local law enforcement authorities. The Title IX Coordinator/ Deputy Coordinators can assist individuals with contacting these law enforcement agencies.

Family Education Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended, is a federal law which provides that colleges and universities will maintain the confidentiality of student education records. This law also affords students certain rights with respect to their education records. The law basically says that no one outside the institution shall have access to students' education records nor will the institution disclose any information from those records without the written consent of the student. There are exceptions, of course, so that certain personnel within the institution may see the records, including persons in an emergency in order to protect the health or safety of students or other persons.

Additionally, under FERPA, students have the right to:

- Inspect and review their education records
- Seek to amend their education records
- Have some control over the disclosure of information from their education records (Buckley Amendment)
- File a complaint for an alleged violation of FERPA rights

FERPA law provides that an institution of higher education shall state what information in a student education record is to be considered Directory Information which may be released without prior student consent. Under FERPA, Sam Houston State University has established the following as directory information:

- Name
- Local/Home/E-mail Addresses
- Major/Minor
- Local/Home Telephone Numbers
- Degrees, Diplomas, Certificates and Date of Award
- Honors and Awards
- Classification
- Extracurricular Activities
- Birth Date and Place of Birth
- Names and Addresses of Parents/Legal Guardians
- Weight, Height, and Related Information of Athletic Team Member

The above directory information will be available for release to the general public. However, the Buckley Amendment under FERPA, states that each student has the right to inform Sam Houston State University that any or all of the above information is not to be released. Sam Houston State University will honor the student's request to restrict the release of "Directory Information" as listed.

A student may restrict the release of directory information by submitting the Buckley Amendment Form (click on the following link to obtain the [Buckley Amendment](#)

[Form](#)) to the Registrar's Office located on the 3rd floor of the Estill Building. Forms must be submitted to the Registrar's Office prior to the twelfth class day of the fall and spring terms and the fourth class day of the summer term. Additionally, the restriction of information remains on the students' record until the student takes action to remove it. If the student restricts their information, the university campus staff and faculty will view a confidential message on all student records found in our current Banner student information system and no information can be released on that student without the written permission of the student. This includes the restriction of the student's name being listed in the commencement program, the honor's list, and the Dean's/President's list. Release of information contained on a student's academic transcript without the written consent of the person(s) identified on the document is in violation of Sec. 438 Public Law 90-247 (FERPA).

Additional FERPA information regarding our University policies on student rights is available under the Student Guidelines maintained by the [Dean of Students](#). For more information, please visit www.shsu.edu/students/guide/.

It is a violation of FERPA to discuss a student's record with any person without a legitimate education interest. This pertains to discussions on and off the job.

- Removing any document from the office for non-business purposes is in violation of FERPA.
- Releasing confidential student information (non-directory) to another student, University organization, or any person who does not have a legitimate educational interest, or parents of a dependent student, without the student's written authorization is in violation of FERPA.
- Leaving reports or computer screens containing confidential student information in view of others who do not have a legitimate educational interest in the data or leaving your monitor unattended is in violation of FERPA.

- Making personal use of student information is in violation of FERPA.
- Allowing another person to use your computer access code is in violation of FERPA.
- Putting paperwork in trash with a student's information (i.e., social security or grades) is also in violation of FERPA.

Violation of confidentiality and security may lead to appropriate personnel action.

Questions?

The FERPA campus official at Sam Houston State University is the Registrar. If you have any questions concerning FERPA or what information can or cannot be released, please contact the Registrar's Office. If they cannot answer your question, they will consult the Department of Education.

Registrar's Office

BOX 2029

Huntsville TX 77341

(936)294-1048

Or

Toll free (866) 232-7528 ext. 41048

Email at: ask.regstaff@shsu.edu