

1. PURPOSE

This policy is intended to describe the enrollment requirements necessary for the use of academic facilities, equipment, and/or faculty expertise at Sam Houston State University.

2. GENERAL

2.01 To use University facilities, equipment, and/or faculty expertise, a student must be enrolled at Sam Houston State University.

2.02 A student who is working on an academic project and/or participating in an activity sponsored by an academic department/school/college may use University facilities, equipment, and/or faculty expertise in the period between semesters and/or in the summer terms if the student obtains written approval in advance from the appropriate administrator and pre-registers for the following semester.

2.03 A student may petition for an exception to this policy. Approvals for the exception must be obtained from the department chair, the dean, and the Provost and Vice President for Academic Affairs. Non-students participating in activities sponsored by an academic department/school/college must have a faculty/staff sponsor and receive approval from the chair, dean, and Provost and Vice President for Academic Affairs as well as complete any requested waiver before using University facilities, equipment, and/or faculty expertise. The Provost and Vice President for Academic Affairs may issue blanket exceptions to this policy for special circumstances.

APPROVED: <signed>
Dana G. Hoyt, President

DATED: 12/10/18

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original:	June 3, 2003	Review Cycle:	Five years*
Reviewer(s):	Council of Academic Deans Faculty Senate Academic Affairs Council	Review Date:	Spring 2021

Approved:	<u> <signed> </u>	Date:	<u> 12/11/18 </u>
	Richard Eglsaer Provost and Vice President for Academic Affairs		

*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.