

Sam Houston State University



Doctor of Education Degree (Ed.D.) Developmental Education Administration



Sam Houston State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award bachelors, masters, and doctoral degrees.

Developmental Education Administration (Ed.D.) Program Handbook

*Prepared by:
D. Patrick Saxon & Sandra Coleman*

Contact and Faculty Information

Website: <http://www.shsu.edu/programs/doctorate-of-education-in-developmental-education-administration/>

Department of Educational Leadership
Sam Houston State University
Box 2119, Teacher Education Center
Huntsville, TX 77341

Director: D. Patrick Saxon, Ed.D.
Phone: (936) 294-1109
Email: patrick.saxon@shsu.edu

Program Core Faculty:
Dr. Forrest Lane, Ph.D.
Dr. Nara Martirosyan, Ed.D.
Dr. Susan T. Skidmore, Ph.D.

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Sam Houston State University

Sam Houston State University, located in Huntsville, Texas, is committed to the development of its creative resources so that it can adapt to the changing educational needs of a diverse constituency while maintaining the highest quality in the traditional curricula. The institution was created by the Texas legislature in 1879 as Sam Houston Normal Institute to train teachers for the public schools of Texas. During the following four decades, instruction was offered in the natural sciences, agriculture, home economics, manual training, geography, sociology and foreign languages. The baccalaureate degree was first awarded in 1919. The next twenty years witnessed rapid and dramatic changes, including a name change to Sam Houston State Teachers College in 1923. Two years later, the college was admitted to membership in the Southern Association of Colleges and Schools (SACS) as an accredited institution of higher learning. The institution began to expand its programs, and a graduate degree was authorized in 1936, a development which expanded the curriculum from its sole emphasis on teacher training to emphases on preparation in a variety of fields.

Following World War II, an increase in students and faculty, as well as a wide range of faculty-research activities, provided impetus for the emergence of a multipurpose institution. By 1960, about 25% of the graduating seniors were receiving degrees in fields other than teaching. Degrees were offered in the social and communication sciences, the biological, physical and soil sciences; business administration; the fine arts; the humanities; and education. A growing emphasis on research allowed faculty to make significant contributions in their fields beyond the classroom and these activities were accompanied by an increasing diversity in the student body, as more out-of-state and foreign students began seeking degrees at Sam Houston. In recognition of these developments, the institution's name was changed by the Texas legislature to Sam Houston State College in 1965, and in that year the Texas legislature established The Institute of Contemporary Corrections and the Behavioral Sciences as an integral part of the institution.

During the following years, there was a rapid increase in the enrollment of students with diversified backgrounds, interests and aspirations, which necessitated continuous examination of programs, faculty, and facilities. The number of graduate degrees conferred increased significantly in the late 1960's, and the Texas legislature, recognizing the changes that had taken place during the course of the institution's history, changed the name to Sam Houston State University in 1969.

In the 1970's, the university continued to expand its offerings by adding degree programs in computer science and environmental science. New graduate degrees such as the Master of Library Science, the Master of Fine Arts, and the Doctor of Philosophy in Criminal Justice were added. These additions were accompanied by significant improvement in faculty credentials and growth in faculty research activities.

Currently Sam Houston State University (SHSU), a member institution of the Texas State University System, is organized academically into four colleges: Arts and Sciences, Education and Applied Science, Business Administration and Criminal Justice. The university is recognized regionally, nationally, and internationally for the quality of its faculty and programs. Students are offered an extensive range of bachelor's and master's degrees, as well as the Doctor of Philosophy Degrees in Counselor Education, Criminal Justice and Forensic Clinical Psychology, and the Doctor of Education in Educational Leadership. In recent history, SHSU has celebrated the addition of the Doctor of Philosophy in Counselor Education, the Doctor of Philosophy in Forensic Science, and the Doctor of Education in Instructional Technology. Also,

the Doctor of Education in Developmental Education Administration program accepted its first student cohort in 2012.

Developmental Education Administration Ed.D. Vision, Mission, and Goals

Vision. The vision for the Developmental Education Administration Ed.D. Program is to be a national leader in producing quality higher education administrators and professionals with the knowledge, skills, and dispositions to positively impact the scholarship and practice of developmental education.

Mission. The mission of the Developmental Education Administration Ed.D. Program is to assist in the preparation of leaders in higher education institutions who are responsible for the design, implementation, assessment, and administration of developmental education instructional (cognitive) and support programs (noncognitive).

Goals. The curriculum is focused on the leadership and administration of programs that serve students in higher education who are underrepresented, underserved, nontraditional, and/or academically underprepared. The program provides candidates opportunities to study and practice the discipline of developmental education. Particular program goals are:

1. To provide a comprehensive, progressive, and accessible doctoral curriculum that successfully develops the students' abilities to administer developmental education programs;
2. To develop ethical, effective, and professional leadership for administration of programs for developmental learners;
3. To develop student oral, writing, and research skills to facilitate the use of information/data to implement best practices and to expand the knowledge base concerning developmental education;
4. To explore and model the best use of technology in developmental education instruction and support services;
5. To use the benefits of assessment for program and policy improvement by being accountable to all constituencies for educational achievement; and,
6. To instill, reinforce, and foster educational and work environments that encourage diversity of thought, research, and practice within our community of learners.

Program Description and Objectives

The Developmental Education Administration Ed.D. Program is a fully online, interdisciplinary doctoral program designed to prepare educators to develop and administer programs for underprepared community college and university students in math, reading, and/or writing. The program is structured to apply a cohort model and, as such, students admitted together are expected to collectively progress through a prescribed course sequence until they complete all program requirements.

Program graduates will have the knowledge and ability to:

- apply administrative theory to instructional leadership functions;

- set goals, assign responsibilities, and verify how well resources are allocated and utilized in instructional improvement;
- design, plan, and administer college curricula;
- use appropriate communication and professional skills in higher education consultation and evaluation situations;
- interpret the relationships among federal, state, and local education agencies and the laws applicable to the administration of colleges and universities;
- design educational research and interpret results; and
- apply data to educational processing capabilities and leadership functions.

The program consists of 60 credit hours and should take students approximately 3.5 years to complete. Students are expected to take 6-7 credit hours each semester, including summer terms, and to enroll continuously until program completion. Additional information about the program and specific degree requirements can be found in the current graduate catalog at <http://www.shsu.edu/graduate-catalog/>.

Application Requirements

The application requirements for the Developmental Education Administration (Ed.D.) program are:

1. Graduate Admissions application. Please use the *ApplyTexas* application found at <http://www.shsu.edu/admissions/apply-texas.html>.
Important application information: On the *ApplyTexas* application, specify your semester of entry as “Summer I” and your major as “Developmental Education Administration, Ed.D.”
2. Application Fee. The graduate application fee is non-refundable and may be paid by check, money order, or credit card. Credit card payments may be made online through *ApplyTexas* during application. There is an additional non-refundable fee for international applicants. Information on how to pay the application fee online or in person can be accessed through the SHSU Graduate Studies department at <http://www.shsu.edu/dept/graduate-studies/application-fee.html>
3. Official transcript from the baccalaureate granting institution
4. Official transcript showing receipt of a master’s degree
5. Graduate Grade Point Average of 3.5 or higher
6. A personal statement not to exceed 1000 words that addresses:
 - your reasons for pursuing an advanced graduate education,
 - your career goals and how the SHSU Developmental Education Administration Ed.D. program would help you to meet these goals, and
 - prior experiences which relate to your interest in, and aptitude for, the graduate program.
7. Three reference forms. Two should be from current or previous supervisors where the applicant has been employed and one from a former graduate level professor who holds a terminal degree. The reference forms are available online at <http://www.shsu.edu/dotAsset/75203e49-8010-405f-94d2-10a040830340.pdf>
8. Current resume or curriculum vitae
9. Official GRE scores with writing section taken within the last five years

(This requirement is not waived for any reason.)

All application materials are to be submitted to:

Office of Graduate Admissions
Sam Houston State University
Box 2478
Huntsville, TX 77341-2478

Information about admission to the Developmental Education Administration Ed.D. Program and relevant links can be found at <http://www.shsu.edu/programs/doctorate-of-education-in-developmental-education-administration/application-process.html>

The application deadline is posted on the program website. If you do not meet this deadline, you may apply after September 1 for the next year's cohort.

Credit Transfer Policy

The program allows for up to **15 hours** of transfer credit. Transfer credit must be completed with a **grade of B or higher** prior to acceptance into the doctoral program. Transfer credit must be from post-master's level or doctoral level courses from an accredited college and completed less than eight years prior to SHSU enrollment. There are no electives in the program, therefore, requested transfer courses **must match closely** with those in the SHSU Developmental Education Administration Ed.D. curriculum.

The program curriculum can be found at <http://www.shsu.edu/programs/doctorate-of-education-in-developmental-education-administration/>. On this page, choose "**course descriptions**" and use these descriptions as a guide for developing transfer requests.

A preliminary review for transfer can be requested from the program director by following these steps:

1. View the program course descriptions and decide which course(s) you believe match closely with those you have completed elsewhere. Keep in mind the specifications given above.
2. Submit to the director a course description and syllabus for each course you wish to have evaluated for transfer.

The program director will consider your request. The review and decision may take about 6 – 8 weeks as other research and consultation may be necessary. If the preliminary review identifies transfer credit possibilities, the following applies:

- The student would need to apply and be accepted to the program prior to initiating a formal request for this transfer credit.
- The student would be required to submit official transcripts showing successful completion of the course(s) with a B or higher grade.

- The formal request would then need to be approved by the Educational Leadership Department Chair and the College of Education Dean.

Getting Started

New students will receive an orientation from a program representative via video conference. Each semester students will be advised of particular courses in which to enroll. Before registering for classes, students will be required to activate a computer account, establish an SHSU email address, and obtain an official university (Bearkat One) identification card. The SHSU email account should be monitored routinely as it will be a primary means of communication with students throughout the program. The bacterial meningitis vaccination typically required for new SHSU students will be waived because of the program's online format. Additionally, this degree does not have a residency requirement. Initial steps for beginning students, payment instructions, and links to helpful resources can be found on the Graduate Studies' website at <http://www.shsu.edu/dept/graduate-studies/accepted-students.html>.

Course List

- CIED 7331 Teaching Strategies for Developmental Mathematics (3 Credits)
- COUN 7373 Statistical Methods for Counselor Education Research (3 Credits)
- DVED 7110 Doctoral Studies in Developmental Education (1 Credit)
Note: This class will be taken three times, once annually during the summer.
- DVED 7336 Doctoral Internship in Developmental Education (3 Credits)
- DVED 7360 Developmental Education and Postsecondary Students (3 Credits)
- DVED 7364 Advanced Learning Theory in Developmental Education (3 Credits)
- DVED 7365 Noncognitive Student Development (3 Credits)
- DVED 7367 Designing Learning Environments in Developmental Education (3 Credits)
- DVED 8033 Dissertation (3 Credits)
Note: This class must be taken at least three times for a minimum total of nine hours. Once enrolled in this course, the student must remain enrolled in it until graduation.
- EDLD 7337 Academic Writing and Research (3 Credits)
- EDLD 7362 Methods of Education Research (3 Credits)
- EDLD 7363 Application of Educational Research (3 Credits)
- EDLD 7366 Outcomes Assessment in Developmental Education (3 Credits)
- EDLD 7371 Contemporary Issues in Higher Education Leadership & Administration (3 Credits)
- EDLD 7372 Qualitative Methodology (3 Credits)
- EDLD 7374 The College Student (3 Credits)
- EDLD 7377 Theory and Practice of Higher Education Leadership (3 Credits)
- READ 7336 Literacy in Developmental Education (3 Credits)

A complete list of program courses (60 total credit hours) with descriptions can be found in the graduate catalog and on the program website <http://www.shsu.edu/dotAsset/b5508afc-e5f5-48b3-a7ec-09e69125f102.pdf>.

Internship

Second year students are expected to complete an internship, DVED 7336, as part of the program requirements. The purpose is to provide students with an opportunity to integrate their personal and professional development. The internship should enable students to engage in reflective practice and to understand the connections between theory and practice.

The 75-clock hour internship is required and the experience must be directly related to developmental education (programs or services for underprepared, at-risk or nontraditional postsecondary or adult students), higher education research, or learning assistance (learning support centers, programs, or services) in an educational institution.

Given the nature of an online program, the onus lies with the student to identify a suitable internship opportunity, site, and site supervisor. The site and duties are subject to the approval of the internship instructor. The internship must not be in an area where the student is employed. In collaboration with the site supervisor, the student will develop a list of objectives for the internship and identify the major types of activities in which the student will be involved.

The student will maintain a portfolio of internship experiences that includes copies of major work products (reports, minutes of meetings, policy statements, curriculum documents, program design, etc.) that will be used as part of an internship report at the conclusion of the experience.

Comprehensive Examination

A comprehensive written examination will be taken after the completion of 38 hours of required coursework and the performance on the exam will be evaluated on a pass/fail basis. After successful completion of this comprehensive examination, the student will be admitted to candidacy.

Competencies

As students progress through the program, they are expected to show mastery of specific professional competencies. The doctoral research competency requirement is designed to engage students in meaningful and continuous study in research and scholarship by promoting their intellectual growth, professional development, and regular interaction with faculty and professionals in the field.

Doctoral research competencies include:

- Attend a doctoral dissertation proposal defense prior to beginning your own proposal defense.
- Attend a doctoral dissertation defense prior to completing your own dissertation defense.

Additionally, students will be expected to select and complete two of the four options below:

- Plan, organize, and/or facilitate a workshop, conference, or professional meeting or serve as a graduate representative (e.g. SHSU Graduate Research Exchange).
- Serve as an ad-hoc reviewer for an academic journal or review proposals for a professional research conference.
- Present a research paper at a national or regional peer-reviewed professional conference.
- Submit a faculty-reviewed research article (sole author, collaborator, or co-author with a faculty member) to a peer-reviewed Tier 1 or Tier 2 professional journal.

Dissertation Chair and Committee

After 19 credit hours are completed in the program, students will review faculty dossiers with the goal of selecting a Dissertation Committee Chair. Students will be asked to provide their top three choices based on faculty expertise and research interests. Ultimately, the selection of the chair will be decided by the Program Director with the student's preferences in mind. In certain situations Committee Co-Chairs may be appointed. After designation of the Dissertation Chair, the student, in consultation with the chair, will recommend committee appointments to the Program Director. After committee appointments are made, the committee may only be changed with approval of the Dissertation Committee Chair and written notification to the Department Chair.

Dissertation Proposal

The dissertation proposal is a detailed plan for conducting a research investigation and should communicate to the dissertation committee precisely what the student intends to study and how they will go about conducting that study. The proposal should be accurate, detailed, and thorough, as it becomes a contract between the student and the committee. Therefore, any major changes in the dissertation proposal will require committee approval.

After completing the proposal, the student should schedule a proposal defense with the Dissertation Chair. At least three weeks prior to the proposal defense meeting, copies of the proposal must be distributed to the dissertation committee members. The committee members will then provide feedback to the Dissertation Chair prior to the scheduled proposal meeting. The proposal presentation is usually delivered to the dissertation committee members and other interested graduate students. It typically lasts about 1 – 1.5 hours.

After the proposal presentation, the committee will discuss, without the student present, their recommendations concerning the student's proposed study. The committee may make one of the following decisions:

- accept the proposal as is;
- modify and accept the proposal, and the proposal modifications will be reviewed by the chair and/or co-chairs only;
- modify and accept the proposal, but the committee will review the proposal after the recommended modifications have been made;
- modify the proposal, and the student will present the proposal again to the dissertation committee; or

- reject the proposal.

Dissertation Research and Internal Review Board Approval

After a successful dissertation proposal defense and prior to conducting dissertation research, students are required to seek SHSU Internal Review Board (IRB) approval. Depending on the nature of the research being conducted, other institutional approvals may be needed as well.

Dissertation Writing and Enrollment Requirement

After receiving IRB approval, the committee will work closely with the student as he/she conducts the research, writes the dissertation, and prepares the oral defense. Guidance on the format of the dissertation will be offered by the Dissertation Committee. The most recent edition of SHSU's *Directions on Form, Preparation and Submission of the Final Copies of Master's Theses and Doctoral Dissertations* is the official style guide and can be accessed from the SHSU Library's website at <http://library.shsu.edu/research/guides/thesis/index.html>.

After doctoral students have completed their program coursework, including 9 hours of DVED 8033 Dissertation Preparation, they are required to enroll in at least three credit hours of DVED 8033 per semester until their dissertation has been successfully defended and approved by the dissertation committee. Students who fail to enroll during any semester after admission to candidacy will be withdrawn from the program and must reapply to the program through the Graduate Studies Department. Dissertation Committee members are not allowed to advise or work with students who are not enrolled in DVED 8033. The doctoral degree cannot be conferred prior to eight months after admission to candidacy.

Progress Toward Dissertation Completion

Students enrolled in DVED 8033 are expected to set goals and make consistent progress toward completing their dissertation research and report. Should the chair decide that a student is not making sufficient progress, the chair has the option to terminate his or her service on the committee. The student will receive one semester of notice. The chair will also notify the student in writing, copying the program director and administrative assistant. Should a chair terminate their role on the committee, the student will be charged with recruiting a new chair.

Dissertation Defense

After the student has prepared the final dissertation manuscript, they should file a defense form with the Dissertation Chair to schedule a defense presentation. At least three weeks prior to the final defense date, copies of the dissertation are to be distributed to the dissertation committee. The dissertation defense meeting will be open to all interested faculty and graduate students, but the Chair and the committee are the only voting members.

After a successful defense, the student will obtain the relevant signatures on the Dissertation Signature Page. A list of agreed upon changes or modifications to the defended manuscript will also be provided. These changes will need to be completed by the student prior to its submission to the Library. Candidates should then be mindful of required deadlines for final admission of dissertation manuscripts, necessary forms, copyright agreements, UMI materials, fee payments, applications for graduation, and the like. Links to tools, dissertation procedures, timelines, and copyright information can be found on the SHSU Library website at <http://library.shsu.edu/research/guides/thesis/index.html>.

General Program Checklist and Recommended Timeframe

- Meet with appointed program representative for online orientation
- Start process of selecting Dissertation Chair and committee (after 19 credit hours)
- Take comprehensive exam (after 38 credit hours)
- Admission to Candidacy (after passing comprehensive exam)
- Develop dissertation proposal
- Schedule proposal defense with Dissertation Chair
- Distribute final version of dissertation proposal (at least three weeks prior to proposal defense date)
- Defend dissertation proposal
- Submit proposed study to and attain approval from the SHSU IRB
- Complete the dissertation while remaining continuously enrolled in DVED 8033
- Schedule dissertation defense and distribute copies of final dissertation to committee members (at least three weeks prior to the defense meeting date)
- Defend the dissertation
- Submit final copy of dissertation and necessary approval documents to the SHSU Library for final approval
- Attend commencement exercises

Time Limitation for Completion of the Program

All degree requirements program must be completed within eight calendar years from the date of admission. Additionally, the student must maintain continuous enrollment until all degree requirements are met.

Financial Aid and Scholarships

Graduate students may be eligible for financial aid, scholarships, or loans through several loan programs. The Scholarship Team at SHSU coordinates and administers more than 500 SHSU scholarship programs annually, with awards ranging from a few hundred to several thousand dollars. As a convenience, SHSU students can apply for many of these scholarships at once with a single application, Scholar X. Information about popular scholarships, useful

scholarship information, and SHSU's Scholar X application can be found at <http://www.shsu.edu/dept/financial-aid/scholarships/index.html>.

Departmental Scholarship Funds

Occasionally, scholarship funds are made available through the Education Leadership Department. The Program Director decides how to allocate these funds to students in good standing. However once a student has completed their coursework, he/she is no longer eligible for departmental scholarship funds.

Retention/Dismissal Related to Academic Performance

The program policy is consistent with that of the SHSU Graduate Studies Catalog. The policy can be found at: <http://catalog.shsu.edu/graduate/academic-policies-procedures/degree-requirements-academic-guidelines/#probation-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 or summer school following the starting of the probation, the student will be terminated.

A student who earns a grade of "C" in any course (repeated or distinct course) within the academic program may have his/her graduate status reviewed by a committee of the department or college graduate faculty. The committee will recommend an appropriate remediation for the student. A student who earns two grades of "C" in distinct or repeated courses within their academic program will be terminated from graduate studies. A graduate student who earns a grade of "F" in any graduate course will be terminated from graduate studies. Those students who earn a second or subsequent grade of "C" or a grade of "F" in any combination of courses within their academic program during the semester or summer session 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, to the chair of the department, to the academic dean of the college for final approval or denial, and finally to the Dean of Graduate Studies.

Retention/Dismissal Related to Non-Academic Limitations

A student who fails to demonstrate appropriate communication, interpersonal or professional skills as identified by a faculty member, may be required by the department to seek

remediation including, but not limited to, repeating courses and/or receiving advising and/or counseling. In accordance with university policy, a student may be suspended or expelled for academic dishonesty, including, but not limited to, cheating, falsifying assignments and plagiarism.

If a faculty member has concerns regarding non-academic limitations of a student the faculty member will confer with the student regarding the concern, clarifying that the student's continuation in the program could come under review. The faculty member will document the meeting in a "memorandum to file," one copy of which will be given to the student and another placed in the student's file. If an agreement is not reached with the student, if the student fails to progress satisfactorily after the conference, or if the situation is of a nature that suggests program action might be necessary, the faculty member will bring the matter to the Program Director for more options. If resolution is not reached at this point, the Program Director may refer the matter to an ad hoc faculty committee. Recommendations from the committee will be made and referred to the department chair. The department chair will notify the student and the Dean of the College of Education of these recommendations. The Dean will review the matter and ensure that due process was followed.

Withdrawal and Reinstatement in the Program

Should a student need to withdraw from the program while in good academic standing, reinstatement may remain an option at the discretion of the Program Director. Upon consultation with the Director, the student would be advised to provide a written statement that:

- lists and discusses the challenges faced that require withdrawal,
- states how they intend to overcome those challenges,
- describes a strategy (including support systems that will be accessed) for succeeding in the program upon their return, and
- acknowledges that only one chance at reinstatement will be considered.

Once this document has been shared with the Program Director and Department Chair, the student will be advised about reinstatement.

Graduation

As specified in the Graduate Catalog, the student must file for graduation in the Registrar's Office by the deadline indicated in the schedule of classes or the Graduate Catalog for that particular semester. A student is entitled to graduate under the degree provisions of the catalog in effect at the time of admission into the doctoral program or a subsequent year, provided that in all cases the student fulfills the requirements of a catalog within six years of enrollment in doctoral course work. The degree is conferred at the commencement following the fulfillment of all requirements. The candidate is encouraged to be present at the ceremony.

Program Evaluation

The College of Education conducts ongoing research regarding the effectiveness of the degree programs. You will receive one survey in the final semester prior to graduation regarding the operations of the unit during your time here. A second survey will occur within one year following graduation from or completion of a program and will be sent to you and to your employer. This survey will focus on the preparation received at SHSU. Please remember that your response to these surveys is critical to SHSU program excellence.

SHSU Grievance Policy

Academic grievances include disputes over course grades, unauthorized class absences or tardiness, suspension for academic deficiency, an instructor's alleged unprofessional conduct related to academic matters, graduate comprehensive and oral examinations, and theses and dissertations. In the case of academic grievances, students should contact the Dean of Students' Office, which provides grievance services to currently enrolled SHSU students. Moreover, SHSU students with grievances related to financial aid decisions should contact the Financial Aid Office. Generally, the purpose of the grievance procedure is to provide a process for an impartial review of the dispute and to ensure that the rights of students are properly recognized and protected. Additional information concerning grievance policies, the Student Grievance Intake Form, and the Grievance Survey is available from the SHSU Dean of Students' website at http://www.shsu.edu/dept/dean-of-students/std_grievance_proc.html.

Equal Opportunity - Affirmative Action

SHSU policy and practice strongly support the goals of equal opportunity and affirmative action in its educational programs and activities. SHSU does not discriminate on the basis of sex, religion, race, color, national origin, age, disability or other criteria prohibited by law in employment of faculty and staff, or admission and treatment of students, and both in terms of staff and programs we are moving ahead to comply with the goals and objectives of Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments Act of 1972 and Executive Order 11246.

Accommodations for Students with Disabilities

One of SHSU's biggest strengths is the diversity of its student body. This diversity exists in many forms, including students who enroll with any disability. The Services for Students with Disabilities program supports students so they can enjoy the complete SHSU experience. Their goal is to create a campus community where all students may participate fully in university programs and activities and are valued as contributing members to the school.

The Director of Counseling and ADA Services is the university's compliance coordinator for Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. In this capacity, the Director arranges for students and coordinates workplace accommodations. Counseling and ADA Services is located in the Lee Drain Building, North Annex, on the Sam Houston State University campus. You may also contact Counseling and ADA Services by email at disability@shsu.edu, or by telephone at (936) 294-1720. For additional information and useful

links, please refer to SHSU's Counseling & Disabilities website at http://www.shsu.edu/services/counseling_disability_services.html.

Family Educational 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, SHSU 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 SHSU that any or all of the above information is not to be released. SHSU 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 (found on the website given below) to the Registrar's Office. 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, visit <http://www.shsu.edu/dept/registrar/students/privacy-rights/>.