



TEXAS SOUTHERN UNIVERSITY

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The provisions of this catalog do not constitute a contract, expressed or implied, between any applicant, student, or faculty member and Texas Southern University. Texas Southern University reserves the right to withdraw courses at any time and to change fees, calendars, curricula, graduation procedures, or other requirements affecting students. Changes will become effective whenever the proper authorities at the University so determine and will apply both to prospective students and those currently enrolled. Provisions set forth in publications of individual schools and colleges shall supersede those herein.

While every effort is made to assure that information is accurate, Texas Southern University does not assume responsibility for any misrepresentation that might arise through error in the preparation of this or any other of its catalogs or through failure to give notice of changes in its requirements, policies, tuition and fees, course offerings and other matters affecting students or applicants. To be assured of accuracy of information, students must regularly consult current publications and academic advisors.

GUIDE TO COURSE OFFERINGS

PREFIX	ACADEMIC DISCIPLINE	PREFIX	ACADEMIC DISCIPLINE
ACCT	Accounting (02)	HSEH	Environmental Health (27)
AD	Art and Design (17)	HSHA	Health Administration (27)
AFS	African Studies (16)	HSMR	Health Information Management (27)
AJ	Administration of Justice (23)	HSCL	Health Science Clinical Laboratory (27)
ART	Art (14)	HSRT	Respiratory Therapy (27)
AWS	Airway Science (36)	INS	Insurance (02)
BADM	Business Administration (03)	ITEC	Industrial Technology (33)
BIOL	Biology (29)	JOUR	Journalism (05)
CFDV	Child and Family Development (17)	MATH	Mathematics (34)
CHEM	Chemistry (30)	MFG	Automated Manufacturing Technology (33)
CIVT	Civil Engineering Technology (32)	MGMT	Management (03)
CM	Communication (04)	MGSC	Management Science (03)
CMET	Computer Engineering Technology (32)	MKTG	Marketing (03)
COE	Cooperative Education (32,33,36)	MSCI	Military Science (23)
CONS	Construction Technology (33)	MTMS	Maritime Transportation Mgmt & Security (36)
CS	Computer Science (31)	MUSA	Applied Music (14)
CT	Clothing and Textiles (17)	MUSI	Music (14)
DRFT	Drafting and Design Technology (33)	PA	Public Affairs (22)
ECON	Economics (16)	PADM	Pharmacy Administration (26)
EDCI	Curriculum and Instruction (10)	PAS	Pharmaceutical Applied Sciences (25)
ELET	Electronics Engineering Technology (32)	PE	Human Performance (11)
ENG	English (13)	PHAR	Pharmacy (25,26)
ENGT	Engineering Technology (32)	PHCH	Pharmaceutical Chemistry (25)
ENTR	Entertainment and the Recording Industry (04)	PHIL	Philosophy (18)
FCS	Family and Consumer Sciences (17)	PHYS	Physics (35)
FIN	Finance (02)	POLS	Political Science (22)
FN	Foods and Nutrition (17)	PSY	Psychology (18)
FR	French (15)	RDG	Reading Education (10)
GEOG	Geography (16)	RTF	Radio, Television, Film (04)
GEOI	Geology (16)	SC	Speech Communication (04)
HED	Health (11)	SOC	Sociology (20)
HIST	History (16)	SOCW	Social Work (19)
HSCR	Health Sciences Core (27)	SPAN	Spanish (15)
HSCS	Human Services and Consumer Sciences (17)	SPED	Special Education (10)
		TC	Telecommunications (04)
		THC	Theatre (14)

***Designations in parentheses refer to section numbers in this document where courses offered under the prefixes specified are referenced.**

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*section numbers for academic departments listed in parentheses

SUMMARY OF UNDERGRADUATE DEGREES OFFERED

COLLEGE OR SCHOOL	DEPARTMENT	UNDERGRADUATE DEGREES OFFERED
Jesse H. Jones School of Business	Accounting and Finance	Bachelor of Business Administration (B.B.A.) in Accounting Bachelor of Business Administration (B.B.A.) in Finance
	Business Administration	Bachelor of Business Administration (B.B.A.) in Management
		Bachelor of Business Administration (B.B.A.) in Marketing
		Bachelor of Business Administration (B.B.A.) in Management Information Systems
College of Education	Curriculum and Instruction	Bachelor of Science (B.S.) in Interdisciplinary Studies
	Education Administration and Foundations	None
	Counseling	None
	Health and Kinesiology	Bachelor of Science (B.S.) in Health
		Bachelor of Science (B.S.) in Human Performance Bachelor of Science (B.S.) in Human Performance/Athletic Training
School of Communications	Communications	Bachelor of Arts (B.A.) in Communication – Speech Communication
		Bachelor of Arts (B.A.) in Communication – Journalism
		Bachelor of Arts (B.A.) in Radio, Television and Film
College of Liberal Arts and Behavioral Sciences	English	Bachelor of Arts (B.A.) in English
	Fine Arts	Bachelor of Arts (B.A.) in Art
		Bachelor of Arts (B.A.) in Music
		Bachelor of Arts (B.A.) in Theatre
	Foreign Languages	Bachelor of Arts (B.A.) in French
		Bachelor of Arts (B.A.) in Spanish
	History, Geography, and Economics	Bachelor of Arts (B.A.) in History
		Bachelor of Arts (B.A.) in Economics
		Bachelor of Arts (B.A.) in General Studies
	Human Services and Consumer Sciences	Bachelor of Science (B.S.) in Dietetics
		Bachelor of Science (B.S.) in Human Services and Consumer Sciences – Child and Family Development
		Bachelor of Science (B.S.) in Human Services and Consumer Sciences – Foods and Nutrition
		Bachelor of Science (B.S.) in Human Services and Consumer Sciences – Family and Consumer Science
	Psychology	Bachelor of Arts (B.A.) in Psychology
Social Work	Bachelor of Arts (B.A.) in Social Work	
Sociology	Bachelor of Arts (B.A.) in Sociology	
Barbara Jordan - Mickey Leland School of Public Affairs	Political Science	Bachelor of Science (B.S.) in Public Affairs
		Bachelor of Arts (B.A.) in Political Science
	Administration of Justice	Bachelor of Science (B.S.) in Administration of Justice
College of Pharmacy And Health Sciences	Pharmaceutical Sciences	Entry Level Doctor of Pharmacy (Pharm.D.)
	Pharmacy Practice	
	Health Sciences	Bachelor of Science (B.S.) in Environmental Health
		Bachelor of Science (B.S.) in Health Administration
		Bachelor of Science (B.S.) in Health Information Management
Bachelor of Science (B.S.) in Clinical Laboratory Science Bachelor of Science (B.S.) in Respiratory Therapy		
College of Science and Technology	Biology	Bachelor of Science (B.S.) in Biology
	Chemistry	Bachelor of Science (B.S.) in Chemistry
	Computer Science	Bachelor of Science (B.S.) in Computer Science
	Engineering Technologies	Bachelor of Science (B.S.) in Civil Engineering Technology
		Bachelor of Science (B.S.) in Electronics Engineering Technology
		Bachelor of Science (B.S.) in Computer Engineering Technology
	Industrial Technologies	Bachelor of Science (B.S.) in Industrial Technology – Construction Technology
		Bachelor of Science (B.S.) in Industrial Technology – Design Technology
	Mathematics	Bachelor of Science (B.S.) in Mathematics
	Physics	Bachelor of Science (B.S.) in Physics
Transportation Studies	Bachelor of Science (B.S.) in Aviation Computer Science	
	Bachelor of Science (B.S.) in Aviation Science Management	

NOTE: Many of the degrees offered have multiple tracks leading toward their completion. Sections of this bulletin related to the various departments and the respective degrees offered should be consulted for detailed information on these tracks. Texas Southern University does not offer an undergraduate degree in nursing; however, students interested in pursuing this degree elsewhere may earn lower level credits needed for this degree at the University. The Department of Biology administers a pre-nursing program, and students choosing to pursue this course of study should consult that department's section of this bulletin for more information.

ACADEMIC CALENDAR

Fall 2010 Semester

April 19-August 20	Fall registration period for continuing students
June 23-25	Wednesday-Friday EarlyStart orientation and registration for first-time freshmen and new transfer students
July 21-23	Wednesday-Friday EarlyStart orientation and registration for first-time freshmen and new transfer students
August 15	Sunday Residence halls open, 8am
August 16-20	Monday-Friday Orientation and registration period for first-time freshmen and new transfer students
August 20	Friday Last day to pay tuition and fees without a late fee
August 23	Monday CLASSES BEGIN
	Late registration (one day, late fee applied)
	Last day to apply for fall admission
August 23-27	Monday-Friday Change of program period
September 6	Monday Labor Day holiday
September 7	Tuesday TWELFTH CLASS DAY
	Last day to drop classes or withdraw from school without grades of W
September 10	Friday Last day to file for December graduation
September 14	Tuesday Opening Convocation-FOUNDERS' DAY
September 15	Wednesday TWENTIETH CLASS DAY
	Purge of all unpaid course selections
	Last day to pay tuition and fees, with a late fee
September 27	Monday Second installment payment due
October (Dates pending)	MID-SEMESTER EXAMINATIONS
November 1	Monday Third installment payment due
November 5	Friday Last day to drop classes or withdraw from school, with grades of W
November 25-27	Thursday-Saturday Thanksgiving holiday
December 1	Wednesday Annual lighting of Christmas tree on the plaza
December 3	Friday Last day of classes
December 4-10	Saturday-Friday FINAL EXAMINATIONS
December 11	Saturday Semester closes
	Commencement Exercises, 9:30 a.m.

Spring 2011 Semester

November 22, 2010-January 14	Spring registration period for continuing students
December 3, 2010	Friday Last day to apply for spring admission
January 9	Sunday Residence halls open, 8am
January 10-14	Monday-Friday Orientation and registration period for first-time freshmen and new transfer students
January 14	Friday Last day to pay tuition and fees without a late fee
January 17	Monday Martin Luther King, Jr. Day holiday
January 18	Tuesday CLASSES BEGIN
January 18-21	Tuesday-Friday Change of program period
January 31	Monday TWELFTH CLASS DAY
	Last day to drop classes or withdraw from school without grades of W
February 9	Wednesday TWENTIETH CLASS DAY
	Purge of all unpaid course selections
	Last day to pay tuition and fees, with a late fee
February 11	Friday Last day to file for May graduation
February 28	Monday Second installment payment due
March 5-11	Saturday-Friday MID-SEMESTER EXAMINATIONS
March 12-18	Saturday-Friday Spring vacation
April 4	Monday Third installment payment due
April 7	Thursday Honors Day
	Last day to drop classes or withdraw from school, with grades of W
April 22-23	Friday-Saturday Easter holidays
May 6	Friday Last day of classes
May 7-13	Saturday-Friday FINAL EXAMINATIONS
May 14	Saturday Semester closes
	Commencement Exercises, 9:30 a.m.

First Summer Term 2011 (Classes meet 5 days a week)

April 18-May 27	Summer term I registration period for continuing students
May 20	Friday Last day to apply for summer term I admission
May 24-27	Tuesday-Friday Registration period for new students
May 27	Friday Last day to pay tuition and fees without a late fee
May 29	Sunday Residence halls open, 8am
May 30	Monday Memorial Day holiday
May 31	Tuesday CLASSES BEGIN
	Change of program (one day)
June 3	Friday FOURTH CLASS DAY
	Last day to drop classes or withdraw from school without grades of W
	Last day to file for August graduation
June 16	Thursday Last day to drop classes or withdraw from school, with grades of W
June 20	Monday FIFTEENTH CLASS DAY
	Purge of all unpaid course selections
	Last day to pay tuition and fees, with a late fee
June 30	Thursday FINAL EXAMINATIONS
	Summer term I closes

Second Summer Term 2011 (Classes meet 5 days a week)

April 18-July 1	Summer term II registration period for continuing students
June 17	Friday Last day to apply for summer term II admission
June 27-July 1	Monday-Friday Registration period for new students
July 1	Friday Last day to pay tuition and fees without a late fee
July 4	Monday Independence Day holiday
July 5	Tuesday CLASSES BEGIN
	Change of program (one day)
July 8	Friday FOURTH CLASS DAY
	Last day to drop classes or withdraw from school without grades of W
July 21	Thursday Last day to drop classes or withdraw from school, with grades of W
July 25	Monday FIFTEENTH CLASS DAY
	Purge of all unpaid course selections
	Last day to pay tuition and fees, with a late fee
August 4	Thursday FINAL EXAMINATIONS
August 6	Saturday Summer term II closes
	Commencement Exercises, 9:30 a.m.

Fall 2011 Semester

April 18-August 26	Fall registration period for continuing students
June 22-24	Wednesday-Friday EarlyStart orientation and registration for first-time freshmen and new transfer students
July 20-22	Wednesday-Friday EarlyStart orientation and registration for first-time freshmen and new transfer students
July 15	Friday Last day to apply for fall admission
August 21	Sunday Residence halls open, 8am
August 22-26	Monday-Friday Orientation and registration period for first-time freshmen and new transfer students
August 26	Friday Last day to pay tuition and fees without a late fee
August 29	Monday CLASSES BEGIN
August 29-September 2	Monday-Friday Change of program period
September 5	Monday Labor Day holiday
September 12	Monday TWELFTH CLASS DAY Last day to drop classes or withdraw from school without grades of W
September 16	Friday Last day to file for December graduation
September 20	Tuesday Opening Convocation-FOUNDERS' DAY
September 21	Wednesday TWENTIETH CLASS DAY Purge of all unpaid course selections Last day to pay tuition and fees, with a late fee
September 26	Monday Second installment payment due
October (Dates pending)	MID-SEMESTER EXAMINATIONS
October 31	Monday Third installment payment due
November 4	Friday Last day to drop classes or withdraw from school, with grades of W
November 24-26	Thursday-Saturday Thanksgiving holidays
December 7	Wednesday Annual lighting of Christmas tree on the plaza
December 9	Friday Last day of classes
December 10-16	Saturday-Friday FINAL EXAMINATIONS
December 17	Saturday Semester closes Commencement Exercises, 9:30 a.m.

Spring 2012 Semester

November 21, 2011-January 13	Spring registration period for continuing students
December 2, 2011	Friday Last day to apply for spring admission
January 10	Sunday Residence halls open, 8am
January 11-13	Monday-Friday Orientation and registration period for first-time freshmen and new transfer students
January 13	Friday Last day to pay tuition and fees without a late fee
January 16	Monday Martin Luther King, Jr. Day holiday
January 17	Tuesday CLASSES BEGIN
January 17-20	Tuesday-Friday Change of program period
January 30	Monday TWELFTH CLASS DAY
	Last day to drop classes or withdraw from school without grades of W
February 10	Wednesday TWENTIETH CLASS DAY
	Purge of all unpaid course selections
	Last day to pay tuition and fees, with a late fee
February 12	Friday Last day to file for May graduation
February 22	Monday Second installment payment due
March 13-19	Saturday-Friday MID-SEMESTER EXAMINATIONS
March 20-26	Saturday-Friday Spring vacation
April 1	Thursday Honors Day
April 2-3	Friday-Saturday Easter holidays
April 5	Monday Third installment payment due
April 9	Friday Last day to drop classes or withdraw from school, with grades of W
May 7	Friday Last day of classes
May 8-14	Saturday-Friday FINAL EXAMINATIONS
May 15	Saturday Semester closes
	Commencement Exercises, 9:30 a.m.

First Summer Term 2012 (Classes meet 5 days a week)

April 16-May 31	Summer term I registration period for continuing students
May 11	Friday Last day to apply for summer term I admission
May 27	Sunday Residence halls open, 8am
May 28	Monday Memorial Day holiday
May 29-31	Tuesday-Thursday Registration period for new students
May 31	Thursday Last day to pay tuition and fees without a late fee
June 1	Friday CLASSES BEGIN
	Change of program (one day)
June 6	Wednesday FOURTH CLASS DAY
	Last day to drop classes or withdraw from school without grades of W
June 8	Friday Last day to file for August graduation
June 19	Tuesday Juneteenth holiday
June 20	Wednesday Last day to drop classes or withdraw from school, with grades of W
June 22	Friday FIFTEENTH CLASS DAY
	Purge of all unpaid course selections
	Last day to pay tuition and fees, with a late fee
July 4	Wednesday Independence Day holiday
July 5	Thursday FINAL EXAMINATIONS
	Summer term I closes

Second Summer Term 2012 (Classes meet 5 days a week)

April 16-July 6	Summer term II registration period for continuing students
June 22	Friday Last day to apply for summer term II admission
July 2-6	Monday-Friday Registration period for new students
July 6	Friday Last day to pay tuition and fees without a late fee
July 9	Monday CLASSES BEGIN
	Change of program (one day)
July 12	Thursday FOURTH CLASS DAY
	Last day to drop classes or withdraw from school without grades of W
July 25	Wednesday Last day to drop classes or withdraw from school, with grades of W
July 27	Friday FIFTEENTH CLASS DAY
	Purge of all unpaid course selections
	Last day to pay tuition and fees, with a late fee
August 8	Wednesday FINAL EXAMINATIONS
August 11	Saturday Summer term II closes
	Commencement Exercises, 9:30 a.m.

Some specific dates on the above academic calendars may be adjusted without prior notice.

The Graduate School and the Thurgood Marshall School of Law have separate bulletins that contain academic calendars for these units. The calendar presented in this section was designed to include the most students possible in activities and to limit the time missed from classes. Also, for the purpose of planning, the definition of an academic year, as provided by the U.S. Department of Education, has been used. This definition is as follows:

- An academic year is a period that begins on the first day of classes and ends on the last day of classes or examinations and that is a minimum of 30 weeks of instructional time during which for an undergraduate educational program a full-time student is expected to complete at least:
 - 24 semester or trimester hours or 36 quarter hours in an educational program whose length is measured in credit hours.
 - 900 clock hours in an educational program whose length is measured in clock hours.
 - For purposes of the definition of an academic year, a week is a consecutive 7-day period.
 - For an educational program using a semester, trimester, or quarter system or clock hours, the Secretary considers a week of instructional time to be any week in which at least one day of regularly scheduled instruction, examinations, or preparation for examination occurs.
 - For an educational program using credit hours (but not using a semester, trimester, or quarter system), the Secretary considers a week of instruction to be 5 days.
 - Instruction time does not include periods of orientation, counseling, vacation, or other activity not related to class preparation or examinations.

BOARD OF REGENTS

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Jay Cummings	Dean, College of Education
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Theophilus Herrington	Dean, Barbara Jordan–Mickey Leland School of Public Affairs
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Lei Yu	Dean, College of Science and Technology
Kingston Nyamapfene	Dean, College of Continuing Education and Assistant Provost for Online/Distance Learning
Gregory Maddox	Dean, Graduate School
Thomas Freeman	Interim & Founding Dean of the Honors College

GENERAL INFORMATION

ABOUT THIS BULLETIN

The statements set forth in this bulletin are for informational purposes only and should not be construed as the basis of a contract between a student and Texas Southern University. Provisions set forth in publications of individual schools and colleges shall supersede those herein.

Although the provisions of this bulletin will ordinarily be applied as stated, Texas Southern University reserves the right to change any provision listed in this bulletin, including but not limited to academic requirements for graduation, without actual notice to individual students. However, every effort will be made to keep students advised of any such changes. Information concerning changes in policies, procedures, and requirements will be available in the Office of the University Registrar, the offices of the various academic advisors, the academic departments, and the major schools and colleges. **It is especially important that each student note that it is his or her responsibility to be aware of current graduation requirements for a particular degree program.**

This undergraduate bulletin contains information on academic and non-academic policies, procedures, and requirements with which each student must become familiar. Students should consult the table of contents for guidance. Provisions in this bulletin will not be valid after August 2018.

NOTICE OF NONDISCRIMINATORY POLICIES

Texas Southern University is in compliance with Title VI of the Civil Rights Act of 1964 and does not discriminate on the basis of race, creed, color, or national origin. It is also in compliance with the provisions of Title IX of the Educational Amendments of 1972 which prohibit discrimination on the basis of sex. Further, the University is in compliance with the Americans with Disabilities Act (ADA) of 1990 and with Section 504 of the Rehabilitation Act of 1973 as amended.

It is the policy of the University that sexual harassment as defined in the EEOC Guidelines will not be tolerated among members of the Texas Southern University community. Any complaint of sexual harassment should be reported immediately to the appropriate person designated by the Provost/Senior Vice President for Academic Affairs and Student Services.

NOTICE OF NO WEAPONS POLICY

Under Texas Penal Code, Section 46.03, citizens may obtain licenses to carry concealed handguns. Although this is the case, firearms, fireworks, and explosives of any kind are NOT PERMITTED on the Texas Southern University campus or other state-owned property, except in the possession of state law enforcement officers. Violators will be dismissed from the University and are subject to legal sanctions.

UNIVERSITY COMMITMENT AND STUDENT RESPONSIBILITIES

University Commitment

On June 17, 1973, the Texas Legislature designated Texas Southern University as a “special purpose institution of higher education for urban programming.” Subsequent to this mandate, the designation and the University motto of “Excellence in Achievement” were welded in order to formulate the institutional mission. Accordingly, the University is committed to the management of a comprehensive educational curriculum that will render the motto creditable.

Student Responsibilities

Texas Southern University provides a student-centered learning environment in which students are afforded opportunities to practice self-discipline, to assume responsibilities as maturing adults, and to enjoy certain freedoms. When students elect to enroll at the University, they also accept and agree to abide by the rules, regulations, and policies by which the University is governed. Inasmuch as enrollment is voluntary, acceptance is voluntary. On this basis, students can not, without great personal liability to their continued association with the University, obstruct, hamper, disrupt, or otherwise interfere with the institution's attainment of its lawful mission. The institution, therefore, has both the right and the obligation to promulgate rules and regulations designed to promote attainment of its purpose.

MISSION

Texas Southern University is a comprehensive metropolitan university. Building on its legacy as a Historically Black University, the university provides academic and research programs that address critical urban issues and prepare an ethnically diverse student population to become a force for positive change in a global society.

In order to achieve this mission, Texas Southern University provides:

- quality instruction in a culture of innovative teaching and learning;
- basic and applied research and scholarship that is responsive to community issues;
- opportunities for public service that benefit the community and the world.

VISION

Texas Southern University will become one of the nation's preeminent comprehensive, metropolitan universities. We will be recognized by the excellence of our programs, the quality of our instruction, our innovative research, and our desire to be a contributing partner to our community, state, nation, and world.

ORGANIZATION FOR INSTRUCTION

The University is organized for academic instruction as eleven colleges and schools. The names of these instructional units appear below:

The Jesse H. Jones School of Business
The College of Education
The Thurgood Marshall School of Law
The School of Communication
The College of Liberal Arts and Behavioral Sciences
The Barbara Jordan - Mickey Leland School of Public Affairs
The College of Pharmacy and Health Sciences
The College of Science and Technology
The Graduate School
The College of Continuing Education
The Thomas Freeman Honors College

Supporting the Jesse H. Jones School of Business, the College of Education, the School of Communication, the College of Liberal Arts and Behavioral Sciences, the Barbara Jordan - Mickey Leland School of Public Affairs, the College of Pharmacy and Health Sciences, and the College of Science and Technology is Student Success Services. This center, along with its purpose and the services that it provides to undergraduate students entering Texas Southern University for the first time, is described in detail below.

The Thurgood Marshall School of Law and the Graduate School offer professional level and graduate level degrees respectively. Further information about these units may be obtained by telephoning (713)-313-4455 and (713)-313-7233, respectively.

ACCREDITED PROGRAMS

Texas Southern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award baccalaureate, masters, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Texas Southern University.

The College of Education is accredited by the Texas Education Agency, the Texas Workforce Commission, and the Texas Association of Colleges. It also holds membership in the National Council for Accreditation of Teacher Education and is a member of the Association of Colleges for Teacher Education. The Thurgood Marshall School of Law is approved by the State Board of Law Examiners, is accredited by the American Bar Association, and holds membership in the American Association of Law Libraries.

The College of Pharmacy and Health Sciences is accredited by the American Council of Pharmaceutical Education and is a member of the American Association of Colleges of Pharmacy.

In the College of Liberal Arts and Behavioral Sciences, the Social Work Program is accredited by the Council of Social Work Education, and the Dietetics Program is accredited by the American Dietetic Association.

Four of the programs in the College of Science and Technology hold special certification and/or accreditation: the chemistry program is certified by the American Chemical Society; the electronics engineering technology program is accredited by the Technology Accreditation Commission of the Accreditation Board for Engineering and Technology (TAC of ABET); and the industrial technology and airway science programs are accredited by the National Association of Industrial Technology (NAIT).

STUDENT SUCCESS SERVICES (SSS)

Student Success Services (SSS) provides planned coordination of curriculum faculty, staff, and instructional resources to ensure a successful transition of first year students from high school to Texas Southern University. Additionally, it provides resources to ensure the success and persistence of first year students. **All newly admitted students to the University are co-assigned to SSS, along with a major department, for advisement, registration, and matriculation purposes up to the time that the required placement examination is passed and a major is formally declared. Through Student Success Services, all freshmen and transfer students with fewer than 30 semester credit hours earned may be required to enroll in selected orientation/ personal development courses that are not part of the programs of study for the various undergraduate degrees offered through the University. These courses are focused on preparing students for success at the University and beyond.**

Student Success Services is located in the Fairchild Building, and students may request available services in Room 114 of that facility. Further information may also be obtained directly by telephoning (713)-313-7955.

THOMAS F. FREEMAN HONORS COLLEGE

In a global community, where each society's future is inextricably linked to the other, Texas Southern University's prestigious Honors College is committed to educating the next generation of great leaders. The power of education and its universal promise of a better future inspire hope within every community, in every corner of the world. This powerful and transformative ideal-education as an equalizer and catalyst for effective change-drives students from all walks of life to work harder and achieve more. This is why TSU Honors College was created. For the exemplary student, the desire for more is never quenched. For us, the pursuit of excellence is never finished.

The applicant must be a first time freshman who has never attended any institution of higher education following high school graduation. Admission to the Honors College is very selective and highly competitive. The applicant must meet all eligibility requirements for admission to the program. Admission also depends on available funding. The selection process begins in the spring semester (February/March) and continues until spaces are filled. To be eligible for admission to the Honors College applicants must be officially admitted to the University. Admission and enrollment for the Honors Program occurs only in the fall semester of each academic school year.

Thomas F. Freeman Scholars are required to demonstrate exemplary academic skills in their studies. Scholars are required to maintain a 3.25 semester grade point average and a 3.25 cumulative grade point average each semester to remain in good academic standing. Scholars must complete the minimum credit hours each semester (15 credit hours per semester 30 credit hours per academic year) to meet the required classification status at the end of each academic year. Freshman Scholars must attend daily study sessions. Scholars must participate in all collegiate and extra-curricular activities sponsored or endorsed by the program. Scholars are required to participate in internships and summer research programs. The Honors College has membership with numerous national honor societies and professional organizations. Scholars develop leadership skills by participating in campus organizations and volunteer community service.

Award Categories

Valedictorian \$15,000 per year- \$7500 per semester

Graduate at the top of the class

Award will be based on academic credentials,

High School Grade Point Average and Standardized Test Scores

Salutatorian \$14,000 per year – \$7000 per semester

Graduate with the second highest rank of the class

Award will be based on academic credentials,

High School Grade Point Average and Standardized Test Scores.

Level 1- \$12,000 per year – \$6000 per semester

High School Grade Point Average of 3.70; Graduate in the Top 5% of the Class;

SAT Score of 1600 or higher or ACT Score of 25 or higher.

Level 2 – \$11,000 per year – \$5500 per semester

High School Grade Point Average of 3.50; Graduate in the Top 10% of the Class;

SAT Score of 1450 or higher or ACT Score of 23 or higher.

Level 3 – \$10,000 per year – \$5000 per semester

High School Grade Point Average of 3.4; Graduate in the Top 15% of the Class;

SAT Score of 1350 or higher or ACT Score of 21 or higher.

For detailed information and program application, please visit scholarships on the University Web or contact the Honors Program Coordinator at 713-313-7458 or HonorsScholarship@tsu.edu.

THE ROBERT JAMES TERRY LIBRARY

The combined facilities of the Robert James Terry Library at Texas Southern University support the curricular and research needs of the University community through the development of pertinent collections and the provision of services designed to facilitate access to information. The principal research collections, numbering over 266,000 volumes, over 1,700 periodical subscriptions, and over 462,000 microforms, are housed in a centrally located facility providing seating for over 1,000 patrons. To augment study, a number of closed study rooms and individual study carrels are provided on most floors. With the exception of the special collections, the entire library has an open stack arrangement.

The Robert James Terry Library is conveniently arranged with three major public-access service areas on the first floor: reference, circulation, and special collections. The fifth floor contains the business and economics collection. The Library has automated circulation, cataloging, acquisitions, and serial control systems. Online public-access catalog terminals are located on each floor and in the College of Pharmacy and Health Sciences Reading Room. Computer based bibliographic search services offer over 200 databases. CD-ROM access to databases is also provided to students.

The Library provides interlibrary loan via direct link with most major libraries in the U.S. by means of the computer and telecommunications facilities of the OCLC bibliographic utility. Tours of the Library can be arranged to cover areas from general orientation to in-depth bibliographic instruction in specific fields of study. Electronic access to library files is available through the University.

Equipment has been added to comply with the Americans with Disabilities Act (ADA) requirements. Included are a closed circuit television system (CCTV), which can enlarge the size of printed material up to 60 times its original size, and a Kurzweil reader, which can scan printed material, convert the text to synthesized speech and read it aloud in seconds. On each floor of the Robert James Terry Library are tables which are designed to accommodate library users in wheelchairs. For users of computers, televisions, etc., there are screen enlargers available to enhance viewing. In the Reference Department, first floor, some reference materials are available in large print editions.

Finally, one of the unique features of the Library is its special collections, housing the “treasures” of the University. These unique holdings provide a varied repository of collections with international significance. The collections include the **Barbara Jordan Archives, the Traditional African Art Gallery, the Heartman Collection on African-American Life and Culture, and the University Archives.**

FEES AND EXPENSES

Resident Status

Students enrolled at the University can be classified as resident, non-resident, or foreign. All students attending Texas Southern University who are non-residents of this state will be charged additional tuition in accordance with state law. The burden of registering under proper resident status is the responsibility of the student. Non-residents are persons residing in the state of Texas less than twelve (12) months immediately preceding their initial registration.

A request for a change of resident status for tuition purposes should be made as soon as the student has met the requirements for residency change, but no later than the 4th class day for a summer session or the 12th class day for a fall or spring semester. Changes made after the fourth/twelfth class day will apply only for future semesters. All required documents must accompany the Residency Application form, which is available in the Office of the Registrar on the second floor of Bell Hall.

The determination of resident classification for tuition purposes is governed by statutes enacted by the Texas Legislature and by rules and regulations promulgated by the Texas Higher Education Coordinating Board. These regulations may be reviewed in the Robert J. Terry University Library in the Reserved Area.

Required Residency Documentation

The Texas Higher Education Coordinating Board requires that Texas Southern University document each student's residency. In order to apply for Texas residency status for tuition purposes, one must be either a U.S. citizen or permanent resident. The following documents indicating that the student has resided in the state of Texas for 12 continuous months prior to registration may be **REQUIRED**:

Documentation To Support Domicile And Residency

The following documentation may be requested by the institution in order to resolve issues raised by responses to the Core Residency Questions. The listed documents may be used to establish that the person is domiciled in Texas and has maintained a residence in Texas continuously for 12 months prior to the census date.

PART A: Documentation that can Support the Establishment of a Domicile and Demonstrate the Maintenance of a Residence in Texas for 12 Months

1. An employer's statement of dates of employment (beginning and current or ending dates) that encompass at least 12 months. Other documents that show the person has been engaged in activities intended to provide an income to a person or allow a person to avoid the expense of paying another person to perform the tasks (as in child care or the maintenance of a home) may also be used, as well as documents that show the person is self-employed, employed as a homemaker, or is living off his/her earnings, or through public assistance. Student employment, such as work-study and the receipt of stipends, fellowships or research or teaching assistantships do not qualify as a basis for establishing a domicile.
2. For a homeless person, written statements from the office of one or more social service agencies located in Texas that attest to the provision of services to the homeless person for the 12 months prior to the census date of the term in which the person enrolls.

PART B: Documentation, which (if accomplished and maintained for the 12 months prior to the census date of the term in which the person enrolls and if accompanied by at least ONE type of document listed in Part C), can Support the Establishment of a Domicile and Demonstrate the Maintenance of a Residence in Texas for 12 Months

1. Title to real property in Texas
2. Marriage Certificate with documentation to support that spouse is a domiciliary of Texas
3. Ownership of business in Texas with documents that evidence the organization or the business as a partnership or corporation and reflect the ownership interest of the person or dependent's parent.
4. State or local licenses to conduct a business or practice a profession in this state.

PART C: Documents that May be Used to Demonstrate Maintenance of a Residence for 12 Months

These documents do not show the establishment of a domicile. They only support a person's claim to have resided in the state for at least 12 months. Activities in Part A and B of this Chart may be used to establish a domicile.

1. Utility bills for the 12 months preceding the census date;
2. A Texas high school transcript for full senior year preceding the census date;
3. A transcript from a Texas institution showing presence in the state for the 12 months preceding the census date;
4. A Texas driver's license or Texas ID card with an expiration date of not more than four years;
5. Cancelled checks that reflect a Texas residence for the 12 months preceding the census date;
6. A current credit report that documents the length and place of residence of the person or the dependent's parent.
7. Texas voter registration card that has not expired.
8. Pay stubs for the 12 months preceding the census date;
9. Bank statements reflecting a Texas address for the 12 months preceding the census date;
10. Ownership of real property with copies of utility bills for the 12 months preceding the census date.
11. Registration or verification from licenser, showing Texas address for licensee;
12. Written statements from the office of one or more social service agencies, attesting to the provision of services for at least the 12 months preceding the census date.
13. Lease or rental of real property, other than campus housing, in the name of the person or the dependent's parent for the 12 months preceding the census date.

Photocopies of the above items are required with the completed application. Students who do not provide required documentation will be charged non-resident tuition.

If there is a question of a student's legal resident status under state law and University rules, it is the duty of the student to obtain an opinion from the Student Resident Status Advisor prior to registration. **Any attempt on the part of the non-resident to evade the non-resident fee will be taken seriously and may lead to expulsion.**

Non-resident students are given official notice of their non-resident classification at the time of admission. A student who is classified as a non-resident but who pays the resident fee at any subsequent registration after he or she has been officially advised in writing of non-resident status will receive a penalty of loss of credit.

Tuition and Fees

The University reserves the right to adjust fees without prior notice. Tuition and regular fees paid by all students enrolled for any semester hours have been listed and are available through the Office of the University Comptroller. In addition to these, estimates of special laboratory fees and the cost of books and supplies must be added to arrive at an approximate total amount needed at the time of registration.

All payments to the University should be made by online payment, by credit card, or by cashier's check, money order, or personal check made payable to Texas Southern University. Personal checks will not be accepted for any amount in excess of the total amount due. Post-dated checks will not be accepted. There will be a \$25.00 charge for checks returned for any reason. **Temporary checks are unacceptable.**

Tuition. In all colleges and schools of the University, except the Thurgood Marshall School of Law, each student who is a resident of the State of Texas is required to pay tuition at a rate of not less than \$100.00 per semester or \$50.00 for each six-week term. A non-resident or foreign student is required to pay tuition per semester hour. Information on specific rates may be secured from the Office of the University Comptroller. **This fee is refundable.**

Designated Tuition. The Building Use Fee, of a prorated amount per semester hour, is charged to all students. This fee is used to construct, equip, repair, and renovate buildings and facilities. **This fee is refundable.**

Student Service Fee. The Student Service Fee is used to support certain extracurricular activities, such as student publications, special cultural programs, the marching band, and the athletic program. This fee also provides for general health counseling, minor medication, and treatment in the Student Health Center. **It does not include special medicines, dental care, treatment by specialists, or hospitalization.** The amount of the fee depends on the number of credit hours for which the student is enrolled, and it is charged to all students enrolled at the University during a regular semester.

Students enrolled for 12 or more credit hours during both semesters of a school year are entitled to receive one copy of the University annual. Students enrolled full-time for only one semester may also receive the annual by paying an additional fee. **This fee is nonrefundable.**

Student Union Fee. The Student Center Fee is used for operating, maintaining, improving, and equipping the student center and acquiring or constructing additions to the student center. **This fee is nonrefundable.**

Library Service Fee. The Library Service Fee is used for operating, maintaining, improving, and equipping the Robert J. Terry Library and for providing library services to students. **This fee is nonrefundable.**

International Education Fee. The International Education Fee is used to assist students participating in international student exchange or study programs in accordance with guidelines jointly developed by the student governing body and administration. **This fee is nonrefundable.**

Recreational Facility Fee. The Recreational Facility Fee is used for constructing, operating, maintaining and equipping the recreational facility and program. **This fee is refundable.**

Medical Service Fee. The Medical Service Fee is used for operating, maintaining, improving, and equipping the medical service facility; acquiring and constructing additions to the medical service facility; and providing medical services to students. **This fee is refundable.**

Computer Service Fee. The Computer Service Fee is assessed per semester to all students enrolled at the University to help support the provision of computer services to students. **This fee is nonrefundable.**

School Fee. The School Fee is assessed by each college or school, to all students enrolled in its component major programs, to support administrative costs. **This fee is nonrefundable.**

Late Registration Fee. Texas Southern University reserves the right to conduct registration according to students' last name, major area, or any other delimiting factor. Students are required to register at the time indicated by the class schedule. Failure to complete registration on the date specified, but before the absolute deadline, may result in a late fee assessment. **This fee is nonrefundable.**

Drop/Add Fee. A student making a course change or changes after payment of initial tuition and fees may be charged for each change. **This fee is nonrefundable.**

Installment Handling Fees. Tuition and fees during the fall and spring semesters may be paid by one of two options:

1. Full payment of tuition and fees by the twentieth day of class or
2. One-half payment of tuition and fees by the twentieth day of class, one-fourth by the start of the sixth week, and one-fourth by the start of the eleventh week.

Students electing to pay their tuition and fees on the installment plan will be assessed a handling fee for the three-payment plan. Students are assessed a fee for each delinquent payment. **These fees are nonrefundable.**

A student who fails to make full payment or a first installment payment of tuition and fees, including any incidental fees, by the due date may be barred from classes until full payment is made. A student who fails to make full payment prior to the end of the semester may not receive credit for the work done that semester. University records may be adjusted to reflect the student's failure to enroll properly for that semester.

Late Payment Fee. A student who fails to pay tuition and fees by the posted deadline will be assessed a late payment fee. **This fee is nonrefundable.**

Laboratory Fee. Fees are assessed for studio and laboratory courses in the following academic disciplines: art, biology, chemistry, education, geology, human services and consumer sciences, music, pharmacy, human performance, physics, and technology. **This fee is nonrefundable.**

SEVIS International Fee. International students are required to pay an administration fee for University compliance with the federal student exchange system. **This fee is nonrefundable.**

Orientation Fee. First-time students are required to pay a fee for the orientation program and related activities. **This fee is nonrefundable.**

Health Insurance. The University provides minimal health care for students. All residence hall occupants are required to be covered by hospitalization insurance. For students without such coverage, a student hospital, medical, and surgical insurance policy is available through the Student Health Center.

Room and Board. Residence hall occupants will be required to sign a Housing-Food Service Contract for the entire academic year before being admitted to the facilities. **The Housing-Food Services Contract is personal and may not be transferred or assigned to another person.** Any violator will be subject to immediate disciplinary action. **Room and Board Charges are assessed on an annual basis.**

Parking Fee. Students who need to park vehicles on the campus must pay for parking decals to attach to their vehicles for designated student lots. This fee is assessed on a semester or term basis. **Refunds for parking fees must be applied for separately through the Department of Public Safety.**

Other Fee(s). Other fees, not specified in this section, may be charged by colleges, schools, departments, or other offices at the University. Students will be apprised of these fees and their designated purposes at the time that they are incurred.

REGULATIONS GOVERNING REFUNDS

Dropped Courses

Any student who drops courses within the first twelve (12) days of a fall or spring semester or within the first four (4) days of a summer term and remains enrolled in the University will receive refunds applicable to tuition paid for those courses.

Withdrawals

Refunds for courses enrolled during a fall or spring semester by a student who officially withdraws from the University are calculated according to the following percentage schedule:

- | | |
|-----------------------------------|------|
| • Prior to the first day | 100% |
| • During the first week of class | 80% |
| • During the second week of class | 70% |
| • During the third week of class | 50% |
| • During the fourth week of class | 25% |
| • After the fourth week of class | 0% |

Refunds for courses enrolled during a summer term by a student who officially withdraws from the University are calculated according to the following percentage schedule:

- | | |
|--|------|
| • Prior to the first day | 100% |
| • During the first, second, or third class day | 80% |
| • During the fourth, fifth, or sixth class day | 50% |
| • Seventh day of class and thereafter | 0% |

Refunds are granted for those fees designated as “refundable.” The refundable fees assessed at registration are tuition and designated tuition. These fees are calculated based upon the number of semester credit hours for which a student registers. Refunds of refundable fees are calculated based upon the total amount of these fees assessed at registration and not on the basis of the amount of the total that has been paid if a student is paying on an installment basis.

Students who are not indebted to the University should expect to receive checks by mail after the fourth week of class during a regular semester and after the third week of class during a summer term. Students who pay fees through financial aid/assistance (including Guaranteed Student Loans) will receive refunds only if the Office of Student Financial Assistance determines that refunds are due.

Students who register for courses that are either paid for directly or paid through the use of financial aid/assistance are considered enrolled at the University until they officially withdraw through the Office of the University Registrar. **Ceasing to attend classes or stopping payment of checks for fees owed without officially withdrawing from the University will result in semester grades of “F”.** Thus, any remaining balance owed to the University by a student who ceases to attend classes, but who does not officially withdraw through the Office of the University Registrar, is still due and NOT subject to reduction.

Refund of Room and Board Fees

Dormitory residents are required to sign a HousingFood Service Contract for the entire academic year. The University’s policy concerning refunds associated with room and board fees is stated in the contract. Where refunds are applicable, application for such refunds must be made within one year after official withdrawal.

Refund of Graduation Fees

Graduation fees cannot be transferred to another graduation period. Applications for refunds of the May diploma fee must be made in writing at the Bursar’s Office prior to March 1. No other refunds shall be granted.

Summer graduates have no refund grace period inasmuch as orders are placed immediately upon receipt of their applications for graduation.

Financial Obligations

No person who is indebted to the University in any amount will be permitted to graduate, receive transcripts, reenroll at the University, or receive any refunds.

TYPES OF FINANCIAL AID AND ASSISTANCE

Pell Grant Program (Basic Educational Opportunity Grant)

The Pell Grant is a Federal Aid Program designed to assist students in pursuing their first undergraduate degree. Students should apply for a Pell Grant by completing and submitting the U.S. Department of Education's Federal Application for Federal Student Aid (FAFSA), preferably through online submission at www.fafsa.ed.gov.

The student will receive a Student Aid Report (SAR), which he should immediately review for errors and correct with the U.S. Department of Education. Pell Grant award amounts are calculated once all student data is complete and verified.

Awards depend on the expected family contribution, the number of semester hours, the cost of education, and the number of semesters of enrollment. **Students who already have B.A. or B.S. degrees or other types of four-year baccalaureate degrees from any country are not eligible. International students seeking their first undergraduate degrees are not eligible, nor are early-admit high school students.**

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant (FSEOG) is a federal grant for undergraduate students who are eligible to receive a Federal Pell Grant and demonstrate financial need. Students must be enrolled at least half time to be considered.

National SMART Grant

National SMART Grant requires the student to maintain a 3.00 GPA and enroll in 12 hours per semester, be a Pell Grant recipient in certain Computer Science, Engineering, Critical Foreign Languages, Life Sciences, Mathematics, Physical Sciences, Technology, or Multidisciplinary Studies majors, and be a U.S. Citizen. Additional information on qualifications is available at <http://studentaid.ed.gov/>

Academic Competitive Grant (ACG)

Academic Competitive Grant requires the student to have completed a rigorous high school curriculum and enroll in a minimum of 12 hours per semester, must have graduated after January 1, 2006, must be a U.S. citizen and must be a Pell Grant recipient. Second year students must have graduated after January 1, 2005, be enrolled in a minimum of 12 hours and maintain a 3.00 GPA and must be a Pell Grant recipient.

Texas Public Education Grant (TPEG)

The Texas Public Education Grant is designed for Texas residents with established financial need. Students must be enrolled at least half time to be considered.

Texas Grant

The Texas Grant requires the receipt of an official high school transcript indicating the student graduated in the recommended or distinguished curriculum. The student must be a Texas resident, must have an expected family contribution under \$4000, must register in a minimum of 12 hours per semester, and must not have graduated from high school prior to 1989. Continuing students must meet the state mandated satisfactory academic progress requirements.

TEACH Grant

The Teacher Education Assistance for College and Higher Education (TEACH) Grant Program provides grants of up to \$4,000 per year to students who intend to teach in a public or private elementary or secondary school that serves students from low-income families. In exchange for receiving a TEACH Grant, students must agree to serve as a full-time teacher in a high-need field in a public or private elementary or secondary school that serves low-income students. Recipients of a TEACH Grant must teach for at least four academic years within eight calendar years of completing the subsidized program of study. Complete grant information and program requirements are published on the Federal Student Aid Web site at <http://teachgrant.ed.gov>.

To receive the TEACH Grant, a student must meet the following criteria:

- Complete the Free Application for Federal Student Aid (FAFSA). Demonstrated financial need is not needed.
- Be a U.S. citizen or eligible non-citizen.

- Be enrolled as an undergraduate, post-baccalaureate, or graduate student in a postsecondary educational institution that has chosen to participate in the TEACH Grant Program.
- Be enrolled in coursework that is necessary to begin a career in teaching or plan to complete such coursework. Such coursework may include subject area courses (e.g., math courses for a student who intends to be a math teacher).
- Meet certain academic achievement requirements (generally, scoring above the 75th percentile on a college admissions test or maintaining a cumulative GPA of at least 3.25).
- Sign a TEACH Grant Agreement to Serve.

As other grant programs become available at the University, students should directly contact the Office of Student Financial Assistance for pertinent information.

Scholarships

Upon admission to the University and completion of 24 semester credit hours or more, a student with a GPA of 3.25 or better may request an application for scholarship support from the Office of Student Financial Assistance (3100 Cleburne; Houston, Texas 77004-9987; 713-313-7071). The application should be completed and returned in a timely manner to the same office. Once the application is received, the applicant is considered for all available scholarships by the Scholarship Committee that operates in conjunction with the Office of Student Financial Assistance. The deadline for receipt of scholarship applications is announced by the Office of Student Financial Assistance at the beginning of each fall semester.

Outstanding high school students who have been newly admitted to the University are encouraged to apply for scholarships through the Douglass Institute Honors Program, as referenced earlier, at the time of their admission. Further information may be obtained by calling (713)-313-7458.

Students who are admitted to the University and who wish to participate in competitive sports may qualify for athletic scholarships. Detailed information on these scholarships (along with designated qualifications) may be obtained by calling (713)-313-7671.

The United States Army through its Army Reserve Officers' Training Corps (ROTC) Scholarship Program provides financial assistance for the undergraduate education of highly qualified and motivated young men and women who ultimately want to pursue careers as commissioned officers in the United States Army after graduation. Detailed information on this program may be obtained by calling (713)-743-3875.

Through a number of the instructional units at the University, various types of academic scholarships are available. These scholarships are awarded directly by the sponsoring units, which should be contacted directly through information numbers referenced in this document.

Federal Work-Study Program

Financial aid applicants may be eligible for assistance under the **Federal Work-Study Program**. **These funds, however, are not available to international students or to high school students who have gained early admission to the University.** Students may work an average of 20 hours each week. Students must attend a mandatory orientation prior to placement by the program coordinator and starting work. Job assignments are made on the basis of financial need, available positions, academic interest and skills, and student work preference. Students are paid at a rate above the national minimum wage as approved by the University at the time that eligibility is established.

Loans

The loan programs described below are not available to international students or to high school students who have gained early admission to the University.

The Federal Family Educational Loan Program (FFELP) is offered through participating lending institutions and is designed for individuals who cannot qualify for programs with stricter need requirements, but who still have difficulty meeting college expenses. The interest rate is capped at 8.25 % and the variable interest rates are announced annually on July 1 by the U.S. Department of Education. Under this plan the student is responsible for choosing a bank or credit union that participates in the

Federal Family Educational Loan Program (FFELP). Although the Office of Student Financial Assistance is involved in certifying a student's enrollment and recommending action, the lending institution makes the final decision.

The Texas Guaranteed Loan Corporation (TGSLC) is a public, non-profit corporation established by the Texas Legislature. This corporation was created to guarantee the funds distributed as part of the Federal Family Educational Loan Program (FFELP).

As other programs become available at the University, students should contact the Office of Student Financial Assistance directly for pertinent information.

FINANCIAL AID AND ASSISTANCE ELIGIBILITY

The Office of Student Financial Assistance makes every effort to insure that all awards and materials submitted remain confidential in accordance with the Buckley Family Right to Privacy Act of 1975. **In order to initiate the process of review for financial aid awards, students must be U.S. citizens or permanent residents and should do the following:**

1. **Secure admission to Texas Southern University through the Office of Admissions** via the process described in the next chapter of this document.
2. **Secure the U.S. Department of Education's Federal Application for Federal Student Aid (FAFSA)** from any high school counselor or any college/university financial aid office and complete and return it to the address indicated or, **preferably, apply online at www.fafsa.ed.gov**. (This step will eventually produce a Student Aid Report (SAR) that will be mailed directly to the student at his/her home address in approximately **eight to ten weeks**; for online submissions, this turnaround is **seven to ten business days**, and corrections can be made instantly.)
3. **Submit any supporting documentation that may be required to the Office of Student Financial Assistance, Texas Southern University, 3100 Cleburne; Houston, Texas 77004-9987 or 713-313-7071.**
4. **Make inquiries about scholarships available and submit applications, when qualifications are met**, after reading the preceding section on **scholarships** in this chapter of this bulletin. Additional information may be obtained electronically at www.tsu.edu.

Once all documents referenced have been received by the Office of Student Financial Assistance (or other designated office), the applicant will be considered for a possible financial aid award, financial assistance, or scholarship. A student who applies for financial aid or assistance and is not awarded at the time of registration **must be prepared to pay for tuition, fees, books, and housing** from personal funds as part of the registration process.

Financial Aid Eligibility Requirements

In order to maintain eligibility for consideration for financial aid, students must meet the standards set forth in Texas Southern University's policy on Satisfactory Academic Progress (SAP). These standards are referenced in the next chapter of this document as academic regulations. In addition to these standards, a time frame requirement must also be met in conjunction with the SAP standards for eligibility. **Thus, in reality, three facets of the individual student record determine financial aid eligibility: credit hours (from SAP standards), grades (from SAP standards), and time frame.** The requirements in each facet vary in accordance with academic status (undergraduate, graduate, or professional student), the college or school of enrollment, and enrollment status (full-time, half-time, or less than half-time). When time frame is combined with the University's SAP standards, reference is made in the document, generally, to financial aid SAP. When time frame is not a factor, reference is simply made to SAP at the University.

With regard to the **credit hours needed** to maintain eligibility, students receiving aid have their overall enrollments at the University reviewed once each year at the end of the spring semester to verify that they have earned a minimum number of credit hours for their academic classification (freshman, sophomore, etc.). With regard to the grades needed to maintain eligibility, students receiving aid must satisfy a cumulative grade point average (GPA) requirement each year. Their GPA must meet the minimum standards of their individual academic classifications.

With regard to the **time frame needed** to maintain eligibility, students will be considered for financial aid for a limited time only. Their enrollment in all postsecondary institutions, regardless of financial aid support, is considered when determining the total number of credit hours that they are allowed to enroll for with the benefit of financial aid. **The Office of Student Financial Assistance should be contacted directly regarding the specifics of time frame limitations.** Students are notified when they are approaching enrollment in the maximum number of credit hours permitted. If students exceed this number before finishing their individual programs of study, then they will no longer be eligible to receive federal student assistance.

Financial Aid Tuition Deferment

Deferment of tuition payment is made available by the Office of Student Financial Assistance to students who meet the following requirements:

- Are admitted into an eligible academic program
- Are registered for a minimum of 6 credit hours
- Submit all supporting documentation including, but not limited to the verification worksheet, parent and/or student federal income tax returns, and other items required by the U.S. Department of Education prior to disbursement of Title IV aid
- Are in good standing and not in default on any federal loan
- Meet the minimum satisfactory academic requirements
- Have an official response to their Free Application for Federal Student Aid (FAFSA)

Transactions made after the processing of a deferment may result in additional charges. Students dropping and adding courses or receiving university bookstore credit based on expected financial aid should carefully monitor their student account. Students may view their account balance on-line or request an account summary from the Financial Services Department in the E. O. Bell Hall basement. Payment deadlines are posted on the TSU web site.

Students obtaining a tuition deferment may not have enough financial assistance to pay their outstanding account balance. Any student whose total charges exceeds anticipated aid should seek counseling from the Office of Student Financial Assistance or be prepared to pay the additional charges out of pocket by the published due dates.

Financial Aid Probation

Students are placed on probation with regard to the receipt of financial aid for their next semester of attendance if they fail to earn the minimum number of semester credit hours and/or achieve the minimum GPA required for their attendance status. To be removed from this probation, students must complete the requisite number of semester credit hours with the corresponding GPA to regain unconditional eligibility under the Satisfactory Academic Progress (or SAP) policy. If these conditions are met, the probationary status will automatically be removed at the end of the semester for which probation has been imposed.

Financial Aid Suspension

Students who fail to earn the required semester credit hours and achieve the required GPA while on financial aid probation will be placed on financial aid suspension. Thus, they will no longer be eligible to receive federal student assistance. In order to return to financial aid probationary status, students must complete, at their own expense, a regular semester of work at the University as a student in the full-time, half-time, or less than half-time status in which they were originally suspended and attain the minimum number of semester credit hours and achieve the cumulative GPA required.

Exclusions

The following types of registration or grades can not be used to fulfill conditions for the removal of financial aid probation or suspension: advanced placement credits, credits earned through the credit by examination process, independent study courses, and grades of withdrawal (W), incomplete (I), in progress (R), unsatisfactory (U), and fail (F).

Additional Academic Requirements

If students apply for financial aid, their eligibility will be based on past performance as measured by the Satisfactory Academic Progress (SAP) standards for financial aid. If a student making application is a transfer student, he or she will be evaluated within the financial aid SAP maximum time frame based upon the number of semester credit hours accepted by Texas Southern University.

Other factors that students need to be cognizant of with regard to the assessment of financial aid status are as follows:

1. Semester credit hours earned from foreign institutions are included in the financial aid SAP evaluation if these credits are accepted by the University and the college/school in which a major is declared.
2. If a course is repeated, the semester credits earned will count toward the determination of enrollment status and maximum time frame.

3. Courses in which grades of “I” (incomplete) are received do not earn credits to meet the academic year minimum, nor do they influence GPA’s in the semester in which they are taken; however, the credits are counted in the maximum time frame.
4. Courses in which grades of “W” (withdrawal) are received do not earn credits to meet the academic year minimum, nor do they influence GPA’s in the semester in which they are taken; however, the credits are counted in the maximum time frame. Students may retake courses from which they withdraw, and retaken credits will count toward the determination of enrollment status and minimum credits earned.
5. Credits earned from undergraduate developmental/remedial courses that students are required to take count toward the determination of enrollment status, minimum semester credits earned, and maximum time frame.
6. Credits earned from undergraduate courses taken while students are enrolled as graduate students do not count toward the academic year minimum, nor do they influence GPA’s, nor do they count toward the determination of enrollment status or minimum credits earned, unless these credits are specifically required as prerequisites.
7. All undergraduate and prerequisite courses are included in the financial aid time frame for financial aid SAP.
8. Summer terms are considered special semesters and are not automatically monitored to determine financial aid SAP. Students who attend summer terms and who want credits earned during these terms counted with fall and/or spring semester credit totals must make a request for such at the end of the summer terms of attendance.

Right to Appeal

Students placed on financial aid suspension may appeal this status by completing a Satisfactory Academic Progress Appeal Form in the Office of Student Financial Assistance within 30 days of receipt of notification.

Students who believe that they have been identified as not having met financial aid SAP requirements because of late posting of grades should contact the Office of Student Financial Assistance once grades have been posted. A counselor will then review the situation and determine whether or not SAP requirements have been appropriately met.

Students who are placed on financial aid suspension because of GPA’s and minimum semester credit hours earned that violate the financial aid SAP standards should submit a Satisfactory Academic Progress Appeal Form and a current Texas Southern University academic transcript to the Office of Student Financial Assistance for review. A counselor will render a decision after reviewing the documentation presented.

Students who fail to achieve financial aid SAP standards because of mitigating circumstances (such as illness, injury, family crisis, or credits earned from incomplete courses) may appeal their financial aid status by submitting a Satisfactory Academic Progress Appeal Form, a current Texas Southern University academic transcript, and a letter of explanation to the Office of Student Financial Assistance. The letter of explanation should have supporting documentation attached. A counselor will review the appeal and render a decision based upon documentation provided.

Students who attend either one or both summer terms during a year when they have been placed on either financial aid probation or suspension and succeed in increasing their GPA’s and/or semester credit hours completed in order to meet the minimum financial aid SAP standards for the year should appeal their status in writing with supporting documentation to the following:

Satisfactory Academic Progress Appeals Committee
Office of Student Financial Assistance
Texas Southern University
3100 Cleburne Street
Houston, Texas 77004-9987

Decisions on these appeals will be made within 20 business days after their receipt. Students will be notified in writing of the Appeals Committee’s decision.

REFUND DISBURSEMENT

All financial aid funds are disbursed by the Bursar’s Office, not the Office of Student Financial Assistance; however, students who are awarded financial aid through the Office of Student Financial Assistance should stay in contact with that office regarding disbursement of funds. Funds will not be disbursed to students indebted to the University. The University refunds students’ surplus monies to their designated bank account, or to debit E-cards for students who opted out of direct deposit to their bank account.

ADMISSION REQUIREMENTS, ENROLLMENT PROCEDURES, AND ACADEMIC REGULATIONS

Texas Southern University is an accredited higher education institution that provides equal educational opportunity.

Entering freshman applicants must have earned an overall “C” average (2.0 GPA on a 4.0 scale) in high school. All entering freshman applicants must submit either American College Test (ACT) or Scholastic Aptitude Test (SAT) scores. All entrants must meet the Texas Success Initiative requirements outlined below, with 820 combined SAT critical reading/math test scores or a 17 ACT composite test score, or complete a summer, developmental studies program.

Candidates for undergraduate admission must identify the appropriate category below and follow the indicated steps:

- **(I) Citizens of the United States with diplomas from accredited high schools, GED equivalents, or equivalent examinations from foreign countries that attest to the fact that they have attained the high school standard and who have never before enrolled for college credits must:**
 - A. Obtain an application from the Texas Southern University Office of Undergraduate Admissions (at 3100 Cleburne Street; Houston, Texas 77004-9987, by calling 713-313-7071, or electronically at www.em.tsu.edu) and complete and return it along with the required, non-refundable application fee.
 - B. Submit an official transcript from the accredited high school that (1) includes a date of graduation, (2) the student’s class ranking and, (3) for Texas high school graduates, indicates successful completion of either the Texas Assessment of Academic Skills (TAAS) examination or the Texas Assessment of Knowledge and Skills (TAKS) examination, **or**
 - C. Submit an official GED Test Report that includes a minimum score of 40 on each part of the GED test, **or**
 - D. Home-schooled students must submit, directly from their parent school district, an official assessment to the Office of Undergraduate Admissions for use in grade placement and/or awarding of credit. The school district must assess course mastery since such students do not earn diplomas from the State of Texas.
 - E. Submit either ACT or SAT scores.
- **(II) Citizens of the United States who have attended another college or university prior to seeking admission to Texas Southern University must:**
 - A. Complete an application for admission, Parts A, B, and C.
NOTE: International students classified as Permanent Residents of the United States must supply certified copies of both front and back sides of their federal Permanent Resident Card along with the application for admission.
 - B. Submit the required, non-refundable application fee. NOTE: Transient students may apply only for the summer terms; however, they must submit the requisite application fee.
 - C. Submit an official transcript from each college or university previously attended. Transcripts should be sent from the issuing institution(s); however, they may be hand-carried and delivered in an envelope bearing the unbroken seal of the issuing institution(s)
To be considered and/or evaluated, transcripts **MUST** contain the following:
 - 1. Grades for all completed courses so indicated on the transcript(s);
Notations indicating “course in progress” are not acceptable.
 - 2. The seal and signature of the registrar of the issuing institution
 - 3. The transcript(s)’ date of issuanceA transcript evaluation is done only when a student has been accepted by the University and the student has requested an evaluation. Evaluations are done on a first come-first served basis. During periods of registration, evaluations generally require five (5) to seven (7) working days for processing. NOTE: No more than sixty-six (66) credit hours completed with grades of C or better from junior and community college may be transferred to Texas Southern University.
 - D. Submit placement test scores or evidence of test exemption eligibility.
- **(III) Permanent residents of the United States who have diplomas from accredited high schools, GED equivalents, or equivalent examinations from foreign countries that attest to the fact that they have attained the high school standard and who have never enrolled for college credits previously must:**
 - A. Follow the same steps given above for citizens of the United States with diplomas from accredited high schools or GED equivalents.
 - B. In addition, **submit certified copies of both the front and back sides of their Permanent Resident Card** along with the application for admission.

- C. **Submit all specifically needed documents to the Office of International Student Affairs, Texas Southern University (3100 Cleburne Street; Houston, Texas 77004-9987).**
- **(IV) Permanent residents of the United States who wish to transfer from other accredited colleges and universities must:**
 - A. Follow the same steps given above for citizens of the United States.
 - B. In addition, **submit certified copies of both the front and back sides of their federal Permanent Resident Card along** with the application for admission.
 - C. **Submit all specifically needed documents to the Office of Undergraduate Admissions, Texas Southern University (3100 Cleburne Street; Houston, Texas 77004-9987).**
- **(V) International students who have never previously enrolled for college credits or who wish to transfer from other accredited colleges or universities must:**
 - A. Send **proof of graduation from high school** (transfer students must only submit college transcripts) either in conjunction with the application or separately to the Office of International Student Affairs.
 - B. Obtain an application from the Office of International Student Affairs, Texas Southern University (3100 Cleburne Street; Houston, Texas 77004-9987) by calling 713-313-7896, and complete and return it along with the required, non-refundable application fee.
 - C. Provide a **financial support statement** either in conjunction with the application or send it separately to the Office of International Student Affairs.
 - D. Provide **official proof of completion of the TOEFL examination** to the Office of International Student Affairs. Applicants must have an earned score of 500 or better on the paper TOEFL or 173 or better on the computerized TOEFL to qualify for admission.
 - E. Request that, if applicable, the of-record college or university of current attendance transfer its SEVIS information to Texas Southern University.
 - F. Request that official transcripts from all colleges and universities attended be sent directly to the Office of International Student Affairs.
 - NOTE: The officiality of transcripts is critical to the admissions process. It is the responsibility of all international students to have international transcripts translated by an accredited company.**
 - G. NOTE: Upon their admission to the University, a health examination is required of all students. Questions about the health examination may be directed to the Office of International Student Affairs at (713)-313-7896.
- **(VI) Transient students who wish to attend only during the SUMMER TERMS must:**
 - A. Obtain an application from the Texas Southern University Office of Undergraduate Admissions (3100 Cleburne Street; Houston, Texas 77004-9987) by calling 713-313-7071 or accessing it electronically at www.em.tsu.edu, complete it, and return it along with a required, non-refundable application fee.
 - B. Request that an official transcript or letter of good standing from the college or university in attendance be sent to the Office of Undergraduate Admissions at the address above.
- **(VII) Students who have not attended the University for more than one year and now wish to return must:**
 - A. Obtain a readmission application form from the Texas Southern University Office of Undergraduate Admissions (3100 Cleburne Street; Houston, Texas 77004-9987) by calling 713-313-7071, or accessing it electronically at www.em.tsu.edu, complete it, and return it along with the required, non-refundable readmission application fee.
 - B. Identify the category above that best fits your circumstances and complete the remaining listed steps.

In admitting first-time freshmen, the University abides by the uniform admission policy as defined in accordance with Texas Education Code Chapter 51, Subchapter S. Students' high school average, class ranking, and test scores all shall factor into consideration for admission.

Students who are admitted by the University, but fail to enroll for a given semester, may have their application information updated for a future semester. The application and associated fee will be honored for one (1) year from the original semester in which the application was made.

Under certain mitigating circumstances, individuals may be eligible to apply for admission during the registration period. If admission is granted under these circumstances, then the applicant must be prepared to pay his or her tuition and fees out-of-pocket.

TEXAS SUCCESS INITIATIVE (TSI)

The Texas Success Initiative was developed by the 78th State Legislature on September 1, 2003 to guarantee student success at institutions of higher education. The program involves two major components: (1) measuring students' academic skills in reading, writing and math and (2) advising the student into the appropriate developmental course for any academic skill that needs improvement. In accordance with the Initiative, all applicants must have successfully completed the following high school credits:

- 4 in English
- 3 in mathematics
- 2 in natural science
- 2 in social science
- 6 selected from a group consisting of foreign languages, computer science (or keyboarding), speech, journalism, and fine arts

DEVELOPMENTAL STUDIES

The Developmental Education Program is designed to foster the academic and intellectual potential of students that will enable them to persist in their matriculation at Texas Southern University. Working in tandem with Student Success Services, the Program provides academic-based opportunities to enhance students' intellectual growth. The Program, organized to engage faculty, staff, and students in interactive teaching and learning, helps empower students to realize their intellectual capacities to the fullest extent possible.

Developmental courses to be taken before, or concurrently with, related college-level courses include ENG 129, ENG 130, MATH 130, MATH 131, READ 130, and SSS 101 lab courses.

Students who do not meet minimum admission requirements must successfully complete Summer Academy. This intensive program provides the academic foundations to master the ASSET placement exam and to succeed in college level courses. Students who are not successful in the program may transfer in to complete their studies at the University only after completing two years of prescribed, transferable courses at a community college.

ORIENTATION PROGRAM FOR NEW STUDENTS

All undergraduate students entering the University for the first time are required to take part in a series of orientation activities, which are conducted prior to the opening of their semester of residence. Orientation programs are planned for each of the two semesters on specific dates prior to registration.

All entering freshmen and transfer students with fewer than 30 earned credits may be required to enroll in Sociology 102, Freshman Seminar, a one-credit orientation course.

Entering students should contact Student Success Services, Texas Southern University, 3100 Cleburne, Houston, Texas 77004, (713)-313-7955.

TRANSFER CREDIT

Transfer of credit from another institution to Texas Southern University involves consideration of accreditation, comparability of course work, and applicability of that course work to a degree program at the University. The Office of Undergraduate Admissions is responsible for reviewing each course taken at another college or university and making an initial determination of transferability. Colleges and universities from which credits are to be transferred must have been granted membership or candidacy status in a regional accrediting association of the Association of Colleges and Schools, which does NOT include accrediting commissions for vocational or occupational training.

No more than sixty-six (66) credit hours from junior and community college may be transferred to Texas Southern University. Courses with an earned grade below C are not transferable. Transfer credit hours will not be granted for college/university courses omitted on the evaluation request, and may also be bound by policies set by the University's individual schools and colleges.

All academic courses except developmental courses, whether passed, failed, or repeated, including those in which the student earned a grade below C, are used to compute the applicant's grade point average for admission purposes.

In order for the Office of Undergraduate Admissions to make a decision about the transferability of a course, the transfer student may need to provide materials such as school catalogs/bulletins, course descriptions, course outlines, class assignments, or textbooks to assure proper evaluation. The final determination of the applicability of credit transferred toward a degree sought at Texas Southern University is made by the chair and dean of the student's major department in conjunction with the Director of Undergraduate Admissions.

Courses accepted for transfer credit must be from a college or university accredited by one of the regional agencies for higher education and must be similar in character and content to courses offered at Texas Southern University.

Junior and community college courses may only transfer as lower-division (freshman or sophomore) credit. Undergraduate courses from senior colleges transfer at the same level, lower- or upper-division, as they were taken. Graduate-level coursework is not transferable as undergraduate credit.

In the transfer of core curriculum credits and field of study curricula credits from other public institutions of higher education in Texas to Texas Southern University, the University is subject to Texas Education Code Chapter 5, Subchapter S, Sections 5.390 to 5.393 and 5.400 to 5.405. These sections specifically address the resolution of transfer disputes for lower-division courses between two public institutions of higher education in Texas and **are quoted directly as follows:**

- a. The following procedures shall be followed by public institutions of higher education in the resolution of credit transfer disputes involving lower-division courses:
 1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied. A receiving institution shall also provide written notice of the reasons for denying credit for a particular course or set of courses at the request of the sending institution.
 2. A student who receives notice as specified in (1) may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.
 3. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Texas Higher Education Coordinating Board rules and guidelines.

4. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution that denies the course credit for transfer shall notify the Commissioner of Higher Education of its denial and the reasons for the denial.
- b. The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.
- c. Each institution of higher education shall publish in its course catalogs the procedures specified here.
- d. The Texas Higher Education Coordinating Board shall collect data on the types of transfer disputes that are reported and the disposition of each case that is considered by the Commissioner or the Commissioner's designee.

If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should first contact the sending institution and attempt to resolve the problem. In the event that the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the Commissioner of Higher Education, who may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

ACADEMIC FRESH START

Residents of the state of Texas are entitled to enroll at a state institution of higher education, including Texas Southern University as new undergraduate students if the last college credits that they earned were earned ten (10) or more years ago. This provision is covered by the Texas Education Code Section 51.931. In electing to enroll under this section, students may not receive any credit for courses undertaken ten (10) or more years ago prior to enrollment under this section.

If a student earns a baccalaureate degree under this section and applies for admission to a graduate or professional program of study that is offered by a public institution of higher education in Texas, only the grade point average (GPA) that the student earned under this section is to be considered, along with any other criteria used for evaluating applicants for admission to these programs of study.

Students who qualify for an academic fresh start may petition the University for such through the use of the steps outlined below:

1. An applicant must submit a written request to the dean of the academic area in which he or she intends to major and/or the area in which he or she was last enrolled. The request must include the following information:
 - a. Full name
 - b. Texas Southern University student identification number or social security number
 - c. Mailing address
 - d. Current telephone number
 - e. Last date of enrollment at Texas Southern University, including the year and semester
2. The academic dean of record will determine whether the applicant is eligible for an academic fresh start in consultation with the University Registrar with his or her final decision communicated in writing to the Registrar within a reasonable period of time.
3. The University Registrar will notify the applicant, in writing, of his or her status within a reasonable period of time upon receipt of the decision of the academic dean.

EARLY ADMISSION OF HIGH SCHOOL STUDENTS

Texas Southern University's early admission policy is designed to give high school students who demonstrate outstanding academic performance the opportunity to enroll in regular college courses for credit toward graduation while they are still enrolled in high school. The student retains high school status and has the option of enrolling either during the summer session following the junior year in high school or in the fall of the senior year. The student must take high school courses concurrently while enrolled as a part-time student at TSU.

Eligibility. All Early Admission applicants must satisfy the following requirements:

1. Successful completion of the 11th grade
2. Evidence of a level of academic achievement that promises successful completion of college work. Applicants must have passed all portions of the Exit-Level Texas Assessment of Knowledge and Skills (TAKS) examination
3. Recommendation from a high school guidance counselor or principal
4. Either (1) a minimum GPA of 3.10 on a 4.0 scale, along with a minimum SAT combined score of 1000 or ACT composite score of 20; OR (2) a minimum GPA of 3.50 on a 4.0 scale, along with a minimum SAT combined score of 900 or ACT composite score of 18

Applications. All documents pertaining to early admission must be submitted to the Office of Undergraduate Admission and must include the following:

1. Completed application form
2. Non-refundable application fee
3. Official high school transcript showing successful completion of the TAKS examination (Exemptions do not qualify).
4. Official SAT-I, PSAT or ACT scores report (Test scores posted on a high school transcript are considered official)
5. Letter of recommendation from a high school guidance counselor or principal

Enrollment. A student who is admitted under the Early Admission Program

1. May enroll in up to six (6) semester credit hours per eligible semester for up to two (2) years while being concurrently enrolled in high school
2. Must follow University rules and regulations
3. Will be classified as a special student
4. Will be advised by Student Success Services in Fairchild Hall

Financial Aid. Inasmuch as early admission students are considered to be in college and high school at the same time, federal regulations prohibit eligibility for any form of federal financial aid (grants or loans).

Change of Status. A high school student admitted under the early admission policy who remains in good standing through high school graduation will automatically have his or her status upgraded to “unconditional undergraduate admission.” However, the student must provide an official copy of the final high school transcript with evidence of date of graduation.

GENERATION OF STUDENT TRANSCRIPTS

Students may request in writing, from the Registrar's Office, official transcripts of coursework indicating each course attempted, each grade earned, and credit hours associated with each course. Each request requires payment of a transcript fee to process the request.

Student Records (transcripts) will not be released under the following circumstances:

1. All student records are not on file in the University Registrar's Office.
2. The requesting student has not cleared all bills (academic or financial).
3. The requesting student has a record hold imposed by the Office of Financial Aid or the Office of General Counsel
4. The requesting student has not paid the transcript fee.

In the event that a student experiences a legal change of name, he or she should submit a completed Name Change Request Form and official documentation. The Registrar's Office will record a copy of the required documentation, which may include, but is not limited to: marriage license, divorce decree, court document, passport, and naturalization certificate.

ENROLLMENT INFORMATION

Advising

Academic advising is an integral and necessary part of the higher education process. Faculty advisors in the academic departments have the responsibility of advising students once they have meet all admission requirements and have declared majors based on (1) the most current information available to them about departmental, college, and university requirements, and (2) students' interests, needs, and abilities. All students who have not declared majors are advised in Student Success Services in Fairchild Hall. Undecided students are those who are registered in Academic Foundation courses and have not decided on their majors. In general, students are not encouraged to declare majors until their individual ASSET or equivalent responsibility has been met. **Students who receive financial assistance are STRONGLY CAUTIONED that they must each have a declared major by the time that they have successfully completed 45 semester credit hours in order to remain eligible for this assistance.**

Specific responsibilities of advisors include:

- Helping students to define and develop realistic goals.
- Matching students to available resources.
- Assisting students to plan programs of study consistent with their abilities.
- Helping students monitor their progress toward graduation.

Although academic advisors will assist students in every way possible, students are expected to accept full responsibility for their academic programs of study, including the satisfactory completion of all requirements.

Registration Policies and Procedures

All students must register at the beginning of each semester or term. Each student is assigned a faculty advisor who assists in planning a program of study. Complete registration instructions are contained in the schedule of classes each semester or term. Students are registered for and entitled to attend classes only when they have completed the prescribed procedures, including the payment of fees, which is a part of registration. **A student is not registered with the University, and therefore not entitled to University privileges, until fees are paid. All unpaid course selections will be purged from the database of student records after the twentieth class day during a regular semester and after the fourth class day during a summer term.**

Students planning to return to the campus after an absence of one year or after earning credits at another institution are required to notify the Registrar's Office and have transcripts mailed from the schools attended.

Registration and Payment of Fees

Official registration days for each semester and each term of the summer session are indicated in the University Calendar at the beginning of this bulletin. Students are required to preserve their grade reports for use by counselors in preparing their schedules each semester.

Registration is not complete and nobody with unpaid fees is entitled to University privileges. Each student should bring sufficient funds to cover all required tuition, fees, and deposits.

Auditing

With the consent of both the chair of the administering department and the course instructor, a student may audit a course. Auditors shall be registered, shall receive no credit for audited courses, and shall pay the same fees as a student enrolled for credit.

Credit by Examination

A student may receive credit by examination for courses listed in this bulletin by showing proficiency gained in advanced high school courses, independent research, non-credit adult courses or professional development programs. Credit by examination shall not be given for a previously attempted or surpassed course, or for hours beyond published limits. The Pass (P) grade given does not figure into GPA calculation. A student requesting credit by examination must be currently enrolled and must have completed at least one semester at Texas Southern University. The student must secure academic department approval, dean's approval, Provost's approval, register for an approved examination such as the CLEP, pay applicable testing, administration, and per credit hour fees, earn a passing score on the national and/or departmental exam, and submit a department approved request form to the Registrar's Office.

Concurrent Enrollment

A student concurrently enrolled at Texas Southern University and another college or university may receive total credit for no more than the maximum allowable Texas Southern University load for any given semester or term. In each semester of concurrent enrollment, the student must verify with his or her advisor that the other institution's courses qualify for transfer, notify the Office of Financial Aid at both Texas Southern University and the other institution, and submit the signed agreement form to the Registrar's Office.

Official Enrollment in Class

A student may not attend a class after the first week of classes unless he or she is properly registered for that course and section. Failure to follow proper registration procedures may jeopardize that student's good standing at the University and result in loss of funds and credit. Instructors' class rolls are prepared from the official enrollment records of the Registrar. A student whose name does not appear on the class rolls should contact the Registrar's Office to verify his or her proper registration.

Discontinued Classes

The University reserves the right, when necessary, to discontinue classes or to otherwise alter the schedule. If a class is discontinued, students will be notified at the first scheduled class meeting, whenever possible, so that they may register for alternative courses. Students who are enrolled in a discontinued class must officially drop the course; students who wish to enroll in another section or another course must immediately and officially carry out the drop and add process.

ACADEMIC REGULATIONS

Load Limit

The normal load is 15 to 18 semester credit hours. A regular student may not carry more than **18 hours** of course work in any long term or semester without the approval of his or her dean and the head of the department in which the student is a major. The maximum load for any student in a regular semester is **21 hours**. Students who are working may be required by the dean to reduce their load. A student enrolled in a **6-week summer term** may not normally carry more than **7 hours**. Under special conditions a student may, with permission of his or her dean, carry **8 hours in one 6-week term** provided he or she carries no more than **6 hours during the other term of that summer**. Under no circumstances may a student earn more than **14 semester hours from any source in the two terms of one summer**.

Full-Time and Part-Time Status

The full-time or part-time status of students is determined by the table below.

	Undergraduate Fall/Spring	Undergraduate 6-week Summer term	Graduate Fall/Spring	Graduate 6-week Summer term
Full-time	12	6	9	6
3/4 time	9-11	4-5	7-8	4-5
1/2 time	6-8	3	6	3
Less than 1/2 time	4-5	0-2	0-5	0-2
1/4 time	1-3	X	X	X

Classification

Undergraduate students' classification is determined as follows:

Classification	Freshman	Sophomore	Junior	Senior
Credit hours earned	0-29	30-59	60-89	90+

Class Attendance Regulations

Students should regularly attend class. Students are responsible for all coursework, including taking exams as scheduled and completing all assignments. Instructors are not obligated to give any "make-up work." An instructor may, prior to the term purge date, administratively drop from their class any student with unexcused absences of over 10 percent of the instruction hours for the term. Instructors may define attendance rules for individual classes; in general, class attendance shall not count for more than 10 percent of the grade.

Change of Major

A student in an undergraduate department of the University who can satisfy admission requirements of another undergraduate department within the same college or school may transfer to it with the approval of the department chairs concerned.

Transferring from One Branch to Another

A student in an undergraduate college or school of the University who can satisfy admission requirements of another undergraduate branch may transfer to it with the approval of the department chairs and deans concerned.

Changes in Class Schedule (Adds, Drops, and Withdrawals)

Changes in class schedules may be made by a student when approved by his faculty advisor and by the department in which the course is offered. **A service fee is charged for each change in program.**

Course changes must be made in person under the following conditions:

- a. **Adding courses.** In adding courses, the student must obtain the approval of his or her faculty advisor and the department in which the course is offered.
- b. **Dropping courses.** A student may, for a good cause, drop a course with the approval of his or her faculty advisor and the department in which the course is offered under the following provisions:
 - During the first 12 days of any semester or the first 4 days of a summer term, a student may drop a course without having a grade recorded for the course.
 - After the twelfth or fourth class day, a student may drop a course without penalty prior to the published deadline. A grade of W will be recorded. State legislation enforces a limit of **six (6) recorded drops**, excluding withdrawals, over the Texas college career of a student who enrolls in a Texas public institution of higher education as a first-time freshman beginning fall 2007 or later. Documentation of good cause must accompany any request for exception.
 - After the published deadline, a student will be permitted to drop a course only upon approval of the student's dean and only for urgent and substantiated, nonacademic reasons acceptable to the Dean.

Withdrawal

To insure his or her possible future standing with the University, a student has the right to withdraw officially. A student wishing to withdraw from the University for the remainder of a session should apply to the dean of his or her school or college for permission. Having secured the dean's permission, the student may receive honorable dismissal through the Registrar's Office after he or she has returned all library books, surrendered his or her activity books, and cleared himself or herself with all offices at the University. A student failing to do these things will not be eligible for restitution of any fees.

The term "honorable dismissal" will not be given unless the student's standing as to conduct and character is such as to entitle him or her to continuance in the University. The grade to be recommended for the student will be in keeping with the regulation for dropping courses.

Reinstatement

Students who are administratively withdrawn from their classes due to nonpayment may petition for reinstatement if and only if extraordinary circumstances prevail. Students may obtain the prescribed form in the Office of Enrollment Services, and must return the petition with evidence of suitable payment options. Enrollment Services reviews all such petitions on a case-by-case basis. All approved petitions are subject to a late payment fee and a reinstatement fee.

Course Numbering

Lower division undergraduate courses are numbered from 100 to 299 while upper division undergraduate courses are numbered 300 to 499. Upper division courses that may be taken by graduate students for graduate credit upon prior approval of the student's advisor and Dean of the Graduate School are **listed in the Graduate Bulletin**. Courses numbered 500 and above, except in Pharmacy, carry graduate credit and are open only to graduate students.

Unit of Credit and Grade Point Average

1. The unit of credit is the semester hour. A semester hour represents the equivalent of one recitation or lecture hour per week for one semester.
2. The following grades and quality points per semester hour were used in evaluating the work of students in courses at the University in the past:

Grade	Meaning	Prior to Fall 1977	Beginning Fall 1977
A+, A	Excellent	3.00	4.00
B	Good	2.00	3.00
C	Average	1.00	2.00
D	Poor but Passing	0	1.00
I	Incomplete	0	0
F	Failure	0	0
W	Withdrawal	0	0
S	Satisfactory		0
U	Unsatisfactory		0
N	No Grade Submitted		0
P	Pass		0

3. Beginning the Fall of 1991, the following grades and quality points were and are now used:

Grade	Meaning	Grade or Quality Points Per Credit Hour
A+, A	Excellent	4.00
A-	Intermediate Grade	3.67
B+	Intermediate Grade	3.33
B	Good	3.00
B-	Intermediate Grade	2.67
C+	Intermediate Grade	2.33
C	Satisfactory	2.00
C-	Intermediate Grade	1.67
D+	Intermediate Grade	1.33
D	Marginal	1.00
D-	Intermediate Grade	0.67
F	Failure	0
I	Incomplete	0
P	Passing	0
R	In Progress	0
S	Satisfactory	0
U	Unsatisfactory	0
W	Withdrawal	0
WT	Withdrawal, Test Requirement NOT Fulfilled	0

4. The grade “R,” meaning “In Progress,” is given only when the work in a course extends beyond the semester or term. It implies satisfactory performance. The grade “R” will not alter the quality point average of the student since hours attempted, hours earned, and quality points earned will not be entered in cumulative totals.
5. The grade of “I” is given only when a student’s work is satisfactory in quality, but due to reasons beyond his or her control, the work has not been completed. The missing work may be a major quiz, a final examination, a term paper, or other work. It is not given in lieu of an F. The instructor will stipulate, in writing, at the time the grade is given the conditions under which the “I” may be removed. This temporary grade of “I” is non-punitive and semester hours for the course are not considered in the computation of the quality-point average. Removal must be within one calendar year after the “I” is assigned, or the “I” grade shall become an “F.” The grade “I” is not assigned if the student must retake the course. In the event a student who earns a grade of “I” decides to retake the course, the student is required to pay for that course a second time.
6. The grade of “W” is given for a course officially dropped by the student after the twelfth class day of a regular semester or the fourth class day of a summer term and before mid-semester or midterm.
7. **In cases where students repeat courses, the last grade earned must be used in the determination of the student’s official grade point average at all stages and in the determination of eligibility for graduation.**
8. **The terms of “grade point average (GPA)” and “quality point average” are used interchangeably. In all cases, these averages are calculated by dividing the total quality points earned (see chart above) by the total semester credit hours attempted.**

Grade Notification

Final grades are electronically disclosed to students at the end of each term, no later than fourteen (14) days after all final examinations have been completed.

Good Academic Standing/Satisfactory Academic Progress Policy

The minimum grade point average required by the University for awarding the baccalaureate degree is 2.00 for all credit work taken by the student as part of an approved program of study. The GPA is computed by dividing the total number of hours attempted by the total number of quality points earned (See “Grading System”), except for credit hours in courses for which the student received a “W” or “I”. Also, a repeated course is counted as attempted one time only (the last grade earned will be used to calculate the GPA). Any enrolled student who meets the minimum academic requirements is in good academic standing at the University.

Probationary or Notice status will be incurred by the student who fails to meet the standards listed below in any semester.

- 1-14 hours attempted—Not less than a 1.4 cumulative GPA
- 15-29 hours attempted—Not less than a 1.6 cumulative GPA
- 30-59 hours attempted—Not less than a 1.8 cumulative GPA
- 60 or more hours attempted—Not less than a 2.0 cumulative GPA
- and satisfactory completion of all developmental or remedial courses

Academic Notice: Students falling below the set standards of 1-14 hours 1.4 cumulative GPA; 15-29 hours 1.6 cumulative GPA; 30-59 hours 1.8 cumulative GPA; and 60 or more hours 2.0 cumulative GPA, are placed on Academic Notice. Students on Academic Notice are not on Academic Probation and cannot be suspended. **Students on Academic Notice must get advisement in the Office of Student Success Services or their major department before they will be allowed to enroll.**

Academic Probation: Students who are currently on Academic Notice and who fail to maintain the minimum cumulative GPA requirements (as per the chart above) are placed on Academic Probation. In short, if a student falls below the set standards, the student is placed first on Academic Notice. If in the following semester, the student again falls below the set standards, the student will be placed on Academic Probation. Undergraduate students may be removed from Academic Probation at the close of the semester in which they earn a cumulative GPA that meets the standards outlined above. They may register for not more than

15 semester credit hours. **Freshmen and sophomore students on Academic Probation must get advisement in the Office of Student Success Services or their major department before they will be allowed to enroll. Juniors and seniors must seek advisement in their respective departments and undergo individual monitoring before they will be allowed to enroll.**

Suspension: Students on **Academic Probation** earning a GPA below the standards outlined above are suspended for **one** academic semester. Undergraduate students failing to maintain the required GPA in any semester while on Academic Probation will be suspended.

- A. The first academic suspension is for a period of at least **one semester**. (fall or spring or summer)
 1. Students placed on academic suspension at the end of a fall semester are not eligible to re-enroll until the following **summer**.
 2. Students placed on academic suspension at the end of a spring semester are not eligible to re-enroll until the following **fall**.
 3. Students placed on academic suspension at the end of a summer session are not eligible to re-enroll until the following **spring**.
- B. Students who have been placed on academic suspension twice may apply for re-admission to the University after one year, provided they can show evidence of increased academic maturity. Such evidence may be grades for courses taken at another institution of higher learning, if such courses are not repeats of courses previously taken at TSU. Military service and associated courses/training may also be used as evidence of maturity.

Academic Suspension and Appeal:

Faculty and staff are committed to helping students achieve their academic goals. Nevertheless, some students fail to maintain an adequate grade point average and are academically suspended. Students who believe that extenuating circumstances contributed to their suspension may appeal their case to the University's Committee on Suspension and Readmission. To appeal, students must explain those circumstances in a letter submitted to the committee immediately after receiving notification of suspension. (See also "Academic Grievances".)

Readmission from Academic Suspension:

1. Only the dean of the college may readmit students on academic suspension from Texas Southern University.
2. Readmission from academic suspension is neither automatic nor guaranteed. Students seeking readmission must submit the following to the dean of the college in which they wish to earn their degrees:
 - a. A written petition justifying their readiness to resume their studies at the University.
 - b. Transcripts showing at least a 2.00 grade point average on all college work completed elsewhere while on academic suspension from Texas Southern University.
 - c. Transcripts of all other completed college work.
 - d. Students seeking to change their majors from the college from which they were suspended to another college must submit a "change of major" request along with a petition for readmission from academic suspension to the college of the intended major.

Colleges may have additional policies and procedures pertaining to readmission from academic suspension; therefore, students seeking readmission should consult the appropriate college section in this catalog or request information from the office of the academic dean for specific college requirements.

When re-admitted, the student will enter the University with probationary status. Another suspension at the end of the semester of re-admission may be avoided by achieving the minimum cumulative average according to the above standards. Moreover, a student on Academic Probation will not be suspended at the end of any semester during which a semester average of 2.00 has been earned.

Any student enrolled in nine or more credit hours and who earns an "F" in all classes will be suspended from the University for the following semester, unless there is a successful appeal.

NOTE:

Each college or school may adopt its own set of “Academic Progression Standards” to address the particular academic needs of its students. These standards, however, may be higher than the standards of the University, as set out above, but they may not be lower.

Semester Academic Honors

Academic honors are earned for performance **during each fall and spring semester of enrollment** in accord with requirements summarized below. **Academic honors are not bestowed during summer terms.** Distinctions earned as a result of academic performance become a part of students’ permanent records.

Academic Distinction	Required GPA for Semester	Conditions for Designation of Academic Distinction
President's List	3.75 to 4.00	A minimum of 12 semester credits completed; a minimum cumulative GPA of 3.00 earned; no grades earned below "B"; and no grades of "I", "W", "P", or "S" earned.
Deans' List	3.50 to 3.74	A minimum of 12 semester credits completed.
Honor Roll	3.00 to 3.49	A minimum of 12 semester credits completed.

Correspondence Courses

Texas Southern University offers no correspondence courses. A student in residence at this institution will be permitted to receive credit for correspondence courses only when written permission has been granted in advance by the dean of the school or college in which the student is enrolled. Each request made by a student of the University for credit in courses taken by correspondence will be considered on its own merits by the Registrar and dean involved.

Credit earned in a course completed by correspondence will be accepted only if the final examination is taken under the supervision of the Registrar of Texas Southern University.

Not more than twelve semester hours of credit taken in correspondence work may be applied toward the requirements for an undergraduate degree. No graduate credit will be given for work done by correspondence.

Inasmuch as the last thirty (30) semester hours of credit for an undergraduate degree must be taken in residence, no credit earned by correspondence may be applied toward the requirements for an undergraduate degree after the student has earned ninety-four (94) semester hours of credit applicable toward the requirements for a degree. Exceptions to this rule may be made at the discretion of the respective undergraduate dean.

Scholastic Dishonesty

Students must maintain a high standard of honesty in their academic work. They should avoid all forms of academic dishonesty, especially the following:

- a. **Plagiarism.** The appropriation of passages, either word for word (or in substance) from the writing of another and the incorporation of these as one’s own written work offered for credit.
- b. **Collusion.** Working with another person in the preparation of notes, themes, reports, or other written work offered for credit unless such collaboration is specially approved in advance by the instructor.
- c. **Cheating on an Examination or Quiz.** Giving or receiving, offering or soliciting information, or using prepared material in an examination or testing situation. On examinations and quizzes students are expected (a) to remain in the examination room until the examination is finished, (b) to refrain from talking, and (c) to refrain from bringing notes and books into the examination room.
- d. **Impersonation.** Allowing another person to attend classes, take examinations or to do graded assignments for an enrolled student under his or her name is strictly forbidden.

A violator of any of the above offenses will incur severe disciplinary action ranging from suspension to expulsion from the University. Specific guidelines will be administered by each dean.

Academic Grievances

Purpose. The following procedures are designed to provide a means for undergraduate students to petition for review of final course grades alleged to be incorrect. Before filing a formal appeal, students are urged to resolve grievances informally with the instructor of the course. Students filing a written appeal shall be expected to abide by the final decision of the committee, as provided for in these procedures. This decision precludes any further review under any other procedure within the University.

Conditions. A student may seek a review of a final grade if he or she feels that one of the following conditions applies:

- a. the assignment of a grade was on some basis other than performance in the course, or
- b. the standards applied to a grade were not the same as those applied to other students in the course, or
- c. the assigned grade represents a substantial and unannounced departure from the instructor's previously stated standards.

Procedures. A student who feels that his or her grade is incorrect should

1. **Confer promptly with the instructor of the course.** If the instructor is unavailable and cannot be reached by the student after a reasonable effort, then he or she shall consult with the chair of the department offering the course. If the student and instructor or department chair are unable to arrive at a mutually agreeable solution, the student may file an appeal within twenty (20) days after the first day of class of the next semester (not including summers) with a standing committee of three (3) tenured faculty members of the department offering the course. If the instructor of the course is a member of the committee, he or she shall be replaced by a tenured faculty member selected by the chair of the department.
2. **File an appeal by submitting to the departmental committee a detailed statement regarding the alleged improper grade, as well as any relevant evidence.** The appeal shall be dismissed if
 - a. the student has submitted the same or substantially the same complaint to any other grade review procedure,
 - b. the appeal is **not timely, or**
 - c. the student has not conferred with the instructor or department chair before filing the appeal.
3. **Allow the departmental committee to take action.** If the appeal is not dismissed, the committee shall submit a copy of the student's written appeal to the instructor with a request for a **prompt written reply.**
4. **Work toward a mutually agreeable solution in concert with the committee and the instructor.** If a mutually agreeable solution is not achieved, the committee shall advise both the student and the instructor that the matter has been sent to the dean of the academic unit offering the course. The dean of the academic unit shall convene a committee of three (3) tenured faculty members from departments outside of the department offering the course. This committee shall hold an informal, non-adversarial fact-finding meeting concerning the dispute. Both the student and the instructor shall be entitled to be present throughout this meeting and to present any evidence deemed relevant, except the student shall not be present during the discussion of any other student. Neither the student nor the instructor shall be accompanied by counsel, an advocate, or representative. The meeting shall be closed to the public. After the fact-finding meeting, if the majority of the committee finds that the evidence supports the student's complaint, the committee shall take any action thought to rectify the situation, including, but not limited to
 - a. directing the instructor to re-grade the student's work,
 - b. directing the instructor to administer a new final examination or paper in the course,
 - c. directing the cancellation of the student's registration in the course, or
 - d. if no reasonable alternative is available, directing the instructor to award a grade of "pass" in the course.

The committee is not authorized to award a letter grade, or to reprimand, or otherwise take disciplinary action against the instructor. **The decision of the committee is final** and shall be promptly reported in writing to the parties involved. The dean of the academic unit has the responsibility for implementing the decision of the committee.

GENERAL EDUCATION CORE CURRICULUM

Mission, Goals, and Objectives

The Core Curriculum is central to the intellectual mission of Texas Southern University. It is designed to equip students in each major field or concentration with a broad knowledge base and a set of college-level competencies to support lifelong learning and the attainment of their academic and career goals.

Texas Southern University's undergraduate degree programs comply with the mandates of the Texas Higher Education Coordinating Board, which requires all students to complete a General Education Core Curriculum. Texas Southern University requires students to complete 44 credit hours in communication, mathematics, natural sciences, humanities, visual and performing arts, social and behavioral sciences, and technology.

The goals of the Core Curriculum at Texas Southern University are to prepare students to examine their values; to become aware of the values, perspectives, and contributions of other individuals, groups, and cultures; to integrate knowledge; and to understand the interrelations of the scholarly disciplines. Students will accomplish these goals through intensive reading, careful analysis, computational and laboratory experiences, active discussion, and frequent writing.

The general education core curriculum at TSU has the following specific objectives:

1. To develop basic competencies in reading, writing, speaking, listening, and critical thinking
2. To develop knowledge of the principles and proficiency in the use of mathematics, logical reasoning, and problem solving
3. To develop an understanding of the scientific method and of the role of the natural sciences in the health and well being of the individual and of the natural world
4. To develop an appreciation for and an understanding of the significant ideas and creative achievements in literature, philosophy, art, music, media, and the performing arts
5. To develop an understanding of the diversity of the human experience through the study of social, cultural, historical, economic, and political systems
6. To develop an appreciation for and skill in the use of computer-based technology for communication, information retrieval, research, and problem solving.

The core curriculum common to all undergraduate degrees at the University appears in the following chart:

Core curriculum COMPONENT AREA	SCH* Required at TSU**	TSU COURSES Required	TCCNS*** Equivalent
Communication	9	ENG 131 ENG 132 SC 135 or 136	ENGL 1301 ENGL 1302 SPCH 1321 or 1315
Mathematics	3	MATH 133 or higher	MATH 1314 or higher
Natural Sciences	8	BIOL 143,143L or CHEM 111,131 plus 4 SCH selected from one of the following 8 choices (4 SCH ea.): CHEM 112,132 PHYS 101 GEOL 141 PHYS 213, 237 PHYS 214, 238 BIOL 135 BIOL 136 BIOL 246	BIOL 1408 or CHEM 1111,1311 CHEM 1112,1312 PHYS 1415 GEOL 1403 PHYS 1101, 1301 PHYS 1102,1302 BIOL 2401 BIOL 2402 BIOL 2420
Humanities & Visual and Performing Arts	6	ENG 2__ plus 3 SCH selected from one of the following choices (3 SCH ea.): THC 130 THC 231 MUSI 131 MUSI 239 ART 131 ART 135	ENGL 23__ DRAM 1310 DRAM 1351 MUSI 1301 HUMA 1301 ARTS 1316 HUMA 1315
Social and Behavioral Sciences	15	HIST 231 HIST 232 POLS 231 POLS 232 plus 3 SCH selected from one of the following 8 choices (3 SCH ea.): PSY 131 SOC 157 SOC 158 SOC 221 SOC 238 ECON 231 ECON 232 GEOG 132	HIST 1301 HIST 1302 GOVT 2301 GOVT 2302 PSY 2301 SOCI 1301 SOCI 1306 SOCI 2306 ANTH 2346 ECON 2301 ECON 2302 GEOG 1303
Institutional Designated Option	3	CS 116 ART 233 MUSI 132 MIS 204 ¹ EDCI 210 ²	COSC 1300 MUSI 1302
TOTAL	44		

* SCH stands for semester credit hours.

** TSU stands for Texas Southern University.

*** TCCNS stands for the Texas Common Course Numbering System.

¹Business Majors

²Education Majors

GRADUATION REQUIREMENTS

General Requirements for Undergraduate Degrees

It is the student's responsibility to plan his or her program with the assistance of a University advisor and to register for the proper courses so that all requirements will have been satisfied by the time of graduation.

All University advisors of undergraduate students are expected to review each advisee's registration respective to his or her curriculum of study. This review will ensure that courses are taken in proper sequence. All students who are to be classified as juniors must have successfully completed all traditional freshman and sophomore courses in their respective curricula, i.e., courses ordinarily in the 100 and 200 series that are normally taken by freshmen and sophomores.

General Policies and Procedures for Graduation

1. Degrees will be conferred only on dates that are publicly announced.
2. Application for graduation must be filed within the time period listed in the University calendar. The application form is secured through the office of the major department.
3. All candidates for degrees are expected to attend the convocation at which their degrees are to be conferred unless excused by their respective deans.
4. To receive an undergraduate degree, a candidate must complete a major and a minor or a composite major.
5. Reasonable and logical substitutions for required courses may be made within a department or area. Substitutions must be authorized by the student's academic advisor and the head of the student's major department and approved by the dean. Students must submit a petition for substitution with their graduation application or as deficiencies are exposed at least two weeks before their intended graduation date.
6. **Not more than thirty (30) semester hours of course credit offered toward a degree may be earned through extension with no more than twelve (12) of these credits earned through correspondence courses (provided these 12 credits have been approved by the appropriate dean). Overall, at least twenty-five percent (25%) of the semester credit hours needed for degree conferral must be earned at the University.**
7. **A graduation fee is required, and students must purchase academic regalia for participation in the graduation convocation through the University Bookstore.**

Semester Hours and Quality Point Requirements for Graduation

1. A minimum of **120 credit hours** of college credit must be completed for an undergraduate degree.
2. A student must earn a **quality point average or GPA of at least 2.00 for all college courses attempted.**
3. A student must have grades of **"C" or better in all courses taken to fulfill the major requirements.**

Graduating Under a Given Bulletin

A student may expect to earn a degree in accordance with the requirements of the curriculum outlined in the bulletin in force when he or she first entered the University, provided the courses are being offered. He or she must complete these requirements within six years. In addition, he or she may graduate under any subsequent bulletin published while he or she is a student. If a student elects to meet the requirements of a bulletin other than the one in force at the time of his or her initial enrollment, he or she must meet all requirements of the bulletin he or she selects. The University reserves the right to impose changes in academic requirements upon any student in residence.

Residence Requirement

A candidate for graduation must earn, in residence, the last thirty (30) semester hours that are offered for the degree. Some instructional units have additional residency requirements. A transfer student from another institution must (1) spend at least two semesters in full-time residence work; (2) secure credit in residence for at least 12 semester hours of upper division courses in his or her major and six hours of upper division courses in his or her minor or 18 semester credit hours at the junior/senior level for a composite major.

Application for Graduation

A student expecting to graduate must file an application for graduation. The student should be within 30 hours of completion of the required hours for graduation, and should file the application before the semester in which he or she intends to graduate. The filing deadline is printed each semester in the schedule of courses. Prior to applying for graduation, the student should

review his or her academic records, and his or her online degree audit, which matches completed coursework against listed degree requirements, with an academic advisor to verify he or she is eligible to apply for graduation. The student should then obtain an application with instructions for completion from his or her major department. Each applicant must submit a printed degree audit along with the completed application for graduation.

Students should keep their graduation filing fee receipts. These receipts must be presented at the time caps and gowns are purchased at the University Bookstore.

Financial Clearance

Students who are indebted to the University will not be allowed to participate in commencement exercises. Such obligations include traffic and parking fines, library fines, housing fees, and any miscellaneous fees. Students who are not sure about the status of their indebtedness should check with the Bursar prior to final examinations. If there is a dispute concerning payment of a bill, receipts should be presented to verify payment.

Graduation Fees

Graduation fees are subject to change, and due and payable at the time of application for graduation. These fees include cap and gown rental. Invitations are optional and may be ordered through the University Bookstore one month or more prior to commencement. Caps and gowns are also ordered through the University Bookstore.

	Doctoral	Law	Master's	Bachelor's	Pharmacy
Microfilm Service	\$40.00				
Binding Fee	\$28.00		\$12.50		
Postage & Handling	\$10.00				
Diploma Fee	\$16.50	\$16.50	\$15.00	\$11.50	\$29.75
Cap, Gown, Hood	\$95.00	\$16.50	\$27.50	\$11.50	\$29.75

Graduation with Honors

1. Special honors in three grades are awarded in recognition of superior scholarship in the work leading to the bachelor's degree. These honors are awarded at commencement and are shown on the diplomas of the recipients.
2. To be eligible for graduation honors, a student must have completed (exclusive of correspondence and extension work) at least 60 semester hours in the upper division of the University. The quality point average which shall be used for awarding graduation honors shall be the smaller of the following two quality point averages:
 - **The quality point average for all work taken in all colleges attended.**
 - **The quality point average for all work taken at Texas Southern University.**
3. The three grades of honors and the quality point averages for each are as follows:
 - **Summa Cum Laude** is awarded to the candidate for graduation whose quality point average is 3.75 or above.
 - **Magna Cum Laude** is awarded to the candidate for graduation whose quality point average is between 3.50 and 3.74 inclusive.
 - **Cum Laude** is awarded to the candidate for graduation whose quality point average is between 3.25 and 3.49 inclusive.

Commencement

Commencement exercises are held each year in May, August and December for students who qualify for graduation from Texas Southern University. All such students are expected to participate in one of these three exercises, as appropriate.

Commencement is a solemn and special occasion in the lives of students, and they are expected to behave in a manner commensurate with the magnitude of the occasion. While attending commencement exercises, students and their guests are expected to maintain decorum that is reasonable and befitting of a public event of special significance. Because commencement exercises are formal events, graduates are expected to abide by the University's policy on appropriate attire that is announced in advance of the ceremonies.

Second Baccalaureate Degree

A student who has received a bachelor's degree from Texas Southern University or another accredited college or university may enroll in a program leading to a second degree at the same level provided (1) the major field is different from that of the first degree and (2) the appropriate application for admission or re-admission is filed and approved. No honors are awarded for a second baccalaureate degree. Students seeking a second baccalaureate degree after receiving the first degree must (1) complete a minimum of thirty (30) semester hours beyond those applied to the first or previous degree, excluding transfer credits or substitutions and complying with requirements; (2) be in residence for a minimum of two (2) semesters as a full-time student if the first or previous degree was not earned at Texas Southern University; and (3) achieve a cumulative minimum grade point average of 2.00 for all hours attempted for the degree.

The second-degree candidate must meet all requirements for earning a second degree, where only the university core requirements and elective courses applied toward the major of the first degree may also be applied toward the major of the second degree.

Double Major

A student may declare a double major upon meeting the admission requirements of both majors. He should plan to graduate from the two programs simultaneously, and must identify one of the two majors as the primary major, which determines his academic home of record, and graduation-related activities.

For degree programs requiring a minor, the minor must be completed for the primary major only. For one degree with a double major, one graduation application is filled out and signed by both advisors. For double degrees, two separate graduation applications must be submitted.

The double-major degree candidate must meet all requirements for earning a second degree, where only the university core requirements and elective courses applied toward the major of the first degree may also be applied toward the major of the second degree.

TUITION REBATE PROGRAM FOR UNDERGRADUATES

In accord with Section 54.0065 of the Texas Education Code, as authorized by Texas Senate Bill 1907, Texas Southern University provides tuition rebates of \$1,000.00 each to undergraduates who complete baccalaureate degrees with no more than three semester credit hours attempted in excess of the minimum required for the major specified in the university bulletin under which they graduated. Specifically, a student qualifying for this rebate must meet the following conditions as set forth in the Texas Education Code:

1. The student took his or her first college course in Fall 1997 or later,
2. The student was a Texas resident at all times while pursuing his or her degree,
3. The student was entitled to pay resident tuition at all times while pursuing his or her degree,
4. The student has not yet graduated, and
5. The student has not attempted more than three semester credit hours in excess of the minimum number of hours required for his or her degree. Hours attempted include for-credit developmental courses, repeated courses, courses dropped after the official census date, transfer credits, course credit by examination, and internship and cooperative education courses. Courses dropped for reasons that the University determines to be totally beyond the student's control shall not count toward these attempted hours.

Students meeting the criteria referenced above who wish to take advantage of this program must complete a rebate application form and submit it to the Registrar's Office prior to graduation from Texas Southern University.

RIGHT TO PRIVACY

The Family Educational Rights and Privacy Act of 1974 is a federal law designed to protect the privacy of a student's educational records. In compliance with this act, the University may release information to the general public that may be thought of as "directory information" without the written consent of the student. However, students may request that this information be withheld from the public by giving written notice to the Registrar's Office. **"Directory information" includes the following: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) weight and height of members of the athletic teams, (6) participation in officially recognized activities and sports, (7) dates of attendance, (8) educational institution most recently attended, and (9) other information (such as major field of study, degrees earned, and awards received).**

Students desiring to have "directory information," as specified above, withheld from the public should give written notice of this desire to the Registrar's Office during the first twelve (12) days of class during a regular semester (fall or spring) or the first four days of class during a summer term. These written notices must be given in person. **No transcript or other academic or disciplinary record related to an individual student will be released without the written consent of the student for such a release, except as specified by law.**

STUDENT SERVICES

COUNSELING SERVICES

The mission of the University Counseling Center (UCC) is to help students enhance their academic and personal well-being. The UCC seeks to provide crisis intervention, grief counseling, outreach, and other referral services to TSU students.

Confidential counseling services are made available for all currently enrolled TSU students at no charge. Our primary responsibilities are to alleviate distress and promote healthy functioning by providing either short-term or ongoing counseling services. These services include, but are not limited to, individual, couples, family, group, consultation, referral for on-campus psychiatric services, and public presentations for campus organizations and/or academic classes.

The UCC staff consists of mental health professionals from diverse clinical backgrounds. Some members are licensed mental health professionals. The UCC consults with psychologists, psychiatrists, and physicians, when necessary. This allows the staff to provide quality counseling, integrated care, appropriate referrals, consultation, and training. The UCC clinical staff are trained and experienced in responding to a variety of issues experienced by university students.

The UCC is located in the Student Health Center. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. Call the UCC at 713-313-7804 either to make an appointment or for additional information.

STUDENT HEALTH SERVICES

The Student Health Service offers medical care and educational programs to all students currently enrolled at Texas Southern University. Students who have a validated ID card and a physical examination form with current immunization report on file are eligible for clinic services.

The Student Health Center is located off Tierwester Street at parking lot D. It is staffed by one physician, two nurses and supportive administrative/clerical personnel. To provide care when needed, the Clinic is open year-round and operates on a walk-in basis. The nurses are on duty Monday-Friday from 8:00am-5:00pm. The physician is available from 3:00pm-5:00pm daily. Students may call the Clinic at (713) 313-7173.

The center is designed and equipped to render service for minor and acute ailments and injuries. On-hand medications and medical supplies available at the Clinic are dispensed free of charge to all students with a validated ID card for the current semester. Specific medications may be obtained from any pharmacy with a prescription written by the school physician. There are no facilities for overnight stay. Two rooms are available for short-term day observation.

For services beyond the scope of the University physician, students are referred to local health care providers. Expenses for services of these providers are the responsibility of the student, not the University. Consultations made within the University are free of charge.

No one can get information from your medical record without your written consent or a court ordered subpoena. A federal regulation, "HIPAA" (Health Insurance Portability and Accountability Act), requires protecting the privacy of your health information.

Insurance. Students who reside in University dormitories are provided a basic hospitalization/accident insurance plan. The premium is included in the housing fee. This plan is available to ALL University students for a small fee. The premium is low and the coverage is minimal. Information is available at the Clinic.

After Clinic hours and on weekends, residence hall students should report any emergency situation or illness to the Dormitory Director. Students living in other University housing should contact Campus Security at (713) 313-7000.

Health Awareness Programs. HIV counseling and testing is available in the Center every week. The Center will be presenting informative health programs throughout the fall and spring semester. Information regarding these programs will be posted campus wide. The pamphlet on HIV infection developed by the Texas Department of Health is available.

STUDENT GRIEVANCES

Notice of Title IX Coordinator

Advisement on matters related to Title IX is readily available in the Office of General Counsel. Although informal resolution is in most cases highly desirable to any parties involved, any claims based on a violation of Title IX should be directed to the Texas Southern University Title IX Coordinator:

Title IX Coordinator
Office of General Counsel
Texas Southern University
3100 Cleburne Street
Houston, Texas 77004-9987

The Title IX Coordinator may be reached in the Office of General Counsel, 310 Hannah Hall, by phone at (713) 313-7950, or by fax at (713) 313-1906.

Title IX Student Grievance Procedure

Title VI of the Civil Rights Act prohibits discrimination on the basis of race, color or national origin in programs or activities receiving federal financial assistance. Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs or activities that receive federal financial assistance. It is the policy of Texas Southern University not to discriminate on the basis of race, color, national origin or sex in its educational programs, activities, or employment.

The following procedure governs any case in which a student has a complaint, including but not limited to a complaint of discrimination on the basis of race, sex, sexual orientation, color, religion, and national or ethnic origin, against a member of the faculty, staff or administration of Texas Southern University. It shall not be utilized for sexual harassment complaints. Sexual harassment complaints shall be resolved pursuant to Texas Southern University's Sexual Harassment Policy and Sexual Harassment Investigative Procedure.

Inasmuch as an instructor's evaluation of the quality of a student's work is final, this procedure does not apply in any dispute about a grade assigned to a student by a member of the faculty unless it is alleged that the determination of the grade resulted from discrimination based on race, sex, sexual orientation, color, religion, or national or ethnic origin. Similarly, this procedure does not apply to any matter inherent in the academic freedom of an instructor, such as the syllabus or contents of a course of instruction. The procedure may not be used to complain about the quality of a course or the quality of instruction in a course. Such concerns should be addressed directly to the department in question.

A. Informal resolution. If at all possible, the student with a complaint (Complainant) is encouraged to bring a problem directly to the attention of the person whose actions he or she has found to be objectionable. Whether or not this is done, the Complainant may seek assistance and advice on how to secure an equitable solution of the problem from any administrator or faculty member of any school.

B. Filing of a written complaint. If the problem cannot be resolved by informal discussion or if the Complainant has chosen not to discuss the matter informally, the Complainant should submit a letter to the Office of the Dean of Students describing the complaint and the facts upon which it is based (insofar as the facts are known to the Complainant), specifying the issue or issues in question and indicating what redress or resolution of the grievance is sought. The complaint should be brought to the attention of the dean of students as soon as possible after the action giving rise to it, but in no case may a complaint be submitted later than forty-five (45) days after the action upon which it is based.

The dean of students shall investigate within three (3) weeks after the submission of the complaint and may try to resolve the complaint informally. At the Complainant's request, the dean of students may agree to discuss informally the complaint with the person complained against without identifying the Complainant; however, further investigation will not be undertaken until the Complainant is ready to be identified. If the complaint has not been resolved within this three-week period, the dean of students shall refer it to the Student Services Advisory Committee on Student Grievances ("Advisory Committee") unless the Complainant indicates that he or she does not desire such a referral, in which case the complaint shall be dismissed. Within twenty-one (21) days of receipt of the referral from the dean of students, the chair of the Advisory Committee shall convene a hearing attended by the parties to the complaint to hear the complaint.

C. Review by the Dean of Students' Advisory Committee on Student Grievances

1. **Composition.** The Advisory Committee shall be composed of five (5) members appointed by the provost. The Advisory Committee shall be a standing committee with members appointed annually at the beginning of the academic year. One student member and at least two faculty members shall be appointed to the committee. The remaining two members may be administrators, faculty members, or other individuals employed by the University. The committee shall elect a chair from among its members.

The dean of students shall serve as an ex-officio non-voting member of the committee and will participate fully in the committee's deliberations. The dean of students will be available to conduct such further investigation, as the committee deems appropriate.

Members of the committee who may be directly involved in the subject matter of any complaint are to recuse themselves during the review of that complaint. The Complainant and the person against whom the complaint is lodged shall have the right to challenge individual members of the Advisory Committee where such challenge is based on cause (e.g., close personal contact with one of the parties), but peremptory challenges will not be entertained. The Advisory Committee, excluding that person being challenged, will decide the disputed issues in cases of challenge, and its decision will not be subject to appeal. When members are excused or are otherwise unavailable to participate in the deliberations or have been successfully challenged for cause, the provost will designate appropriate substitutes to serve for the duration of the pending case.

2. **Deliberations.** The Advisory Committee shall inform both parties in writing that it is reviewing the complaint. The person against whom the complaint has been lodged will be given a copy of the Complainant's letter describing the complaint if this has not already been done. Reasonable time (in no case less than one week and ordinarily within two weeks) is to be allowed between the receipt of the written notification and the date of the commencement of the review in order to provide the participants time to prepare for a meeting with the committee if either of the parties or the committee wishes it.

At the Advisory Committee hearing, the Complainant and the person complained against may each be accompanied by a member of the Texas Southern community (i.e., student, faculty member, administrator, or other employee of the University); however, these advisors may not act as legal representatives for the Complainant. These proceedings are non-adversarial in nature, and the advisors, although they may counsel the individual whom they are accompanying, may not participate directly in the proceedings.

The Complainant and the person complained of will have the opportunity to present information and witnesses deemed relevant by the Committee. The committee chair shall decide in the event of a disagreement regarding relevant witnesses or information. All documents considered by the Committee that relate to the actions of the person against whom the complaint has been filed may be inspected by that person. The Complainant will be permitted to inspect those documents or parts of documents directly relating to the Complainant's specific complaint that the committee deems relevant and concludes were not written under a presumption of confidentiality. Ordinarily both parties may be present when either party or any witness is being interviewed; however, the Committee may enter into closed session with or without one or both parties upon the vote of a majority of the members of the Committee (except that when any witness is being interviewed either both or none of the parties will be present as the Committee deems appropriate).

The Advisory Committee, having thus conducted its inquiry and having interviewed whatever further witnesses it deems necessary, will then deliberate without the presence of the parties and will, within twenty-one (21) days from the date of conclusion of the hearing, prepare and adopt a written report (1) stating its findings of fact and the conclusion, if any, it has drawn from these facts and (2) including a summary of the substance of testimony that the Advisory Committee has relied on in reaching its conclusions and that was heard in closed session if allowed by law. In a separate section of the report, the Committee may outline what actions, if any, it recommends be undertaken by the University to resolve the matter. The report of the Committee will be adopted only upon the majority vote of the members of the Committee who participated in the Advisory Committee's inquiry.

The Complainant may challenge the appropriateness of the Provost as the final arbiter of the complaint but must do so before the Committee's investigation has concluded. If it is shown by the Complainant to the Committee's satisfaction that the Provost cannot fairly decide the matter, then the Committee shall so inform both the parties and the provost, and the Committee shall submit its report to the President, or his or her designee, who will substitute for the Provost in the resolution of the complaint.

D. Final Resolution of the Complaint by the Provost. The Committee will submit its report to the provost ordinarily within seven (7) days after adoption by the Committee. The dean of students will permit the Complainant and the person against whom the complaint was lodged to inspect the Committee's findings of fact, conclusions, and summary of testimony in the report. Because the report is a confidential document advisory to the Provost, only the Provost is entitled to a copy of it. Neither of the parties is entitled to a copy of the report. The confidentiality of the report shall be maintained in accordance with the Family Educational Rights and Privacy Act and any other applicable state or federal law.

The Provost shall accept the Committee's findings of fact unless the provost believes that the findings are not substantiated by the evidence presented to the Committee. The Provost may accept, modify, or reject the conclusions of the Committee and any recommendations it might have made. However, in any case where the Provost does not believe it is appropriate to follow the recommended actions of the Committee, the provost will discuss the matter with the Committee and explain the reasons for not doing so. The Provost will then make a decision on the matter and convey his or her decision in writing to the Complainant, the person against whom the grievance was lodged, and the Committee; the provost's decision will include his or her conclusions about the issues raised in the complaint and the remedies and sanctions, if any, to be imposed.

The Provost's decision shall be final. The Provost's decision may be to take any actions as may be within his or her authority (e.g., issue any oral or written warning or reprimand to the individual against whom the complaint was lodged; permit a Complainant to participate in an educational program or activity; institute academically appropriate procedures whereby a Complainant's grade may be reviewed). If the remedy deemed appropriate by the Provost is beyond his or her authority, the Provost will recommend the initiation of such action (disciplinary or otherwise) in accordance with applicable University practices and procedures.

The Provost's decision should ordinarily be rendered within thirty (30) days after the provost receives the Committee's report.

E. Time Guidelines. If Texas Southern University is not in session during part of these proceedings or in instances where additional time may be required because of the complexity of the case or unavailability of the parties or witnesses, any of the time periods specified herein may be extended by the provost. If a period is extended, the Complainant and the person against whom the complaint has been filed will be so informed.

F. Retaliation is Prohibited. It is contrary to state and federal civil rights laws and to University policy to retaliate against any person for asserting his or her civil rights, including filing a claim of discrimination or participating as a witness in an investigation. Retaliation or reprisals against any participant in an investigation will not be tolerated by the University. Retaliation against a person who files a claim of discrimination (including sexual harassment) is grounds for a subsequent claim by that person under the University's Retaliation Policy and Investigation Procedure. If a Complainant believes that he or she has been retaliated against as a result of filing a grievance, he or she may pursue a separate complaint charging retaliation by means of the University's Retaliation Investigation Procedure.

ANTI-RETALIATION

Policy. It is the policy of Texas Southern University that positive employee relations and morale can best be achieved and maintained in an environment that promotes ongoing open communication among administration, staff, faculty, and students, including open and candid discussions of problems and concerns. The University encourages staff, faculty and students to express their issues, concerns or opinions without fear of retaliation or reprisal. Therefore, the University wishes to make clear that it considers acts or threats of retaliation to constitute a serious violation of University policy.

Retaliation is any action that has the effect of punishing a person for engaging in a legally protected activity, such as alleging discrimination, making a discrimination or harassment complaint, or assisting in a discrimination or harassment investigation. The EEOC has determined that there are three essential elements of a retaliation claim: 1) engaging in a legally protected activity, 2) an adverse employment action, such as suspension, demotion, or termination and, 3) a causal connection between engaging in the protected activity and the adverse employment action. Other examples of adverse employment actions include but are not limited to harassment, intimidation, threats or coercion.

Retaliation against any person who seeks assistance from the Offices of General Counsel, Internal Audit, Institutional Compliance or Human Resources, or who files a claim of discrimination, including sexual harassment, is prohibited. Direct or indirect retaliation against anyone who, in good faith, raises or points out compliance-related violations or issues is also prohibited. There shall be no retaliation against any participant or witness in an investigation of a complaint, grievance or compliance violation. Any employee who retaliates against a fellow employee or a student in violation of the law and/or this policy is subject to disciplinary action, up to and including termination of employment.

Procedures. All administrators, managers and faculty should take proactive measures to assure staff or students that the University encourages the reporting of problems and prohibits retaliation or reprisal for reporting such problems. Allegations of retaliation will be investigated pursuant to the University's Retaliation Investigation Procedures. Any employee who is found to have retaliated against a fellow employee or a student in violation of the law and/or this policy is subject to disciplinary action in accordance with the University's Discipline and Termination Policy, up to and including termination of employment.

An employee, who has a complaint of retaliation by anyone at work, including any supervisor, co-worker, or visitor, should report such conduct to his or her supervisor. In addition, the employee should report the retaliation to the University's Employment Compliance Manager. If the complaint involves the employee's supervisor or someone in the direct line of supervision, or if the employee for any reason is uncomfortable in dealing with his or her immediate supervisor, the employee should go directly to the Compliance Manager. If the complaint involves the Compliance Manager, the employee should make a report to the University's Office of Human Resources. For more information, call the Office of Human Resources at (713) 313-7520.

SEXUAL HARASSMENT

Policy. It is the policy of Texas Southern University that all employees have the right to work in an environment free of discrimination and sexual harassment. As such, the University has a no-tolerance policy on sexual harassment. That means that any employee who sexually harasses a fellow employee or a student is subject to discipline, up to and including termination of his or her employment.

The University's sexual harassment policy is designed to apply to employment and academic relationships among faculty, administrators, staff, and students and prohibits male-to-female, female-to-male, faculty-student and same-sex harassment. Every employee of the University must avoid offensive or inappropriate sexual and/or sexually harassing behavior at work. Furthermore, the University's guidelines apply to all sexual advances, regardless of whether they are made in the office, outside the office, or during social or business occasions.

Definitions. Texas Southern University has adopted and incorporated the regulations of the Equal Employment Opportunity Commission (EEOC) and case law that define sexual harassment and hostile work environment. Prohibited conduct and activities include

1. Unwelcome sexual advances;
2. Requests for sexual favors, whether or not accompanied by promises or threats relating to the employment relationship or in any way influencing any personnel decision regarding a person's employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development;
3. Any verbal or physical conduct of a sexual nature that threatens or implies, either explicitly or implicitly, that an employee's submission to or rejection of sexual advances will in any way influence any personnel decision regarding his or her employment, evaluation, wages, advancement, assigned duties, shifts or any other condition of employment or career development;
4. Any verbal or physical conduct that has the purpose or effect of substantially interfering with an employee's ability to do his or her job;
5. Any verbal or physical conduct that has the purpose or effect of creating an intimidating, hostile or offensive working environment;
6. Certain conduct in the workplace, whether physical or verbal, committed by supervisors or non-supervisory personnel, including but not limited to references to an individual's body; use of sexually degrading words to describe an individual; offensive comments; off-color language or jokes; innuendoes; and sexually suggestive objects or behavior, books, magazines, photographs, cartoons or pictures; and
7. Retaliation against employees who report sexual harassment or assist the University in investigating a complaint is illegal and prohibited. Retaliation includes, but is not limited to, refusing to recommend an employee for a benefit for which he or she qualifies, spreading rumors about the employee, encouraging hostility from co-workers and escalating the harassment.

Prohibitions

1. It is a violation of the University policy for anyone to engage in sexual harassment as defined above.
2. It is a violation of the University policy for anyone who is authorized to effectively recommend or take personnel or academic actions affecting faculty, staff members or students to engage in sexual harassment as defined above.
3. It is a violation of University policy for anyone to offer sexual favors in order to obtain preferential treatment with regard to conditions of employment or academic standing.
4. It is a violation of the University policy for an administrator/supervisor to take personnel or academic actions as a reprisal or in retaliation against an individual for reporting sexual harassment.
5. As with other university policies, it is also a violation of University policy for anyone to make false accusations of sexual harassment or other misconduct.

Responsibilities of the University

1. Whenever there is a violation of this policy, prompt corrective action shall be taken by the University consistent with existing rules, regulations, and policies. The University shall take preventive and corrective disciplinary action, up to and including termination of employment, against any employee who engages in sexual harassment.
2. The University's Compliance Officer shall be responsible for the coordination, dissemination, and implementation of this policy and shall work closely with senior academic and non-academic administrators to assure compliance with the provisions of this policy. The Office of General Counsel and the Human Resources Department shall serve as resources with regard to sexual harassment-related matters.
3. Each dean, director, department chairman and/or administrative officer of an operational unit shall cooperate with the Compliance Officer in the implementation and dissemination of this policy and in providing an environment free of sexual harassment. Such officials shall refer complaints arising under this policy to the Compliance Officer.
3. It is the obligation of every faculty, student and staff member of the University to adhere to this policy. Failure of supervisors promptly to investigate and report allegations of sexual harassment or failure to take timely corrective actions is a violation of University policy and may be considered a violation of the law. The University shall take appropriate disciplinary action, up to and including termination of employment, against any supervisor who fails to investigate, report and/or take timely corrective action in cases of sexual harassment.
4. The University shall exercise reasonable care to prevent and promptly correct any sexual harassing behavior, to safeguard against sexual harassment, and to prevent any harm that could have been avoided.

5. The person affected by sexual harassment from another must make an attempt to take advantage of a reasonable preventive or corrective opportunity provided by the University or otherwise to avoid harm.
6. Retaliation against an employee who reports sexual harassment or assists the University in investigating a complaint is prohibited; any individual who retaliates against an employee under these circumstances will be subject to appropriate disciplinary action, up to and including termination of employment.

Complaints. An employee, who has a complaint of sexual harassment by anyone at work, including any supervisor, co-worker, or visitor, should report such conduct to his or her supervisor. In addition, the employee should report the harassment to the University's Compliance Officer. If the complaint involves the employee's supervisor or someone in the direct line of supervision, or if the employee for any reason is uncomfortable in dealing with his or her immediate supervisor, the worker should go directly to the Compliance Officer. If the complaint involves the Compliance Officer, the employee should make a report to the University's Office of Human Resources. The University will work to investigate all complaints as quickly and as professionally as possible. When investigations confirm the allegations, appropriate corrective action will be taken.

In the event the University learns that an employee has made a sexual harassment complaint in bad faith or has knowingly provided false information regarding a complaint, appropriate disciplinary action may be taken against the individual who provided the false information.

Confidentiality. The University will make every attempt to keep the information provided in the complaint and investigation process confidential to the fullest extent permitted by the circumstances and allowed by law. However, confidentiality cannot be guaranteed.

AMERICANS WITH DISABILITIES ACT (ADA)/SECTION 504 POLICY

A. Purpose

The purpose of this operating policy/procedure is to ensure understanding of the University's responsibilities regarding the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 as amended (Section 504). It is the policy of Texas Southern University (TSU) to provide reasonable accommodations upon request for qualified individuals with a disability who are students, employees, or applicants for employment. TSU will adhere to all applicable state and federal laws, regulations and guidelines with respect to providing reasonable accommodations as required in an effort to offer equal opportunities to qualified disabled individuals. The provost and the dean of students will review this policy on an annual basis and forward any recommendations for revisions to the Human Resources Department.

B. Introduction

The Americans with Disabilities Act (ADA) of 1990 mandates equal opportunities for persons with disabilities in all public facilities, programs, activities, services and benefits derived from them. Section 504 of the Rehabilitation Act of 1973, as amended, mandates equal opportunity for qualified persons with disabilities in all programs, activities and services of recipients of federal financial assistance. Both the ADA and Section 504 are civil rights statutes which prohibit discrimination on the basis of disability, obligate colleges and universities to make certain adjustments and accommodations, and offer to persons with disabilities the opportunity to participate fully in all institutional programs and activities.

Section 504 states "a handicapped person is anyone with a physical or mental impairment that substantially impairs or restricts one or more major life activities, such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working."

For federally assisted programs or activities operated by post-secondary education recipients, the specific obligations with regard to handicapped or disabled students, faculty or staff, include but are not limited to the following:

- All programs and activities must be offered in the most integrated setting appropriate.
- Academic requirements must be modified, on a case-by-case basis, to afford qualified handicapped or disabled individuals an equal educational and/or work opportunity;
- A recipient may not impose upon disabled individuals' rules that have the effect of limiting their participation in the recipient's education program or activity; for example, prohibiting tape recorders in classrooms or guide dogs in campus buildings.
- Students with impaired sensory, manual or speaking skills must be provided auxiliary aids such as taped texts, interpreters, readers and classroom equipment adapted for persons with manual impairments.

Texas Southern University provides all educational and other university-sponsored programs and activities to persons with disabilities in the most integrated setting appropriate. Students, employees, applicants and other individuals with disabilities served by TSU are not segregated, separated or treated differently. TSU does not require persons with disabilities to take advantage of all adjustments, accommodations or special services.

C. Scope

This policy applies to students, staff, faculty, job applicants, and other beneficiaries of the programs, services, and activities of TSU.

D. Definitions

1. **"ADA/Section 504 Coordinator"**. The University's Employment Compliance Officer acts as the ADA/Section 504 Coordinator for faculty, staff and students, and ensures the University's compliance with relevant federal and state laws regarding the ADA.
2. **"Disability"**. A disability is defined as a physical or mental impairment that substantially limits one or more major life activities.
3. **"Qualified individual with a disability"**. An individual who has a physical or mental impairment as defined above, has a record of such impairment, or is regarded as having such impairment, who possesses the requisite skills, education, experience and training for a position, and who can, with or without a reasonable accommodation, perform the essential functions of the position the individual desires or holds.

4. “Reasonable Accommodation”. A modification or adjustment to the job application process or the work or academic environment that enables a qualified person with a disability to be considered for a position, perform the essential functions of a position, or enjoy the same benefits and privileges of employment and academics as are enjoyed by similarly situated employees or students without disabilities. Reasonable accommodations include, but are not limited to, modifying written examinations, making facilities accessible, adjusting work schedules, restructuring jobs, providing assistive devices or equipment, providing readers or interpreters, and modifying work sites.

5. “Substantial limitation”. An impairment that prevents the performance of a major life activity that the average person in the general population can perform, or a significant restriction as to the condition, manner or duration under which an individual can perform a particular major life activity as compared to the average person in the general population.

6. “Undue hardship”. An action that is unduly costly extensive, substantial, disruptive, or an act that would fundamentally alter the nature or operation of the business. An “undue hardship” is determined in accordance with the Americans with Disabilities Act (ADA), the Texas Commission on Human Rights Act, and relevant case law. Factors to consider in determining whether an accommodation would impose an undue hardship, include, but are not limited to, the nature and cost of the accommodation, financial considerations, the impact of the accommodation upon the nature and operation of the department and how the request affects the health and safety of other employees or students.

E. Information

Any communications from the University shall be made accessible to all students and employees concerning ADA and Section 504 related information. This includes student and employee policies, procedures, emergency evacuation plans, and other related information that shall be published in the student course selection booklet, student catalogs and handbooks, employee handbooks and the University’s Staff Operating Manual.

F. ADA Oversight Committee

The ADA oversight committee has been charged by the President with overseeing all aspects of the University’s compliance with ADA laws. The members of the committee serve for a term of two (2) years. The President may appoint new members at the expiration of the two year term. Representation will include an individual from the Office of the General Counsel, Student Affairs, Human Resources, Thurgood Marshall Law School, Maintenance and Operations, Department of Special Events and three (3) members from the student and faculty body, totaling nine (9) members for the Oversight Committee.

The Oversight Committee will ensure that TSU will make such modifications to its campus, classrooms and testing requirements as are necessary to ensure that such requirements do not discriminate or have the effect of discriminating on the basis of disability. Specifically, the procedures will address the following:

1. certifying that an individual has a disability;
2. undertaking reasonable steps to obtain a professional determination of whether academic adjustments/auxiliary aids are necessary and if they are, what kind;
3. determining, on an individual basis, what academic or workplace adjustment(s)/auxiliary aid(s) TSU will grant, and ensuring that the academic or workplace adjustment(s)/auxiliary aid(s) granted is/are of an acceptable level of quality and effectiveness for each student/employee making such a request on the basis of a disability;
4. providing students/employees a justification for denial of an academic or workplace adjustment/auxiliary aid, or for the selection of another academic or workplace adjustment/auxiliary aid, if the provided academic or workplace adjustment/auxiliary aid is different from that requested by the student/employee;
5. providing students/employees a reasonable opportunity to submit additional information to TSU, if their initial documentation does not support the request for academic or workplace adjustments/auxiliary aids; and
6. ensuring that decisions regarding requests for academic or workplace adjustments/auxiliary aids are made in a timely manner.

G. ADA/Section 504 Coordinator

The University’s ADA/Section 504 Coordinator, in conjunction with the ADA Oversight Committee and ADA Hearing Committee, is responsible for ensuring that the University is in compliance with all applicable state and federal laws regarding the ADA and responding to requests for information from outside agencies regarding ADA concerns and/or complaints.

H. ADA Hearing Committee

The ADA Hearing Committee is responsible for hearing all ADA complaints submitted by students or employees. The Committee is composed of three (3) students, two (2) faculty members and two (2) administrator/staff members. The two (2) faculty members who serve on the Committee shall be appointed by the Faculty Senate at the beginning of the academic year and shall serve for the entire fiscal year (September 1 – August 31). One of the faculty members or administrator/staff members shall serve as Chair of the Committee.

I. ADA Building Representative

A designated representative in each building (Hannah Hall, Bell, Fairchild, School of Business, Library, Student Center, etc.) serves as the point-of-contact for all ADA and Section 504 accessibility issues. That individual is responsible for ensuring that all residents in the building are properly notified regarding ADA and Section 504 announcements and emergency evacuation plans. The representative also works with the Maintenance and Operations Department to ensure that the buildings that the University owns and/or operates are maintained within the standards of compliance required by the relevant provisions of the ADA and Section 504.

PROCEDURES FOR REQUESTING ACCOMMODATIONS

A. Introduction

All offices and individuals responsible for reviewing and analyzing the request shall maintain the confidentiality of all medical and ADA information. Records and information obtained about employees as part of a request for accommodations shall be maintained in a secure location in the ADA/Section 504 Coordinator's office. Records and information obtained on students as part of an accommodations request shall be kept in a secure location in the Office of Disabled Student Services (ODS). All information shall be kept confidential, to the extent allowed by law, and shall be shared on a limited need-to-know basis to implement the accommodation request.

The University may, at the University's expense, request an independent medical opinion concerning the impairment for which an employee or student seeks an accommodation. This decision is based on a number of factors and in each case is assessed individually. Failure of an employee or student to cooperate in obtaining such an opinion will result in the cancellation of the request for accommodation.

B. Student Requests

Students requesting eligibility for accommodation and services may initiate a request for accommodation(s) by contacting the Office for Disability Services (ODS) in the Student Health Center. Students will be required to provide a recent medical statement that contains a diagnosis, prognosis, and a description of the specific impairment(s) and the major life functions and activities affected by the impairment. Records and information obtained about our students as part of an accommodations request shall be kept in a secure location in the Office of Disability Services (ODS). Students may be asked to submit additional medical information if the information previously provided is incomplete, outdated, unclear, or inconsistent, according to the guidelines set forth by the ODS.

All documentation and information submitted with a request for accommodations shall be reviewed and considered by the University. The University may consult with an outside expert, who will assess the request and make recommendations for modifications. If a student is dissatisfied with the determination on accommodations, he or she may initiate a request for reconsideration with the ODS and may be required to submit additional information. The ODS and/or its consultant will review the determination and consider any additional information. The ODS will then issue a written notice regarding the outcome of reconsideration of the student's request. If a student remains dissatisfied with the determination, he or she may file an ADA complaint under the procedures outlined in Section II below.

ODS is located in Student Health Center. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. Call ODS at 713-313-4210, either to make an appointment or for additional information.

C. Staff/Faculty Employee Requests

Staff/faculty employees of TSU may request an accommodation by notifying the ADA/Section 504 Coordinator in writing stating the nature of their disability and the accommodation requested. Employees may be required to provide a recent medical statement by an appropriately licensed professional that contains a diagnosis, prognosis, and a description of the specific impairment(s) and the major life functions and activities affected by the impairment. Employees may be asked to submit additional medical information if the information previously provided is incomplete, unclear, outdated or inconsistent. If the employee does not provide the required documentation and information within thirty (30) days, the request for accommodations may be cancelled for lack of necessary information.

In the event that a supervisor receives a request for accommodation, the supervisor shall immediately notify the ADA/Section 504 Coordinator so that the request may be processed in a timely manner. Any supervisor who, in the course of job performance counseling, is informed by an employee that a physical or mental condition may be affecting the employee's work performance shall refer the employee to the ADA/Section 504 Coordinator.

The ADA/Section 504 Coordinator will analyze the request and confer with the employee and the supervisor to ascertain the employee's requirements and input on a reasonable accommodation, and make a determination regarding which accommodations are necessary. If the employee is unable to demonstrate a disability, or does not request a reasonable accommodation under the guidelines set forth in this policy, the request may be denied.

Employees or supervisors may obtain information concerning disabilities and accommodations from the ADA/Section 504 Coordinator in the Office of General Counsel. Employee requests for information and the provision of information by an Office of General Counsel staff member concerning disabilities and accommodations is not considered a part of the accommodation process.

D. Job Applicants

Applicants for employment may request accommodations by contacting the Office of Human Resources in Hannah Hall 126, the department in which they will be interviewing, or the chair of the search committee, when applicable. Upon receipt of a request, the chair of the department or search committee shall immediately notify the Office of Human Resources or the ADA/Section 504 Coordinator regarding the request. If the Office of Human Resources receives a request, the request should be forwarded to the ADA/Section 504 Coordinator, who will assist the Office of Human Resources in determining what reasonable accommodations may be offered to a potential job applicant.

Applicants may be required to provide a recent medical statement by an appropriately licensed professional that contains a diagnosis, prognosis, and a description of the specific impairment(s) and the major life functions and activities affected by the impairment. Applicants may be asked to submit additional medical information if the information previously provided is incomplete, unclear, outdated or inconsistent. If the applicant does not provide the required documentation and information within thirty (30) days, the request for accommodations may be cancelled for lack of necessary information.

E. Beneficiaries of Programs, Services and Activities

Beneficiaries of programs, services and activities may request accommodations by contacting the department or organization hosting the event, program, or activity. A designee of the event, service, or activity shall immediately notify the ADA/Section 504 Coordinator regarding the request. The ADA/Section 504 Coordinator shall determine, on a case-by-case basis, what reasonable accommodations may be offered.

Individuals may be required to provide a recent medical statement by an appropriately licensed professional that contains a diagnosis, prognosis, and a description of the specific impairment(s) and the major life functions and activities affected by the impairment. Individuals may be asked to submit additional medical information if the information previously provided is incomplete, unclear, outdated or inconsistent. If the individual does not provide the required documentation and information within a reasonable time prior to the event, service, or activity, the request for accommodations may be cancelled for lack of necessary information.

COMPLAINT AND HEARING PROCEDURE

A. Purpose

The purpose of this procedure is to provide the primary process for addressing student and employee complaints based on disabilities under the ADA and Section 504 of the Rehabilitation Act of 1973. Texas Southern University has adopted an internal complaint procedure providing prompt and equitable resolution of complaints alleging any action prohibited by Title II of the ADA and/or Section 504 of the Rehabilitation Act. Any individual who believes he or she was denied a reasonable accommodation or received insufficient accommodations in violation of this policy or disability laws may file an ADA complaint with the appropriate University official.

B. Complaints

All student ADA complaints should be addressed to the:

Dean of Students
TSU Office of Student Services
Student Recreation Center, Room 212
3100 Cleburne
Houston, Texas 77004
(713) 313-1038

All other ADA complaints should be addressed to the:

ADA/Section 504 Coordinator
Texas Southern University
Office of General Counsel
3100 Cleburne Avenue
Hannah Hall, Suite 310
Houston, Texas 77004
(713) 313-7950

C. Complaint and Hearing Procedure

1. A complaint should be filed in writing, contain the name, address and telephone number of the complainant, and briefly describe the alleged violation of the regulations. The complaint should be filed within thirty (30) days after the complainant becomes aware of the alleged violation.
2. After receiving an ADA complaint, The University's ADA/Section 504 Coordinator shall schedule a hearing before the ADA Hearing Committee and submit a copy of the complaint and any other relevant documents to the committee. The hearing shall be scheduled within twenty-one (21) days from the date the ADA/Section 504 Coordinator receives the complaint.
3. The hearing shall consist of opening statements, if desired, by the complainant, the institution or their representatives, and testimony by any witnesses called by the complainant or the institution. During the hearing, both parties and the members of the Hearing Committee shall have the right to question witnesses and introduce any relevant exhibits to the committee. The complainant shall have the responsibility of presenting relevant facts and circumstances to establish the validity of the complaint. Formal rules of evidence will not apply during the hearing. The proceeding shall be non-adversarial in nature.
4. The Chairperson shall control the hearing and take appropriate action to insure an equitable, orderly, and expeditious hearing. As presiding officer, the Chairperson may remove anyone not complying with the rules and/or disrupting the hearing. Witnesses will be heard one at a time, and may be excused from the hearing by the Chairperson after testifying.
5. Either party may request in writing at least ten (10) working days prior to the hearing that the proceedings be tape-recorded. At the conclusion of the testimony, both parties will be permitted to make a closing statement. Following the hearing, the Hearing Committee will retire to deliberate and will submit a written report of its recommendations to the ADA/Section 504 Coordinator within seven (7) days after hearing the complaint.

6. The complainant may request an appeal of the case in instances where he or she is dissatisfied with the resolution. The request for an appeal should be made within five (5) business days of receiving the decision of the Hearing Committee to the:

ADA/Section 504 Coordinator
Texas Southern University
3100 Cleburne Ave.
Hannah Hall, Suite 310
Houston, Texas 77004

D. Appeals

The Dean of Students shall appoint the ADA appeals committee to hear appeals related to the ADA and Section 504. The Appeals Committee is composed of three students, two faculty members and two administrators/staff members. A faculty member or administrator/staff member shall serve as Chair of the Appeals Committee. The ADA Appeals Hearing shall be conducted in accordance with the hearing proceedings outlined in Section C above. Upon completion of the appeal, a copy of the final resolution resulting from the complaint procedure shall be provided to the ADA Coordinator who will notify the appropriate persons in the department where the violation has occurred.

OFFICE OF VETERAN AFFAIRS AND THE RESERVE OFFICERS' TRAINING CORPS (ROTC) PROGRAMS

The Office of Veteran Affairs functions as part of the Office of the University Registrar and supports the educational process of persons who have served in the Armed Forces of the United States and who are eligible for educational benefits at the University. The office provides counseling to facilitate acquiring benefits from the Veterans' Administration, and advisement for the Reserve Officers' Training Corps (ROTC) Programs of the U.S. Army and U.S. Air Force. The office may be contacted by calling (713)-313-7071. Of special note is the fact that students who participate in either ROTC Program at Texas Southern University are also cross-enrolled at the University of Houston.

ARMY ROTC PROGRAM

The U.S. Army ROTC program exists as a series of college elective courses and field training activities which, when successfully completed, leads to a commission as a second lieutenant in the Active U.S. Army, the U.S. Army National Guard, or the U.S. Army Reserve. Military science courses are taken in conjunction with academic course loads. Participants must be full-time students to enroll in Army ROTC, and their securing of Army commissions is entirely separate from the pursuit of academic degrees. Academic degrees may be pursued in such fields as accounting, chemistry, history, etc.; however, they will not be in military science.

Most ROTC cadets first enroll in the two-year Basic Course (with no military obligation incurred) followed by enrollment in the two-year Advanced Course. Veterans may receive credit for the Basic Course and may earn commissions by enrolling in ROTC for two academic years in conjunction with the completion of one six-week summer camp. Four-year and three-year Green to Gold scholarship winners are also required to participate in the Basic Course military science courses. A baccalaureate degree must be conferred in order for a participant to return to Active Duty as a commissioned officer or to participate as a second lieutenant in the Reserve Forces.

There are monetary benefits to be derived from participation in the ROTC program. For each month of enrollment in the Advanced Course, participants will receive an allowance of \$150.00 up to \$1,500.00 per year for each of the two years. Participants are also paid for attending the six-week summer camp, usually between the junior and senior years of enrollment. Participants will also retain and receive all educational benefits earned while on Active Duty, even if they receive ROTC scholarships.

In the ROTC program, participants are not members of the Active Army so they earn no Active Army benefits. As a Green-to-Gold scholarship cadet, participants may not be in a Reserve Component; however, a two-year Green-to-Gold non-scholarship cadet may be in a Reserve Component. For the latter case, participants will be entitled to reserve pay and certain benefits.

As referenced earlier in this document, scholarships are available to students participating in the U. S. Army ROTC program. Detailed information on these scholarships, including the Green to Gold scholarships referenced above, may be obtained by calling (713)-743-3875 or on-line at www.uh.edu/rotc.

AIR FORCE ROTC PROGRAM

The Air Force Reserve Officer Training (ROTC) program prepares men and women of character, commitment, and courage to assume leadership positions as commissioned officers in the active duty United States Air Force. Upon completion of the curriculum, students will have a thorough understanding of the core values, leadership, teamwork, and other requirements to be an effective officer in the world's greatest Air Force. For more information on the Air Force Science program, contact the Air Force Science Department at the University of Houston by calling 713-743-4932 or on-line at www.uh.edu/afrotc.

Although registration for these classes is done through Texas Southern, the actual courses and physical training sessions take place at the University of Houston. Flight orientation occurs at airports in the Houston metropolitan area.

Course Credit

ROTC classes may be taken for elective credit toward any degree offered at Texas Southern University. Freshman and sophomore level classes are open to all students. No military obligation is incurred as a result of enrollment in these courses. Junior and senior level courses are more restrictive and do require a military obligation. ROTC scholarship students also incur a military obligation.

Four-Year Program

The General Military Course (GMC) is the first half of the four year ROTC program and is taken during the freshman and sophomore years. This program allows the student to experience Air Force ROTC without obligation (unless the student is on an Air Force ROTC scholarship). Each semester of the GMC consists of one classroom hour of instruction as well as Leadership Laboratory once each week. During the first two years, the student will learn about the Air Force and the historical development of aerospace power. During the summer preceding the junior year, the student will compete for the opportunity to attend a four-week Field Training Unit. Successful completion of field training is mandatory for entrance into the Professional Officer Course (POC), the junior and senior years of the four year program. As a junior, the student will study the core values, leadership, teamwork, and management tools required to become an effective Air Force officer. During the senior year students study the national security policy process, regional and cultural studies, and complete final requirements for commissioning as second lieutenants.

AFROTC Scholarship Opportunities

Air Force ROTC offers various scholarship opportunities for students at Texas Southern University. The Express Scholarship Program is operated on a fully qualified basis; those who meet the qualifications are awarded the scholarship. Students who are fully qualified are eligible for a **non-competitive** scholarship up to 3.5 years. The express scholarship pays up to \$15,000 tuition per year and \$900 per year for books. Minimum qualifications to be eligible for this scholarship include a minimum cumulative GPA of 2.5, successfully passing the physical fitness test and Air Force Officer Qualifying Test and a physical. The processing of the scholarship award is completed at the local detachment.

Stipend

All AFROTC scholarship recipients and POC cadets receive a nontaxable monthly stipend. The annual stipend amount ranges from \$2,000 per year to \$4,000 per year depending on the recipient's enrollment year.

Flight Orientation Program

All cadets can volunteer to participate in a joint Air Force ROTC/Civil Air Patrol flight orientation program. This consists of eight flights, four in the front seat of a small passenger aircraft and four additional flights in the back seat as an observer. In addition, an abbreviated flying ground school course is taught in the ROTC classrooms using FAA textbooks. The flight orientation and ground school course are both free for all cadets.

Physical Fitness Training

Cadets meet two times per week at 0600 at the University of Houston Alumni Center to perform physical fitness training. The training is mandatory and emphasizes push-ups, sit-ups, and running in order to pass the USAF physical fitness test.

Summary

For more information call the Unit Admissions Officer at 713-743-4932/3703 or visit the University of Houston Air Force website at www.uh.edu/afrotc.

SUBSTANCE ABUSE PREVENTION, EDUCATION AND INTERVENTION PROGRAM (SAPEI)

The total health and welfare of the students at Texas Southern University (TSU) is of paramount concern of all staff, faculty, and administrators. Realizing that students are striving to achieve a quality education and prepare to enter the work force, alcohol and other drugs often become a part of their social interaction. TSU, as well as all other federally funded institutions of higher learning, is mandated by The United States Department of Education to have a program on campus that will address the use of alcoholic beverages and illicit drugs by students.

The unit charged with this responsibility is the Substance Abuse Prevention, Education and Intervention Program (SAPEI) of the University Counseling Center. SAPEI is an outcome of the Higher Education Amendments of 1986. TSU's Board of Regents has approved policies to regulate the use of alcohol, drugs, and other controlled substances on campus.

The SAPEI program utilizes a variety of approaches to educate our students, but primarily does via classroom presentations, dissemination of educational materials (pamphlets, brochures), campus-wide observances (i.e., National Collegiate Alcohol Awareness Week, health fairs, etc.), and co-sponsoring programs with various student organizations on campus. Individual, family, and group counseling are provided at no charge to all currently enrolled students.

SAPEI is located in Student Health Center. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. Call SAPEI at 713-313-7800, either to make an appointment or for additional information.

COOPERATIVE EDUCATION AND PLACEMENT SERVICES CENTER

Cooperative Education and Placement Services have the major objective of assisting students and alumni with their employment related needs. The Career Services staff seeks to assist students with choosing their major and career interests, gaining relevant work experience, as well as providing guidance in their full-time professional job search, through four interlocking components: **Career Awareness; Job location and Development (JLD); Cooperative Education (Co-Op)/Internships and Career Planning and Placement.**

Cooperative Education and Placement Services also focus on developing strong relationships with employers and assisting them in their recruiting needs. Provided services include career fairs, on-campus recruitment, and resume referrals that assist in meeting each organizations needs. If the need is filling internship, cooperative education, or full-time employment opportunities, Cooperative Education and Placement Services are dedicated to providing each organization personal and prompt service.

Whether you are a student, alumni, or employer, Cooperative Education and Placement Services is committed to assisting you in meeting your goals. The Center is located in 152 Fairchild Hall. For further information, students should call (713)-313-7346.

UNIVERSITY TESTING SERVICES

Through the University Testing Services program, the following functions and services are rendered:

1. Provide local and national testing programs for its clientele.
2. Collect relevant and reliable psychometric information about the learner.
3. Collect relevant and reliable psychometric information about prospective students of Texas Southern University.
4. Provide test services and test consultations for various components within the University.
5. Provide counselors and admission officers with test profiles on all freshman students.
6. Provide academic advisors with test profiles and other relevant test data compiled on their advisees.

The University Testing Services program offers two specific programs: national testing programs and institutional testing programs.

- A. National Testing Programs are testing programs which are administered nationwide in terms of date and time. They are controlled by test service centers external to the University. Those national testing programs which are currently conducted by University Services are
 - American College Testing (ACT) Program Test
 - General Education Development (GED) Test
 - Pharmacy College Admission Test (PCAT)
 - Law School Admission Test (LSAT)
 - Scholastic Aptitude Test (SAT)
 - Test of English as a Foreign Language (TOEFL)
 - Texas Educator Certification (TExES)
- B. Institutional Testing Programs are programs that are conceived, designed, implemented, and controlled by the University.

STUDENT SUPPORT SERVICES PROGRAM

“The Learning Enhancement Center”

Funded by the United States Department of Education, Texas Southern University’s Student Support Services Program (SSSP) is designed to provide academic assistance and counseling to “TRIO” eligible students who are pursuing a baccalaureate degree. All services are provided free of cost so as to empower participants to realize their academic and career goals.

Specific programmatic services include the following:

TUTORING

All participants are eligible to receive tutoring. Each participant will be assessed by a staff member to identify critical academic support needs. “Learning Enhancement” tutor/mentors will provide academic support assistance in numerous disciplines.

COUNSELING

The assistant director and academic advisor/counselor will interview and assess each eligible applicant. Together, they will identify the student’s academic and self-development needs. Additionally, students will have access to career, personal and academic related counseling services.

SEMINARS

Seminars offered by the program include, but are not limited to, the following: financial aid assistance, test-taking skills, career planning, time management, note-taking skills, GRE, GMAT, LSAT, and MCAT test preparation seminars and graduate and professional school information. Each seminar is carefully designed with the student’s best interest in mind.

FINANCIAL AID ADVISEMENT

The program provides assistance in completing the Free Application for Federal Student Aid (FAFSA) and facilitates seminars/workshops relative to accessing financial aid resources.

CULTURAL ENRICHMENT

Participants are offered an opportunity to attend activities that foster cultural enrichment (i.e., Broadway plays and University theatrical productions).

COMPUTER/COPIER/INTERNET ACCESS

So as to advance academic research, participants are afforded access to educational support resources such as a copier, computers, laptops, printers, and the internet.

SSSP ELIGIBILITY CRITERIA

To qualify for program participation, students must be U.S. citizens, or permanent residents, and have a need for academic support. Additionally, students must satisfy one of the following criteria:

- be a first-generation college student (neither parent/nor guardian has a four year college degree);
- have an economic need as established by Department of Education income guidelines; and/or
- manifest a documented learning or physical disability.

SSSP LOCATION AND HOURS OF OPERATION

The Learning Enhancement Center’s main office and tutorial laboratory are located in Fairchild 147.

HOURS OF OPERATION: 9 a.m. – 6 p.m., Monday thru Friday.

For additional information, please call Student Support Services’ administrative office at (713) 313-7998/4207 and/or access the project’s Web site at www.tsu.edu.

RESIDENTIAL LIFE AND HOUSING PROCEDURES

The demand for student housing is quite large, facilities may not be available for all students who apply. To process applications expeditiously, students must request and submit the appropriate application for the type of accommodation desired.

Along with the application, the student must remit a security deposit and a non-refundable application fee at all housing locations. The application fee will not be credited toward the amount of room and board to be paid at registration. The deposit will remain with the University as long as the student is under the terms of the Housing-Food Service Contract.

Housing Deposit/Application Fee Refund Policy

A housing/food service contract may be obtained by students for one academic year (that is, for the fall and spring semesters), and a deposit is required. Any student with a contract who does not return for the spring semester will forfeit his or her housing deposit. The deposit will also be forfeited if the student cancels his or her contract after residence halls open for one of the semesters covered by the contract. The deposit is refundable when the student cannot be accommodated. All student requests for refunds of deposits must be made in writing at the end of the contract year, but before the residence halls open for the first summer term of the academic year for which the deposit was made. Refunds are made after verifying that the housing balance has been paid in full, room vacated, left clean, and in good order. Cost for damages to facilities, furnishings, and special cleaning are charged to the student. Where responsibility cannot be determined, costs will be divided among the occupants of the room/floor/building involved in the damages.

Housing Reservations

Reservations are made on a “first come, first served” basis. All domestic and international students should make applications with applicable fees as early as possible prior to the semester or term in which they wish to attend. **Applicants must be accepted to the University before applying for housing accommodations.**

Assignments are made beginning in April for the fall semester, and are made in December for the spring semester. Every effort will be made to honor specific room requests; however, room/hall assignments are made on a space-available basis.

Resident’s Responsibilities

Students are cautioned to read carefully all terms and conditions stated on the application form, information bulletins, and housing/food service contracts. Students will be held accountable for adherence to the contents of all contractual information. Once a student is assigned to a room, he/she is responsible for its maintenance (i.e., keeping the room in good condition) and shall be held responsible to the University for damages to equipment and furnishings. Charges will be assessed for damages or defacements beyond normal wear and tear.

All residents are expected to familiarize themselves with and abide by the Housing Rules and Regulations and the Student Code of Conduct. Violation of University Rules and Regulations could result in disciplinary actions taken by the Housing Judiciary Committee, Head Resident Counselor, and/or the Office of Judicial Affairs.

The Residential Life and Housing Office is located at 3505 Blodgett in the Tierwester Oaks leasing office, and the telephone number is (713)-313-7206.

ERNEST S. STERLING STUDENT LIFE CENTER

As the “Hub of University Life,” the Student Center is a laboratory of citizenship and provides an educational experience for the development of successful leadership skills in numerous broad-based college union activities. The Center provides educational, cultural, social, and recreational programs as well as leisure activities for the entire University community.

This four-story structure in the center of the campus contains a 1,000-seat cafeteria, a pizza and fried chicken shop, and the university bookstore. Offices for the Student Government Association, the University Program Council, and Student Publications (**Herald Newspaper and Tiger Yearbook**), are also located here. Social events, special meetings, luncheons and receptions are held in the Tiger Room and the President’s Lounge. The Center houses a student computer lab, a bowling facility, barber and beauty shops, a game room, a television room, reading lounges, a meditation room, and a terrace on the roof. It is also equipped to receive closed circuit television. Special features include an automatic teller machine for banking services, METRO bus pass service, and graphic services for campus clubs and organizations.

UNIVERSITY PROGRAM COUNCIL

The University Program Council is composed of students, staff, faculty, and administrators who work in collaboration with the Office of Student Services in implementing programs for the University community. The Council’s charge includes sponsoring a comprehensive list of social, cultural, intellectual, and recreational programs which enhance the total development of students.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association is the supreme governing body of Texas Southern University students. Comprised of three branches, Executive, Legislative and Judicial, the Student Government Association serves as a means whereby students’ opinions, views, and aspirations may be properly discussed and acted upon.

Participation in the co-curricular laboratory environment provided by the Student Government Association maximizes opportunities for leadership development and ensures student participation on University committees. Weekly meetings of the Student Government Association are held in the Student Center and are open to all students.

CAMPUS ORGANIZATIONS

The Office of Campus Organizations, which is housed in the Student Center, certifies over seventy (70) campus organizations each year serving the special interests of the campus community. Among those recognized organizations are undergraduate chapters of national fraternities and sororities and social, academic, recreational, religious, and para-professional organizations.

