

**INSTITUTIONAL DISCLOSURES
UNDER
THE HIGHER EDUCATION ACT OF 1965,
AS AMENDED BY
THE HIGHER EDUCATION OPPORTUNITY ACT OF 2008**

The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), includes many disclosure and reporting requirements. A disclosure requirement is information that an institution of higher education is required to distribute or make available to another party, such as students or employees. A reporting requirement is information submitted to the U.S. Department of Education or other governmental agencies. Disclosure and reporting requirements sometimes overlap. For certain topics, institutions are required to make information available to students or others and to submit information to the Department of Education.

Sam Houston State University is committed to providing access to information that will allow consumers such as students, parents, counselors, researchers, and legislators to make informed decisions about postsecondary education. This web page provides a single access point to all federally-mandated reports and disclosures.

**NOTICE OF AVAILABILITY OF INSTITUTIONAL
AND FINANCIAL AID INFORMATION**

Disclosure Requirement: Notice is distributed to each enrolled student
HEA Sec. 485(a)(1) (20 U.S.C. 1092(a)(1)). Not changed by HEOA 34 CFR 668.41(c)
October 29, 2009 FR notice (revised 34 CFR 668.43)

Institutions of higher education must annually provide to all enrolled students a notice setting forth the information required to be made available to students under the Family Education Rights and Privacy Act of 1974 (FERPA) and under the Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA). The notice must list and briefly describe the information and include a statement of the procedures required to obtain the information. For information listed in the notice that is disclosed on an institution's website, the notice must include the exact electronic address and a statement that the institution will provide a paper copy upon request. This information is posted on Sam Houston State University's website via the links set forth below. Paper copies are available upon request from the individuals and offices listed in the relevant sections below.

**CONTACT INFORMATION FOR ASSISTANCE IN OBTAINING
INSTITUTIONAL OR FINANCIAL AID INFORMATION**

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media
HEA Sec. 485(a)(1)-(2) (20 U.S.C. 1092(a)(1)-(2)). Not changed by HEOA. 34 CFR 668.43, 34 CFR 668.44
October 28, 2009 FR notice (revised 34 CFR 668.43)

Each institution must make available to prospective and enrolled students information regarding how and where to contact individuals designated to assist enrolled or prospective students in obtaining the institutional or financial aid information required to be disclosed under HEA Sec. 485(a). This information is posted on Sam Houston State University's website via the links set forth below. Paper copies are available upon request from the individuals and offices listed in the relevant sections below. 2

GENERAL INSTITUTIONAL INFORMATION

- **PRIVACY OF STUDENT RECORDS – FAMILY RIGHTS AND PRIVACY ACT (FERPA)**

Disclosure Requirement: Any means reasonably likely to inform students of their rights
HEA Sec. 485(a)(1) (20 U.S.C. 1092(a)), 20 U.S.C. 1232g. Not changed by HEOA. 34 CFR 668.41(c), 34 CFR Part 99

Each institution must annually provide a notice to all enrolled students concerning:

- the right to review their education records, to request amendment of records, to consent to disclosures of personally identifiable information, and to file complaints with the Department of Education
- procedures for reviewing education records and requesting amendment of the records
- information about Sam Houston State University's policy regarding disclosures to school officials with a legitimate educational interest in the education records

Sam Houston State University has designated the following information as Directory Information and will release this information unless the student has submitted a request for non-disclosure:

- student name
- local address and telephone
- permanent address and telephone
- e-mail address
- place of birth
- major field of study
- dates of attendance
- full or part time enrollment status
- year in school (class)
- degree(s) received
- scholastic honors and awards received
- weight and height of athletic team members

A student may request that directory information not be released by completing the Request for Non-Disclosure form and submitting it to the Registrar's Office. The form is available in the Registrar's Office or online at:

- <http://www.shsu.edu/dept/registrar/forms-and-documents/forms-and-documents.html>

Information regarding student privacy and FERPA may be accessed at:

- <http://www.shsu.edu/dept/registrar/students/privacy-rights/index.html>

Sam Houston State University's Student Handbook may be accessed at:

- <http://www.shsu.edu/students/guide/>
- For additional information from the Department of Education regarding FERPA:
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

If you are unable to locate the information you need from the links set forth above, you may contact the following offices directly for assistance: *Office of the Registrar*

- Office of the Registrar
<http://www.shsu.edu/dept/registrar/>
936.294.1040
- Student Life Office
http://www.shsu.edu/~slo_stdss/
(936) 294-1784

- **CONSUMER INFORMATION ON COLLEGE NAVIGATOR WEBSITE**

Disclosure Requirement: Made available on the institution's website. The URL for the institution's website is reported to the National Center for Education Statistics (NCES) in the Integrated Postsecondary Education Data System (IPEDS) for posting on College Navigator website.

HEOA Sec. 111 amended HEA Title I, Part C: added HEA 132(i)(1)(V) (20 U.S.C. 1015a(i)(1)(V))

The U.S. Department of Education is required to post 26 items on the College Navigator website for each institution of higher education, including a link to each institution's website that provides the following information:

- student activities offered by the institution
- services offered by the institution for individuals with disabilities
- career and placement services offered to students during and after enrollment
- policies of the institution related to transfer of credit from other institutions
- The Department of Education's posting for Sam Houston State University may be accessed at: <http://nces.ed.gov/collegenavigator/?q=Sam+Houston+State+University&s=all&id=227881>
- Sam Houston State University's Student Handbook may be accessed at: <http://www.shsu.edu/students/guide/>

If you are unable to locate the information you need from the links set forth above, you may contact the Registrar's office directly for assistance:

- Student Life Office
http://www.shsu.edu/dept/~slo_stdss/
936.294.1784
- Office of the Registrar
<http://www.shsu.edu/dept/registrar/>
(936) 294-1040

- **FACILITIES AND SERVICES AVAILABLE TO STUDENTS WITH DISABILITIES**

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media HEA Sec. 485(a)(1)-(2) (20 U.S.C. 1092(a)(1)-(2)). Not changed by HEOA. 34 CFR 668.41(a)-(d), 34 CFR 668.43; October 29, 2009 FR notice (revised 34 CFR 668.43, added 34 CFR 668.231)

Information about facilities and services available to students with disabilities, including students with intellectual disabilities (as defined in 34 CFR 668.231), is available through Sam Houston State University's office of Disability Resources Education and Access Management (DREAM), and may be accessed online at:

- Services for Students with Disabilities website:
<http://www.shsu.edu/dept/disability/>
- Academic Policy 811006: Disabled Student Policy
<http://www.shsu.edu/dept/academic-affairs/documents/aps/students/811006.pdf>
- Sam Houston State University's Student Handbook may be accessed at:
<http://www.shsu.edu/students/guide/>

If you are unable to locate the information you need from the links set forth above, you may contact the DREAM office directly for assistance:

- Disability Resources Education and Access Management:
<http://www.shsu.edu/dept/disability/>

- **STUDENT BODY DIVERSITY**

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media HEOA Sec. 488(a)(1)(E) amended HEA Sec. 485(a)(1) (20 U.S.C. 1092(a)(1)): added HEA Sec. 485(a)(1)(Q) HEOA amendment effective August 14, 2008

Information about student body diversity at Sam Houston State University, including the percentage of enrolled, full-time students who are male, female, self-identified members of a major racial or ethnic group, and Federal Pell Grant recipients, is collected annually by Sam Houston State University's Office of Institutional Research and provided to the Department of Education. This data may be accessed at:

- Sam Houston State University's Student Handbook may be accessed at:
http://www.shsu.edu/~ird_www/documents/CommonDataSet2012_000.pdf

The race/ethnicity and the gender data are collected in the Integrated Postsecondary Education Data System (IPEDS) Fall Enrollment Survey. Information about Pell Grant recipients is collected for the prior year in the IPEDS Student Financial Aid Survey. This information may be accessed at the IPEDS website:

- <http://nces.ed.gov/ipeds/datacenter/InstitutionByName.aspx>

Student diversity data is also disclosed by the Department of Education on its College Navigator web site:

- <http://nces.ed.gov/collegenavigator/>

If you are unable to locate the information you need from the links set forth above, you may contact the following offices directly for assistance:

- Office of Institutional Effectiveness
http://www.shsu.edu/~ird_www/?FL2010
936.294.4382
- Office of Academic Affairs
<http://www.shsu.edu/dept/academic-affairs/>
(936) 294-1040

• **PRICE OF ATTENDANCE**

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media HEA Sec. 485(a)(1)-(2) (20 U.S.C. 1092(a)(1)-(2)). Not changed by HEOA. 34 CFR 668.41(a) (d), 34 CFR 668.43 Information regarding the price of attendance at Sam Houston State University, including tuition and fees, books and supplies, room and board, transportation costs, and any additional costs for a program in which the student is enrolled or has expressed an interest may be accessed at:

- http://www.shsu.edu/~fao_www/fa_intro/coa.html

If you are unable to locate the information you need from the links set forth above, you may contact the following offices directly for assistance:

- Financial Aid Office
http://www.shsu.edu/~fao_www/
936-294-1774
- Admission Office
 - Undergraduate Admissions: <http://www.shsu.edu/admissions/undergraduate/index.html>
936-294-1828
 - Graduate Admissions: <http://www.shsu.edu/dept/graduate-admissions/transition.html>
936-294-1971
 - Study Abroad Office
http://www.shsu.edu/~int_www/abroad/
936-294-4737

• **NET PRICE CALCULATOR**

Disclosure Requirement: Made publicly available on the institution's website HEOA Sec. 111 amended HEA Title I, Part C: added HEA Sec. 132(a), Sec. 132(h) (20 U.S.C. 1015a(a), 20 U.S.C. 1015a(h))

Sam Houston State University's net price calculator allows prospective students to calculate an estimated net price of attendance utilizing the following basic formula: price of attendance minus grant aid. The estimates generated by the net price calculator do not represent a final determination, or actual award, of financial assistance or a final net price. The estimates are based only on price of attendance and financial aid provided to students in a given year; the estimates are not binding. Sam Houston State University's net price calculator may be accessed at:

- http://www.shsu.edu/~fao_www/

If you are unable to locate the information you need from the link set forth above, you may contact the Financial Aid Office directly for assistance:

- Financial Aid Office
http://www.shsu.edu/~fao_www/
936-294-1774

- **REFUND POLICY, REQUIREMENTS FOR WITHDRAWAL, AND RETURN OF TITLE IV FINANCIAL AID**

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media HEA Sec. 485(a)(1)-(2) (20 U.S.C. 1092(a)(1)-(2)). Not changed by HEOA. 34 CFR 668.41(a)-(d), 34 CFR 668.43 6 Information regarding Sam Houston State University's refund policy, requirements and procedures for official withdrawal, and requirements for return of Title IV, HEA grant, or loan aid may be accessed at:

- Return of Title IV Funds Policy:
http://www.shsu.edu/~fao_www/Policies/Title_IV_Refunds_Policy.pdf
- Summer Return of Title IV Funds Policy:
http://www.shsu.edu/~fao_www/Policies/Summer_Title_IV_Refund_Policy.pdf
<http://www.shsu.edu/catalog/tuitionandfees.html>

Sam Houston State University's Student Handbook may be accessed at:

- <http://www.shsu.edu/students/guide/>

If you are unable to locate the information you need from the links set forth above, you may contact the following offices directly for assistance:

- Bursar's Office
<http://www.shsu.edu/dept/bursar/>
936-294-1229
- Office of the Registrar
<http://www.shsu.edu/dept/registrar/>
936-294-1737
- Financial Aid Office
http://www.shsu.edu/~fao_www/
936-294-1774

- **TEXTBOOK INFORMATION**

Disclosure Requirement: Internet Course Schedule; notice in written course schedule, if applicable HEOA Sec. 112 amended HEA Title I, Part C: added HEA Sec. 133 (20 U.S.C. 1015b). HEOA amendment effective July 1, 2010

Sam Houston State University discloses, on its Internet course schedule used for preregistration and registration purposes, the International Standard Book Number (ISBN) and retail price information of required and recommended textbooks and supplemental materials for each course listed, to the extent the disclosure of the information is determined to be "practicable". If the ISBN is not available, the Internet course schedule will include the author, title, publisher, and copyright date for the textbook or supplemental material, or, if applicable, the designation "To Be Determined". If applicable, the written course schedule will include a notice that textbook information is available on the Internet course schedule and will provide the Internet address for the schedule. For information regarding textbooks, you may contact the Sam Houston State University Bookstore directly at:

- <http://shsu.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?storeId=28553&catalogId=10001&langId=-1>
- <https://samweb.shsu.edu/book01wp/>

- **ACADEMIC PROGRAMS (EDUCATIONAL PROGRAMS, INSTRUCTIONAL FACILITIES, AND FACULTY)**

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media HEOA Sec. 488(a)(1)(A) amended HEA Sec. 485(a)(1)(G) (20 U.S.C. 1092(a)(1)(G)): added HEA Sec. 485(a)(1)(G)(iv). HEOA amendment effective August 14, 2008

34 CFR 668.41(a)-(d), 34 CFR 668.43

October 29, 2009 FR notice (revised 34 CFR 668.43)

Information regarding Sam Houston State University's academic programs, including

- Current degree programs and other educational and training programs
- Faculty and other instructional personnel for each program

- Plans for improving academic programs

may be accessed at:

- 2012-2014 Undergraduate Catalog: Degrees Offered (<http://www.shsu.edu/catalog/degrees.html>)
- 2013-2015 Graduate Catalog: Degrees Offered (<http://www.shsu.edu/graduate-catalog/2013-2015/degrees-offered.html>)

Information regarding instructional, laboratory, and other physical plant facilities relating to academic programs may be obtained from the relevant department:

- <http://www.shsu.edu/dept/academic-affairs/>

An interactive map describing Sam Houston State University's facilities may be accessed at:

- <http://www.shsu.edu/map/>

If you are unable to locate the information you need from the links set forth above, you may contact the following offices directly for assistance:

- Office of the Academic Affairs
<http://www.shsu.edu/dept/academic-affairs/>
936-294-1001
- Office of the Registrar
<http://www.shsu.edu/dept/registrar/>
936-294-1737

• **TRANSFER OF CREDIT POLICIES AND ARTICULATION AGREEMENTS**

Disclosure Requirement: Publicly disclosed and made available through appropriate publications, mailings, or electronic media

HEOA Sec. 488(g) amended HEA Sec. 485 (20 U.S.C. 1092): added HEA Sec. 485(h)

HEOA amendment effective August 14, 2008

October 29 2009 FR notice (revised CFR 668.43)

Information regarding Sam Houston State University's established criteria for the transfer of credit earned at another institution and the institutions with which it has established an articulation agreement may be accessed at:

- <https://ww2.shsu.edu/regr27wp/>

If you are unable to locate the information you need from the links set forth above, you may contact the Registrar's Office directly for assistance:

- Office of the Registrar
<http://www.shsu.edu/dept/registrar/>
936-294-1737

• **INSTITUTIONAL AND PROGRAM ACCREDITATION, APPROVAL, OR LICENSURE**

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media

HEA Sec. 485(a)(1)-(2) (20 U.S.C. 1092(a)(1)-(2)). Not changed by HEOA. 34 CFR 668.41(a)-(d), 34 CFR 668.43

The names of associations, agencies, or governmental bodies that accredit, approve, or license Sam Houston State University and its programs may be found at:

- Southern Association of Colleges and Schools Commission on Colleges
(<http://www.shsu.edu/dept/academic-planning-and-assessment/accreditation/university-program.html>)
- Texas Higher Education Coordinating Board
(<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.61.htm>)
- The Texas State University System (<http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.95.htm>)
- Program Accreditors (<http://www.shsu.edu/dept/academic-planning-and-assessment/accreditation/university-program.html>)

For information about the procedure for obtaining or reviewing documents describing accreditation, approval, or licensing for the *University*, and accreditation in general, you may contact the following office:

- Office of the Academic Affairs
<http://www.shsu.edu/dept/academic-planning-and-assessment/accreditation/>
936-294-1001

- **COPYRIGHT INFRINGEMENT POLICIES AND SANCTIONS (INCLUDING COMPUTER USE AND FILE SHARING)**

Disclosure Requirement: Made available through appropriate publications, mailings, or electronic media
HEOA Sec. 488(a)(1)(E) amended HEA Sec. 485(a)(1) (20 U.S.C. 1092(a)(1)): added HEA Sec. 485(a)(1)(P)
HEOA amendment effective August 14, 2008

October 29, 2009 FR notice (added 34 CFR 668.43(a)(10))

Institutions must annually make available to current and prospective students the institution's policies and sanctions related to copyright infringement, including:

- a statement that explicitly informs students that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the students to civil and criminal liabilities
- a summary of the penalties for violation of federal copyright laws*
- the institution's policies with respect to unauthorized peer-to-peer file sharing, including disciplinary actions taken against students who engage in illegal downloading or unauthorized distribution of copyrighted materials using the institution's information technology system

*The Department of Education publishes in the *Federal Student Aid Handbook* a summary of the civil and criminal penalties for violation of federal copyright laws:

- <http://www.ifap.ed.gov/ifap/byAwardYear.jsp?type=fsahandbook&awardyear=2013-2014>

Information regarding Sam Houston State University's policies and sanctions related to copyright infringement may be accessed at:

- <http://library.shsu.edu/research/guides/copyright.html>

Sam Houston State University's Student Handbook may be accessed at:

- <http://www.shsu.edu/students/guide/>

Additional information about respecting copyrights may be accessed at:

- Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws
<http://www.respectcopyrights.org/highered/html>

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504 and 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.