

<b>ACADEMIC BASICS .....</b>	<b>2</b>
ABSENCES .....	2
ADDING OR DROPPING COURSES .....	2
APPLICATION FOR GRADUATION .....	3
CHANGE OF ADDRESS .....	3
CLASS ATTENDANCE .....	3
DISTANCE ED (WEB-COURSE) NON-PARTICIPATION STATEMENT .....	3
DEGREE PLANS .....	4
FERPA .....	4
GRIEVANCES REGARDING GRADES .....	5
HOW TO FIGURE YOUR GRADE POINT AVERAGE .....	5
NAME CHANGE .....	6
SCHEDULE CHANGES .....	6
SEMESTER GRADE REPORT .....	6
STUDENT DIRECTORY INFORMATION .....	6
TEXAS SUCCESS INITIATIVE ASSESSMENT (TSIA) .....	7
WITHDRAWAL FROM THE UNIVERSITY .....	7

## ACADEMIC BASICS

### ABSENCES

An absence is defined as non-attendance in fifty minutes of class; for example, non-attendance in a one and one-half hour class will constitute one and one-half absences and non-attendance in a three-hour class will constitute three absences. An absence due to participation in an official University activity is considered to be an authorized absence.

When a student has to miss a class due to an authorized University activity, it will be the responsibility of the student to notify the instructor of the class in advance. The department responsible for the authorized University activity will also notify the instructor(s) through the [Student Life Office](#) by providing a "[Team/Group Travel Authorization](#)" to the office. Instructors will give student participating in an authorized University activity the opportunity to make up class work, including tests, within a reasonable time and at the convenience of the instructor.

**General absences will no longer come through the Student Life Office.** General absences include those calls of death in the family, car troubles, illness, etc. The student is responsible for contacting each faculty member directly. It is up to the faculty member to decide how the absence will be treated.

### ADDING OR DROPPING COURSES

#### **Through the End of Late Registration**

Graduate post-baccalaureate students may add or drop classes using LoboOnLine (Banner Self Service) through the end of late registration. One or more courses (*but not all*) may be dropped. (Dropping all classes constitutes a [withdrawal](#) from the University).

Undergraduates must return to their advisor to make schedule changes through late registration. The advisory may assist you in making the change through LoboOnLine or you may use the [Schedule Change Form](#). Either option requires you to see your advisor. .

If a registration or schedule change requires action by Enrollment Services (override for course pre-requisites, closed sections, etc.), you must utilize the [Schedule Change Form](#). For those at distance that are unable to come to campus for the necessary signatures, the [Email Request Process](#) may be used.

#### **After Classes Begin**

**During the late registration period:** An addition of hours to any current course load will increase the bill. There is no charge for dropping a course after classes begin. A complete withdrawal after classes begin does incur a financial obligation.

**After Late Registration:** All drops after late registration ends must be processed using the online drop form or at the Enrollment Services Room 100 of the Lawrence Hall between the hours of 9 a.m. to 4 p.m. Students may drop classes through the last day to drop/withdraw from the university listed in the official academic calendar. A student will not be allowed to drop a course after these dates.

**After the 12<sup>th</sup> Class Day:** Courses dropped after the 12<sup>th</sup> class day in a fall or spring semester or the 4<sup>th</sup> class day in a summer semester will be assigned a grade of a “W”. Be advised that students that begin an undergrad program in 2007 or thereafter are subject to the six (6) drop rule.

### **APPLICATION FOR GRADUATION**

All forms may be obtained from the dean of the appropriate school. A fee of \$30.00 by deadline is required or \$55.00 after deadline. You may pay this fee at registration or at the Center for Enrollment Services located in Lawrence Hall (LH100). A student is expected to submit an application for graduation during the semester preceding the final semester of enrollment. Students who are not able to complete degree requirements as planned will need to resubmit the application during the semester or summer term in which they expect to graduate and a \$5.00 diploma insert fee. The University Calendar should be consulted for a specific deadline for applying to graduate.

### **CHANGE OF ADDRESS**

If you have changed an address or phone number maintained by the University, you must notify the Center for Enrollment Services in writing at once. The student is held responsible for any communication from any University office sent to you at the last address given to the Center for Enrollment Services.

### **CLASS ATTENDANCE**

Regular class attendance is important to the attainment of the educational objectives of the University. Each instructor will keep class attendance records, and the instructor’s policy on class attendance will be explained at the beginning of the semester or term.

The instructors may, at their discretion, drop a student from a course when the student has a total of nine absences. A student who is dropped from a course for excessive absences will be notified in writing by the Center for Enrollment Services after the drop has been approved by the Provost and Vice President for Academic and Student Affairs. Any student dropped for excessive absences will receive either an “F” or a “W” depending upon the faculty member’s discretion.

Sul Ross allows students who are absent from classes for the observance of a religious holy day to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence. The student notifies the instructor of each class scheduled on the date that the student would be absent for a religious holy day. Arrangements must be made with the instructor five working days in advance, and any examinations or assignments must be completed within five working days after the religious holy day.

### **Distance Ed (Web-course) Non-Participation Statement**

Policies in effect for on-campus, traditional classroom instruction courses also apply to students enrolled in distance education courses, including Web-based and ITV courses. The University allows a maximum of 20% absences in a course before an instructor may drop a student for excessive absences with a grade of “F”. In distance education courses, this policy is interpreted as non-participation; once a student has been documented as non-participating for more than 3 weeks of inactivity during a long semester or 1 week of inactivity during a summer session, the instructor may drop the student from the course with a grade of “F”. Non-participation and inactivity may include not logging on to the course, not submitting assignments or participating in other assigned activities as scheduled, not communicating with the instructor by phone or email, and/or not following the instructor’s participation guidelines stated in the syllabus.

## **DEGREE PLANS**

All students must have degree plans on file with their advisors. This is usually done by the end of the sophomore year. The degree plan lists the courses students plan to take to complete their degrees. The degree plan will be reviewed to make sure that all requirements for the degree are met. The student, Department Chair and the Dean of the School, should sign the degree plan. It is kept on file in the Dean's office.

## **FERPA**

### **FAMILY EDUCATION RIGHTS & PRIVACY ACT -OFFICIAL NOTICE**

The Family Educational Rights and Privacy Act (FERPA) of 1974, also known as the Buckley Amendment, afford students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit to a dean, director, head of the academic department, or the appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the University official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University officials responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Sul Ross State University to comply with the

requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

5. The right to obtain a copy of the Sul Ross State University's Student Records Policy from the Office of the Registrar.

### **GRIEVANCES REGARDING GRADES**

If you disagree with a grade you received, you should discuss it with the instructor of the course. If you are not satisfied with results of that discussion, make an appointment to discuss it with the Chair of the Department. If it is not resolved at that point, you should meet with the Dean of the School. Any grievance regarding a grade must be filed within one year of receiving the grade.

### **HOW TO FIGURE YOUR GRADE POINT AVERAGE**

- A generates 4 grade points
- B generates 3 grade points
- C generates 2 grade points
- D generates 1 grade point
- F generates 0 grade points
- I generates 0 grade points (In-Progress. Used for non-completed course work)
- W generates 0 grade points (Withdrawal from university. No grade)
- WF generates 0 grade points (Is the same as an F and counts in attempted hours)

Grade point average (GPA) is calculated by adding semester hours attempted, adding grade points earned, and then dividing total grade points by total semester hours attempted. If a grade of "I" (incomplete), "NG" (no grade) or "PR" (progress) is assigned, the semester hours are not attempted and no grade points are generated and, therefore, such a course is not considered in calculating GPA. **Example:**

Courses	Grade	Credit Hours	Grade Points
MATH 1315	A=4	3	12
ENG 1301	B=3	3	9
GEOL 1401	C=2	4	8
PE 1153	D=1	1	1
PSY 1302	F=0	3	0
		14	30

$$30 \div 14 = 2.14 \text{ GPA}$$

If you receive an incomplete grade (I) in a course, you have up to one year to complete the course, depending on arrangements you make with your instructor. The grade you receive for the course will be calculated into your GPA the semester you complete the course. You do not have to be enrolled the semester the course is completed. If you fail to complete the course by the agreed upon date, you will receive an "F" in the course.

The grade “PR” (progress) is given in the final thesis course when the student has not fulfilled the requirements of the course. You must re-enroll to earn credit.

### **NAME CHANGE**

You may change the full legal name on your permanent academic record by completing a [Change of Information](#) form and presenting the Center for Enrollment Services with a copy of your birth certificate (to correct a spelling or proper sequence of your name, which had been used on your admission papers), a copy of your marriage license, a copy of your divorce decree (when a female student desires to discontinue the use of her married name and resume the use of her former maiden name), or a signed court order showing the authorized name change.

### **SCHEDULE CHANGES**

See the University Calendar for the official dates for making schedule changes. Students wishing to drop/add a class during the first week of late registration need to use the [Schedule Change Form](#) and take it to the Center for Enrollment Services for processing. The change involving additional tuition or fees is not official until they are paid through the Cashier’s counter at the Center for Enrollment Services. A class schedule may be voided if any additional fees due are not paid. Students should complete any drop/add before 4:00 p.m. on the last day to make schedule changes.

Undergraduates must return to their advisor to make schedule changes through late registration. The advisor may assist you in making the change through LoboOnLine (Banner Self Service). For those at distance that are unable to come to campus for the necessary signature, the [E-mail Request Process](#) may be used.

1. Have your advisor approve the Schedule Change Form.
2. Take the form to the Financial Aid office to check your aid requirements.
3. Return the form to the Center for Enrollment Services for processing.
4. Pay any additional tuition and/or fees at the Cashiers’ Office if adding a course.

### **SEMESTER GRADE REPORT**

Students can view and print their grades from Banner Self Service at <http://www.sulross.edu>. The Registrar no longer mails grades to students as standard practice.

### **STUDENT DIRECTORY INFORMATION**

The following information is classified as Student Directory Information:

- Student’s name
- Local/Home/E-mail Addresses
- Major/Minor and year at the university
- Enrollment status (actual hours enrolled, undergraduate, graduate, etc.)
- Classification
- Degrees, Diplomas, Certificates received
- Extracurricular Activities
- Birth date and place of birth
- Weight, Height, and related information of athletic team member
- Most recent previous educational institution attended by the student.

The information listed above will be released by various campus offices periodically, or published in appropriate University directories unless the student requests in writing that specific information are withheld. Students who do not wish to have any of the above Student Directory Information published or released should complete the required form in the Center for Enrollment Services on the Alpine campus on or before the “last day for late registration and schedule changes” as

listed in the Sul Ross State University calendar for the appropriate semester or summer term. This applies to all persons formerly enrolled at Sul Ross State University as well as those currently enrolled for course work offered on the main campus in Alpine or Rio Grande College.

The Center for Enrollment Services will publish official notice of the above policy. After the official notice has been published, the Center for Enrollment Services will inform the appropriate offices of the requests received.

### **TEXAS SUCCESS INITIATIVE ASSESSMENT (TSIA)**

By the 78<sup>th</sup> Texas Legislature and instituted by the rules of the Texas Higher Education Board, Chapter 4, section 51 through 60, Sul Ross State University participates in the [Texas Success Initiative Assessment \(TSIA\)](#).

Under the rules of the **TSIA**, all students enrolling in Sul Ross State University (SRSU) will undergo an initial educational assessment preferably before the first semester of college coursework. The results of the assessment will be used to provide evidence of college readiness or identify deficiencies in reading, writing, and/or mathematics. Students not meeting minimum requirements on an assessment instrument will be required to meet with a TSI advisor and establish an Individual Developmental Education Plan (IDEP).

A student that can provide other evidence of college readiness will not be required the TSI assessment. Students may be exempt if they can show:

- ACT – Composite score of 23 or higher with at least a 19 on the English test and/or math sections
- SAT – Combined verbal and math score of 1070 with a minimum of 500 on the verbal test and/or math test
- TAKS – Minimum score of 2200 on both the English and/or math sections with at least a 3 on the writing component of the 11<sup>th</sup> grade TAKS (for a period of 3 years from the test date)
- Military Service – Veterans and active duty personnel serving for at least 3 years preceding enrollment.
- Transfer – Transfer from a private or independent institution or an accredited out-of-state institution and has satisfactorily completed college-level course work in compliance with TSIA rules and regulations as determined by Sul Ross State University.
- Certificate – Enroll in a certificate program of one year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent) at a public community college, a public technical institute, or a public state college.

For additional information on who must participate in the Texas Success Initiative, prospective students should contact [The Lobo Den](#), The [Academic Center](#) for Excellence, or the Career Services and [Testing Office](#) at Sul Ross State University.

### **WITHDRAWAL FROM THE UNIVERSITY**

Students dropping their entire course load during any semester, even if it is just one course, are **withdrawing** from the university. Please visit the [Withdrawal from ALL Classes](#) page for instructions.

## **Refunds**

Refunds for dropped courses and withdrawals are made according to the [refund schedule](#).

## **Obligation to Repay Funds**

Registering for courses over the Internet (LoboOnLine), via e-mail, by phone, by mail or in person creates a financial obligation to Sul Ross State University.

Withdrawal from the university or termination of attendance after the term begins obligates a student to all or partial payment of tuition and fees, possible repayment of federal or state financial aid, loss of scholarship funds, or overpayment of veteran education benefits.

Notification of a student's financial obligations may not be determined until after the student has ceased enrollment.

## **Refund of Room and Board Fees**

Housing applications must be accompanied with a **non-refundable** \$50 application fee. The \$200 housing deposit must be paid prior to the first day of classes and may be included in the student's financial aid award. Housing is assigned on a first-come, first-served basis using the date of the paid application fee.

If the student does not occupy their on-campus residence as reserved, the \$50 application fee will be forfeited. The additional \$200 deposit may be refunded after reservations have been canceled in writing, from the [Residential Living Office](#), by the following dates or the deposit is forfeited:

- August 1 – prior to the fall registration
- December 15 – prior to spring registration
- May 1 – prior to the first summer registration
- June 1 – prior to the second summer registration

Residential Living agreements are good for the entire academic year (August through May). Students enrolling in the spring semester will sign a Residential Living agreement for the spring semester only. Students who withdraw from the University will forfeit the \$200 Housing Deposit and will be billed for any additional charges or damages incurred. Students who move out of Residential Living without proper authorization and remain enrolled in the university will not receive a refund of the deposit and all room, board and damage charges will remain on the student's account.

Students must complete the checkout procedures with the Residential Living staff. The living quarters must be clean and the key must be returned. You will be assessed for any damages sustained during the occupancy period and/or for a cleaning charge if your room or housing unit is left unclean. Such charges will be deducted from your housing deposit or unused housing payment. If charges exceed your deposit or unused payment, you will be billed for the remainder of the damage charge.

## **Return of Financial Assistance Funds Due to Withdrawal**

As part of the withdrawal process, students are required to secure approval from the Financial Assistance office. As required by federal regulations, the Financial Assistance office will determine if the student must repay all or part of the aid awarded. Calculation of repayment is made at the time of withdrawal by determining the amount of aid the student was awarded, the amount of awarded aid the student earned, and ultimately the awarded aid the student did not earn that must be returned to the aid program(s).

The following steps are used to calculate the amount that must be returned to the aid program(s):

1. Determination of the withdrawal date.
2. Determination of the amount of aid the student earned. This is done by multiplying the % of the period of enrollment that has been completed (or 100% once the student completes 60% of the enrollment period) times the aid that was disbursed and/or could have been disbursed as of the date of withdrawal.
3. Determination of the amount of aid the student did not earn. This is done by subtracting the "earned amount" from the aid disbursed as of the date of withdrawal.
4. Determination of the amount of aid the University must return. This is the amount that is equal to the total institutional charges for the payment period times the percentage of the aid that was unearned.
5. Determination of the amount of aid the student must return. This is the amount that is equal to the aid received by the student for non-institutional expenses times the percentage of the aid that was unearned.

Special rules that apply to the return of the unearned aid include:

1. The University must return the amount of unearned aid that is equal to the total institutional charge for the payment period times the percentage of the aid that was unearned.
2. In order to satisfy the amount the University must return to the aid programs, a combination of the following resources may be used: aid not yet disbursed to the student, the student's refund as determined by the official refund schedule as posted in the University Bulletin and an additional amount to be repaid by the student.
3. The student must return the balance of the unearned aid less the amount the University returned.
4. The student's share of loans to be returned may be repaid in accordance with the terms of the loan.
5. The student's share of the grants to be returned is divided in half.
6. Excess funds will be returned in the following order: Unsubsidized Federal Stafford Loan Program; Subsidized Federal Stafford Loan Program; Federal Perkins Loan Program; Federal PLUS Program; Federal Pell Grant Program; Federal SEOG Program; Other Title IV Aid; Other State Aid; and Miscellaneous Aid.

The policy to return funds due to withdrawal may be modified at any time without prior notice in order to comply with state and federal guidelines.