

**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

## **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



- Sam Houston State University's Student Handbook may be accessed at:  
[http://www.shsu.edu/~ird\\_www/documents/CommonDataSet2012\\_000.pdf](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](http://www.shsu.edu/~ird_www/?FL2010)  
936.294.4382
- Office of Academic Affairs  
<http://www.shsu.edu/dept/academic-affairs/>  
(936) 294-1040

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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/](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](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/~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/](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/>

- 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 Requirements (5) 48 003 748 001 002 4 (930) 11 10 15 28 00 19 (equ) E 4.1(f) 4 1( t) -S.1(f) ecD 55.(t) -.144w85 (12484

- **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)