**Texas State University Student SS/PPS No. 07.05**

**Handbook Issue No. 6**

**Effective Date: 03/03/2022**

**Next Review Date: 06/01/2026 (E4Y)**

**Sr. Reviewer: Assistant Dean of Students for Student Conduct and Community Standards**

**POLICY STATEMENT**

*Texas State University is committed to guiding the growth and development of individual responsibility, academic and personal integrity, and respectful interaction.*

1. **BACKGROUND INFORMATION**

01.01 The Division of Student Success is committed to student growth and development through educational, social, and cultural programs, leadership opportunities and training, and to assisting in the transition to further education, careers, and responsible citizenship. This commitment includes meeting student needs for personal growth and fostering their genuine affinity with the university. The following procedures contribute to the implementation of this policy.

01.02 The purpose of this policy and procedure statement is to establish responsibilities and procedures for publication of the [Texas State University Student Handbook](https://studenthandbook.txstate.edu/).

01.03 The principal objective of this policy is to ensure the timely preparation and distribution of the [Student Handbook](https://studenthandbook.txstate.edu/), and should in no way conflict with [UPPS No. 06.05.01](http://policies.txstate.edu/university-policies/06-05-01.html), Initiating and Producing Publications.

**02. MAJOR RESPONSIBILITIES FOR THE PUBLICATION OF THE STUDENT HANDBOOK**

02.01 The assistant dean of Students for Student Conduct and Community Standards will function as the manager and will be responsible for:

1. overseeing all updates of information for the printed and digital versions of the [Student Handbook](https://studenthandbook.txstate.edu/), in coordination with other university departments;
2. ensuring that the [Student Handbook](https://studenthandbook.txstate.edu/) includes appropriate information for the interest and welfare of all members of the university community;
3. securing the support of all university departments to provide material for the [Student Handbook](https://studenthandbook.txstate.edu/) and developing a control system for production of the [Student Handbook](https://studenthandbook.txstate.edu/);
4. ensuring that the [Student Handbook](https://studenthandbook.txstate.edu/) is available to all university departments and new students via the appropriate Texas State media formats; and
5. designating, in collaboration with the dean of Students, a staff member to serve as the publication coordinator.

02.02 The publication coordinator is responsible for ensuring that the [Student Handbook](https://studenthandbook.txstate.edu/) is designed according to the publication requirements set by University Marketing.

02.03 University departments and organizations are responsible for the following duties:

1. providing the publication coordinator with the most current information to ensure maximum compliance with the objectives of the [Student Handbook](https://studenthandbook.txstate.edu/); and
2. sending all copy materials to the publication coordinator in the designated form for publication by the established deadline.

**03. PROCEDURES FOR PUBLICATION**

03.01 Requisition Process

1. The publication coordinator will work with University Marketing to prepare a draft of the specifications and will submit it to the assistant dean of Students for Student Conduct and Community Standards for review and to the dean of Students for final approval.
2. The publication coordinator and the assistant dean of Students for Student Conduct and Community Standards will follow the appropriate fiscal procedures, as specified by University Marketing, to secure bids from prospective printers for the printed version. University Marketing will submit all completed copies of the proper form to Procurement and Strategic Sourcing.

03.02 Initiation and Production of the [Student Handbook](https://studenthandbook.txstate.edu/)

1. The publication coordinator will request that each contributor review and update their respective sections.
2. The publication coordinator will maintain a "check file" to track responses for all requested material.
3. Should the deadline date pass without receipt of requested material, the publication coordinator will send a second request or contact the respective contributor or office involved. If the respective contributor or office does not respond to the second request, the publication coordinator may republish material as is; edit the material to the best of their knowledge; or, omit the material from publication. It is the responsibility of individual departments to review and confirm the content of their respective section in the [Student Handbook](https://studenthandbook.txstate.edu/). Responses submitted past the response deadline will be updated in electronic publications only. Printed publications will be updated in the next publication cycle.
4. General publications production procedures, as outlined in [UPPS No. 06.05.01](http://policies.txstate.edu/university-policies/06-05-01.html), Initiating and Producing Publications, will apply to the production of the [Student Handbook](https://studenthandbook.txstate.edu/). Those affected by this policy should read [UPPS No. 06.05.01,](http://policies.txstate.edu/university-policies/06-05-01.html) Initiating and Producing Publications, which addresses procedures to be followed in production of university publications.

03.03 Proofing and Design

1. The publication coordinator and the assistant dean of Students for Student Conduct and Community Standards will coordinate the proofreading and overall design of the [Student Handbook](https://studenthandbook.txstate.edu/) as well as picture selection.
2. The dean of Students, or designee, will review the project, including cover design and picture selection, for final approval.
3. The publication coordinator will approve the final proof, including cover design and picture selection, through the medium or process set by University Marketing for the printed edition.
4. The publication coordinator and the assistant Dean of Students for Student Conduct and Community Standards will coordinate the ongoing maintenance of the digital version of the [Student Handbook](https://studenthandbook.txstate.edu/).

03.04 Delivery – Gallery proofs, page proofs, and blue lines will be delivered to the publication coordinator and assistant dean of Students for Student Conduct and Community Standards electronically via the medium or process agreed upon by all entities.

03.05 Schedule of Production – Production will begin in January of the current fiscal year, continue through the spring, and culminate in July with final proof approval and publication of the [Student Handbook](https://studenthandbook.txstate.edu/). The printed version of the [Student Handbook](https://studenthandbook.txstate.edu/) will delivered to campus in August.

03.06 Distribution of the [Student Handbook](https://studenthandbook.txstate.edu/) – General distribution of the handbook will emphasize the availability of the digital version. Notification of the availability of the digital version may occur at the start of each long semester via an email sent to all students with a link to the handbook. The publication coordinator and the assistant dean of Students for Student Conduct and Community Standards will coordinate the distribution of the limited printed edition [Student Handbook](https://studenthandbook.txstate.edu/) at the start of the fall semester, and on an ongoing basis while supplies last, taking into consideration the need to make printed copies available for accessibility, reference, and archival purposes.

**04. REVIEWERS OF THIS PPS**

04.01 Reviewers of this PPS include the following:

 Position Date

 Assistant Dean of Students for June 1 E4Y

 Student Conduct

Associate Director of University June 1 E4Y

Marketing

**05. CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Student Success policy and procedure from the date of this document until superseded.

Assistant Dean of Students for Student Conduct and Community Standards; senior reviewer of this PPS

Associate Vice President and Dean of Students

Vice President for Student Success