

Notice of Important Academic Policies and Procedures

Academic Probation and Academic Suspension

<http://mycatalog.txstate.edu/undergraduate/general-information/academic-policies/probation-suspension/>

- If a student's Texas State GPA is less than 2.00 at the end of a fall or spring semester, they will be placed on academic probation.
- Students placed on academic probation are given two probationary semesters (fall or spring terms) to return to good academic standing by raising their Texas State GPA to a 2.00 or higher.
- If a student's Texas State GPA does not increase to a 2.00 or higher after two probationary semesters, they will be academically suspended.

Graduation with Honors

<http://mycatalog.txstate.edu/undergraduate/general-information/academic-policies/honors/>

- Students must earn a Texas State GPA of 3.40 or higher **and** complete a minimum of 48 semester credit hours **at Texas State University** in order to graduate Cum Laude, Magna Cum Laude, or Summa Cum Laude.

Minimum Degree Hours and Advanced Hours

<http://mycatalog.txstate.edu/undergraduate/general-information/academic-policies/degree-graduation/>

- Undergraduate degrees at Texas State require a minimum of 120 semester hours, including 36 advanced hours (3000/4000 level courses).

Minimum Writing Intensive Hours for Graduation

<http://mycatalog.txstate.edu/undergraduate/general-information/academic-policies/degree-graduation/>

- Certain Texas State courses are considered "writing intensive" and include a (WI) designation in the catalog and schedule of classes.
- Students must earn at least 9 credit hours of (WI) coursework from Texas State to meet graduation requirements.
- In rare cases, a student's degree may require more than 9 credit hours of (WI) coursework. For specific degree requirements, please consult with your academic advisor.

Maximum Transfer Hours Accepted

<http://mycatalog.txstate.edu/undergraduate/general-information/academic-policies/degree-graduation/>

- Texas State will apply to a degree up to 66 hours from an accredited junior/community college.

Residency Requirements for Graduation

<http://mycatalog.txstate.edu/undergraduate/general-information/academic-policies/degree-graduation/>

- 25% of the minimum number of hours required for the degree must be completed at Texas State
- At least 24 semester hours of advanced coursework (3000/4000 level) must be completed at Texas State
- At least 12 semester hours of advanced coursework (3000/4000 level) **in the major** must be completed at Texas State
- Credit by examination may not be applied toward residency.

Tuition Rebate Policy

<https://www.sbs.txstate.edu/billing/Tuition-Rebate-Information.html>

- Under [Texas Education Code §54.0065](#), qualified students will receive up to a \$1,000 tuition rebate upon graduation from Texas State. To earn the rebate, it is particularly important to follow the advice and counsel of the academic advisors. Please refer to the university policy, [UPPS 03.01.13](#), for further review and complete requirements of the Tuition Rebate Program.

Course Repeat Policy

<http://mycatalog.txstate.edu/undergraduate/general-information/academic-policies/regulations/>

- When a course is taken more than once from Texas State, the second grade (first repeat) and all subsequent grades (repeats) are included in computing the Texas State hours attempted, grade points earned, and GPA.
- If the last grade in a repeated course is lower than an earlier grade, the last grade is used to determine whether the course fulfills requirements.
- A course taken for transfer credit must be repeated as transfer credit to count as a repeat.
- A course taken at Texas State must be repeated at Texas State to count as a repeat.

Former Student Policy

<http://mycatalog.txstate.edu/undergraduate/general-information/admissions/readmission-returning-students/>

- Any Texas State student who does not enroll in the university for one long semester but wishes to return, must submit an application through Apply Texas and complete an online readmission orientation module as required by the Office of Undergraduate Admissions.

Application for Graduation

<http://mycatalog.txstate.edu/undergraduate/general-information/academic-policies/degree-graduation/>

- Students must indicate their intent to graduate by applying for graduation at the beginning of their final long semester (or beginning of summer for August graduation) by completing the graduation application using the online process.

(policies continued on back)

Undergraduate Excessive Hours (Texas Education Code §54.014)

<http://mycatalog.txstate.edu/undergraduate/general-information/tuition-fees/>

- Students initially enrolled during the fall 1999 through summer 2006 semesters will be charged at the non-resident rate if, prior to the start of the semester or session, the student has previously attempted 45 or more hours over the minimum number of semester credit hours required for completion of the degree program in which the student is enrolled.
- Students initially enrolled during or after the fall 2006 semester will be charged at the non-resident rate if, prior to the start of the semester or session, the student has previously attempted 30 or more hours over the minimum number of semester credit hours required for completion of the degree program in which the student is enrolled.
- See your academic advisor to review courses that may be exempt from the excessive hours policy.

Occupational License (HB 1508)

<http://mycatalog.txstate.edu/undergraduate/general-information/occupational-license-notification/>

- As a point of information required by the Texas Occupations Code, Section 1, Chapter 53, Sections 53.151 – 53.152, as amended in 2017 by HB 1508, if you are applying for admission to or currently enrolled in an educational program that may prepare an individual for an initial occupational license as defined under Texas Occupations Code Section 58.001 and/or if you later decide to change to an educational program that prepares you for an initial occupational license as defined under Texas Occupations Code Section 58.001, in accordance with state law, please be advised of the following:
 1. An individual who has been convicted of an offense may be ineligible for issuance of an occupational license upon completion of the educational program.
 2. Each licensing authority that may issue an occupational license to an individual who completes an educational program must establish guidelines that state the reasons a particular crime is considered to relate to a particular license and any other criterion that affects the decisions of the licensing authority.
 3. Local or county licensing authorities may issue additional guidelines related to criminal history. Applicants should contact their respective local or county licensing authority for more details.
 4. A person may request a criminal history evaluation letter regarding the personal eligibility for a license issued by a licensing authority under Texas Occupations Code Section 53.102.
 5. Applicants are encouraged to review all applicable eligibility requirements related to the respective occupational license. Questions related to eligibility requirements should be directed to the applicable licensing authority. A list of the Texas State University degree and certificate programs that prepare a student for an initial occupational license as defined under Texas Occupations Code Section 58.001 is available.

Satisfactory Academic Progress (SAP) Requirements (applicable to financial aid recipients)

<http://mycatalog.txstate.edu/undergraduate/general-information/financial-aid-scholarships/>

- Federal regulations require students to meet the following minimum academic standards in order to remain eligible for financial aid
 1. Maintain a minimum cumulative Texas State GPA of 2.00 or higher
 2. Complete at least 67% of all coursework attempted
 3. Do not exceed a maximum limit of 180 attempted hours toward the degree

Federal Courses Counting Toward Degree (applicable to financial aid recipients)

<https://www.finaid.txstate.edu/undergraduate/Courses-Counting.html>

- As a financial aid recipient, the federal government requires that your aid eligibility only be based on those courses that count toward the completion of your degree. So to be considered a full-time student for financial aid purposes, you would want to enroll in 12 credit hours as an undergraduate (or 9 credit hours as a graduate) that count toward your degree. Remember, to be eligible for most financial aid, you only need to be enrolled at least half-time (6 hours for undergraduates and 5 hours for graduates).
- Classes taken toward certificate programs that are otherwise not being applied to degree requirements may not be covered by financial aid.

College of Liberal Arts Advising Center's No Show & Late Arrival Policy

<https://www.liberalarts.txstate.edu/advising/policies/advising.html>

- If you are unable to attend your scheduled advising appointment, we ask that you notify us at your earliest convenience. To cancel or reschedule, please contact the Liberal Arts Advising Center at 512-245-1852 or visit us [online](#). Please note failure to attend or cancel a scheduled advising appointment will result in a 'no-show.' If students accumulate three (3) no-shows during an academic year, they lose the ability to schedule advising appointments and should plan to see an advisor during [Drop-In Advising](#). No-show counts are reset at the start of each fall semester.

STUDENT INFORMATION	
Legal Name: _____	Chosen Name (if applicable): _____
Student ID Number: A0 _____	Major: _____
Signature*: _____	Date: _____
ADVISOR INFORMATION	
Signature: _____	Date: _____

* By signing this document, I acknowledge that Liberal Arts Advising has informed me of these key academic policies and procedures. If I have questions about these policies, I can contact the Liberal Arts Advising Center or the office(s) responsible for the policies. I also understand it is my responsibility as a student to know and fulfill all degree requirements for graduation per the undergraduate catalog: <http://mycatalog.txstate.edu/undergraduate/general-information/academic-advising/>

A COPY OF THIS FORM IS AVAILABLE AT <https://www.liberalarts.txstate.edu/advising/> OR IN FLOWERS HALL 322.