

ACADEMIC POLICIES

This section of the catalog contains information about Texas State’s general academic policies. All Texas State students should review this information carefully when they enter the University.

Honor Code

As members of a community dedicated to learning, inquiry, and creation, the students, faculty, and administration of our University live by the principles in this Honor Code. These principles require all members of this community to be conscientious, respectful, and honest.

We are conscientious. We complete our work on time and make every effort to do it right. We come to class and meetings prepared and are willing to demonstrate it. We hold ourselves to doing what is required, embrace rigor, and shun mediocrity, special requests, and excuses.

We are respectful. We act civilly toward one another and we cooperate with each other. We will strive to create an environment in which people respect and listen to one another, speaking when appropriate, and permitting other people to participate and express their views.

We are honest. We do our own work and are honest with one another in all matters. We understand how various acts of dishonesty, like plagiarizing, falsifying data, and giving or receiving assistance to which one is not entitled, conflict as much with academic achievement as with the values of honesty and integrity.

The pledge for students. Students at our University recognize that, to insure honest conduct, more is needed than an expectation of academic honesty, and we therefore adopt the practice of affixing the following pledge of honesty to the work we submit for evaluation: “I pledge to uphold the principles of honesty and responsibility at our University.”

The pledge for faculty and administration. Faculty at our University recognize that the students have rights when accused of academic dishonesty and will inform the accused of their rights of appeal laid out in the student handbook and inform them of the process that will take place: “I recognize students’ rights and pledge to uphold the principles of honesty and responsibility at our University.”

Addressing acts of dishonesty. Students accused of dishonest conduct may have their cases heard by the faculty member. The student may also appeal the faculty member’s decision to the Honor Code Council. Students and faculty will have the option of having an advocate present to insure their rights. Possible actions that may be taken range from exoneration to expulsion.

Registration

Registration Instructions. Registration Instructions contain CatsWeb registration instructions, dates, fee schedules, instructions on dropping a class or withdrawing, refund schedules, and other information that will be needed throughout the semester. This information, along with the most current class offerings, is available at www.txstate.edu/registrar.

Academic Advising. Texas State encourages all students to seek academic advising before each registration and at other times when academic questions arise. In some departments, schools, or colleges and for some students, this advising may be mandatory. Students who are undecided about their major are advised through the University College, others through their major department or school and/or in the appropriate college advising center. Advisors help students understand academic requirements and plan schedules to meet those requirements as well as address the choice of majors and career preparation issues.

Correct Data. All students are responsible for making certain Texas State has correct demographic data. Changes in name, local and/or permanent address, telephone number,

marital status, etc. should be reported immediately to the Registrar's Office. Texas State is not responsible for loss of correspondence credits due to unreported name changes. Address changes can be submitted at http://www.txstate.edu/app/self_address_changes.

Family Educational Rights and Privacy Act of 1974 (FERPA). FERPA protects the privacy of educational records, establishes the right of students to inspect and review their educational records, and provides guidelines for the correction of inaccurate or misleading data. Students also have the right to file complaints with the FERPA Office concerning alleged failures by Texas State to comply with the Act. University policy explains in detail the procedures to be used in complying with the act. The policy is available at <http://www.txstate.edu/registrar/>. The Dean of Students and the Registrar both presume that each student is independent of his or her parents when dealing with the student's educational records. Procedures for establishing dependency status are available in both offices.

Undergraduate Student Classification. Classification is based on cumulative hours passed, not counting hours currently enrolled.

Freshman	0-29 hours	Junior	60-89 hours
Sophomore.....	30-59 hours	Senior.....	90+ hours

Course Numbers. Courses listed in this catalog and in the Schedule of Classes follow a four-digit numbering system. The first digit indicates the level of the course: 1-freshman, 2-sophomore, 3-junior, 4-senior, 5- and 6-post-baccalaureate and/or master's, 7-doctoral. The second digit indicates the number of semester credit hours the course carries. The last two digits usually indicate the location of the course in the department's curriculum. A letter (A, B, C, etc.) attached to a course number usually indicates a topics course. The numbers in parentheses following a course title indicate the clock hours per week spent in lecture and in laboratory, respectively. A course preceded by (WI) is writing intensive.

Texas Legislative Requirements

Texas Success Initiative Program (TSIP). The main component of this program is an initial assessment that measures skills in mathematics, reading, and writing. All students, except those who are TSI-Exempt, should take an initial assessment test before their first semester in college at a Texas public institution of higher education. Students with disabilities who need reasonable accommodations should contact the Office of Disability Services.

Approved Assessment Instruments

- ASSET (41R, 38M, 40R)
- COMPASS (81R, 39M, 59W)
- ACCUPLACER (78R, 63M, 80W)
- THEA (230R, 230M, 220W)
- Passing score on essay portion of all tests is 6 (or 5 if the student passes writing multiple choice).

TSI Exemptions. Some students are exempt from assessment. A student will be identified as TSI-Exempt or partially exempt when Texas State has received official proof that he or she satisfies any one of the following:

- Earned an Associate or Bachelor's degree from an institution of higher education whose accreditation is recognized by SACS (Southern Association of Colleges and Schools);
- Earned a composite score of at least 23 and at least 19 on the Mathematics and/or English components of an ACT TEST which is no more than five years old;
- Earned a Verbal plus Mathematics total of at least 1070 on a SAT test that is less than five years old, with a minimum score of 500 on the Verbal and/or a minimum of 500 on the Math;

- Performed on the Eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) test that is no more than three years old with a minimum scale score; of 2200 on the English Language Arts section with a writing composition score of at least 3 and/or a minimum scale score of 2200 on the Mathematics section;
- Enrolled in a certificate program of one year or less (Level-One certificates, 42 or fewer semester credit hours or the equivalent);
- Previously attended any institution and has been determined to have met readiness standards by that institution;
- Serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment;
- Was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States on or after August 1, 1990.

The Undergraduate Admissions Office should receive your transcript and ACT, SAT, or TAKS scores. The Office of Disability Services should receive the necessary documentation that the student is deaf or blind. The Success Initiative Program Office may also receive TAKS scores.

Remediation. If the student fails one or more parts of the initial assessment test, he or she will be required to participate in an individualized developmental education program that will prepare the student for freshman-level coursework in the area of deficiency. The program may require re-testing, enrollment in developmental courses, and/or participation in lab-based remediation. There are several ways to meet the requirements of the Success Initiative. The student and a Success Initiative Program representative will jointly determine successful completion of the program.

Out-of-state/Private school Transfers. A student who is transferring coursework from a private or out-of-state school may not need to take an assessment test. This rule has many restrictions, and students should check with the Success Initiative Program Office before assuming this applies to them. The following statements apply to exact transfer courses and not to ELNA courses. They also must have been taken at private or out-of-state schools. A student who transfers a grade of “A”, “B”, or “C” in Mathematics 1315 or 1317 will be regarded as having passed the Mathematics part of the assessment test. A student who transfers a grade of “A”, “B”, or “C” in English 1310 or 1320 will be regarded as having passed the writing part of the assessment test. A student who transfers a grade of “A”, “B”, or “C” in any one of the following will be regarded as having passed the reading part of the assessment test: History 1310, 1320; Political Science 2310, 2320; Psychology 1300; English 2310, 2320, 2330, 2340, 2359, and/or 2360. If a student has passed some part of the assessment test satisfactorily, he or she should take the remaining parts of the test prior to attempting to register for classes at Texas State.

Incoming students, who have taken an assessment test but have not submitted their scores to Texas State, should contact the Success Initiative Program Office for additional information.

Requirements in History and Government. Pursuant to Texas Education Code §51.302, every student graduating from a state-supported college or university must complete six semester hours of American history and six semester hours of American government. Both of these requirements are included in Texas State’s general education core curriculum. According to current law, up to three semester hours of credit in an upper-level ROTC course may be applied to the core curriculum history requirement (HIST 1310 or 1320) and up to three hours to the core curriculum government requirement (POSI 2320 only).

Field of Study. Field of Study means a set of courses that will satisfy the lower division requirements for a bachelor's degree in a specific academic area. Field of study curricula were mandated in Senate Bill 148 (75th Texas Legislature) and are intended, along with general education core curricula, to facilitate the free transferability of lower-division academic course credit among public colleges and universities throughout Texas. As found in Texas Education Code Chapter 61, Subchapter S, Section 61.821-61.829, field of study curricula are developed in accordance with the policies and procedures of the Texas Higher Education Coordinating Board, along with the assistance of advisory committees composed of representatives of institutions of higher education. To date, field of study curricula have been developed in the following academic areas: Business, Computer Science, Communications, Criminal Justice, Early Childhood Education, Engineering, Engineering Technology, Grades 4-8 Teacher Certification, and Music.

Each field of study will include the lower division courses that are required before a student may enroll in upper-division courses within the degree program, and may also offer guidelines and suggestions for appropriate general education core curriculum or elective courses in addition to the courses that actually compose the field of study curriculum itself. If a student successfully completes a field of study curriculum that block of courses may be transferred to a general academic teaching institution and must be substituted for that institution's lower division requirements for the degree program for the field of study into which the student transfers, and the student shall receive full academic credit toward the degree program for the block of courses transferred. A student who transfers from one institution of higher education to another without completing the field of study curriculum of the sending institution shall receive academic credit from the receiving institution for each of the courses that the student has successfully completed in the field of study curriculum of the sending institution. Following receipt of the credit for these courses, the student may be required to satisfy further course requirements in the field of study curriculum of the receiving institution. A student concurrently enrolled at more than one institution shall follow the field of study curriculum of the institution in which the student is classified as a degree-seeking student. More information about field of study is available online at:

http://www.thecb.state.tx.us/ctc/ip/core11_00/index.htm.

Academic Regulations

Catalog Designation. The catalog designation a student receives when entering Texas State determines the curriculum and other academic policies that apply to the student. Catalog designations are made according to the following guidelines:

1. Students with no prior college work are assigned to the current catalog.
2. Students with prior college work:
 - a. Students with prior college work from out-of-state or private institutions are assigned to the current catalog.
 - b. Students with prior college work during the last six years, solely from Texas public institutions of higher education, are assigned to the Texas State catalog which was in effect at the time of the student's initial college enrollment.
3. Former Texas State students (those who leave for 12 or more consecutive months and apply for readmission).
 - a. Former students whose initial Texas State enrollment was more than six years ago are assigned to the current catalog.

- b. Former Texas State students whose initial Texas State enrollment was within the last six years and who have completed fewer than 30 hours of college work elsewhere during the interim retain their initial Texas State catalog designation.
 - c. Former Texas State students whose initial Texas State enrollment was within the last six years and who have completed 30 or more hours of college work elsewhere during the interim are assigned to the current catalog.
4. A college dean may change the catalog designation.

Course Load. The following regulations govern the number of credit hours an undergraduate student may carry during a given term:

1. Fall or Spring Semesters: Those enrolled for 12 or more credit hours are considered full-time students. An average load for a student with a Texas State GPA of 2.00 or higher is 15-17 credit hours; however, if such a student is enrolled in only five courses, as many as 18 credit hours is also considered an average load. Graduating seniors or students with a Texas State GPA of 3.00 or higher may carry 19 credit hours. Those with a Texas State GPA of 3.75 or higher may carry up to 22 credit hours.
2. Summer Terms: The usual summer load is 6 credit hours per term. Students in good standing may take eight hours during a summer term without needing their dean's approval. Those with a Texas State GPA of 2.00 or higher may carry 10 credit hours during each summer term. These limits do not include credit earned in the summer mini-term.

Only in exceptional circumstances, and only with the approval of the college dean, will students be allowed to exceed the stated course load limitations. In any regular semester or summer term during which a student is enrolled at Texas State, the course load limitations apply to all work attempted, whether at Texas State or elsewhere.

Class Attendance. Texas State expects students to attend every scheduled class meeting. General requirements for class attendance are as follows:

1. Faculty are encouraged to establish mandatory attendance requirements in each course.
2. Each faculty member will inform students of the course attendance policy at the initial class meeting.
3. Students are responsible for understanding the attendance policy for each course in which they enroll and for meeting the attendance requirements.
4. Failure to meet the attendance requirements in a course may lower a grade.

Religious Holy Days. "Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. In accordance with Texas Education Code Section 51.911, Texas State will allow a student who is absent from classes for the observance of a religious holy day to take an examination or complete an assignment scheduled for that absent day within a reasonable time after the absence if the student notifies the instructor of each class that he or she would be absent for a religious holy day. The Education Code includes excused absences for travel to and from the religious holy day observance. The student may make up class assignments or examinations without penalty within a reasonable time after the absence. Students may obtain notification forms from the Dean of Students' Office. The student should personally deliver completed forms to the instructor for each class. The instructor will sign and date the form, thus acknowledging notification. If the student cannot personally deliver the form to an instructor, the student should mail the form to the instructor by certified mail, return receipt requested. A student who is excused under this section shall not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the

assignment or examination within a reasonable time. Each instructor may establish additional procedures to accommodate the needs of students who are absent from classes to observe a religious holy day. These procedures must not conflict with the state law. Coordinating Board rules now provide for an appeal of a disagreement between the student and a faculty member over an absence related to a religious holy day. If a student and an instructor disagree about the nature of the absence being for the observance of a religious holy day, or if there is a disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the President or the President's designee. The President or the President's designee must take into account the legislative intent of Education Code Section 51.911. The student and instructor shall abide by the decision of the President or the President's designee. The academic dean of each college serves as the President's designee to hear requests for decisions on these matters from either the faculty member or the student. Any questions concerning this policy should be directed to the Office of the Dean of Students.

Number of Drops – Senate Bill 1231. In 2007, the Texas Legislature enacted Senate Bill 1231 which provides that, except for specific instances of good cause, undergraduate students entering as first time freshmen at a Texas public institution of higher education in the fall of 2007 or later will be limited to a total of six dropped courses during their undergraduate career.

Under the new law (Texas Education Code, Sec. 51.907), “an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education.” SB 1231 applies to courses dropped at public institutions of higher education in Texas, including community and technical colleges, health science centers that offer undergraduate programs, and universities.

Some courses will not count against the six-drop limit. These include courses dropped at independent or private Texas institutions, courses dropped while the student is still enrolled in high school, developmental courses, non-funded courses or courses dropped at colleges in other states.

For the purposes of this law, a “dropped course” is defined as a course that is dropped after the census date (12th class day), but before the last day to drop.

The Texas Higher Education Coordinating Board is working with the public colleges and universities to implement this law, and this may result in updates or modifications to current definitions and procedures. Any changes will be communicated to students and posted on the Registrar's Website.

Dropping Classes/Withdrawing from the University. Dropping a class is an official action whereby students inform Texas State that they will cease attending a class in which they are enrolled while remaining enrolled in at least one other course. Withdrawing is an official action whereby a student informs Texas State that he/she will cease attending all classes.

Automatic “W” Deadline – the deadline to receive an automatic “W” grade is the first 60% of the semester.

Drop Deadline – the deadline to drop (remaining in at least one hour) a class is the first 60% of the semester. Special deadline dates will be enforced for courses offered in a different format.

After the drop deadline, students will be unable to drop individual classes and will receive the grade (A,B,C,D,F, or I) earned in the course. When students experience documented medical or similar emergencies which preclude completion of a class, they may appeal with documentation to the chair or director of the department or school they wish to drop the class.

Withdrawal Deadline – the deadline to withdraw (go to zero hours) from Texas State is two weeks preceding final examinations during the fall and spring semesters and one week preceding final examinations during the summer sessions.

If a student is withdrawing from Texas State after the automatic “W” period, faculty assign the “W” grade only to those students who have a passing average at the time the withdrawal action is officially completed. Otherwise, faculty members will assign an “F” grade.

Grade Reports. Semester grades are based on the student’s written or oral work in a given course. Attendance may affect the grade. Final grade reports are issued by the Registrar via the University’s CATS website at the end of each regular semester and summer term. Students may print a grade report via the CATSWEB.

Grade Symbols. Grades at Texas State are indicated by the following symbols: “A”-excellent; “B”-good; “C”-average; “D”-passing; “F”-failing or withdrawn failing; “CR”-credit. A grade of “PR” which is temporary and non-punitive, may be assigned in selected courses where the required clock hours needed to complete requirements extend beyond the regular semester or summer session. The “I” grade may be assigned when, due to unusual circumstances beyond the student’s control, a significant portion of a course, such as a term paper or final examination, has not been completed. If a student needs to repeat a course or a significant portion of a course, a “W” or “F” grade should be assigned according to regulations governing the assignments of such grades. A “W” grade cannot be assigned if the student has not officially dropped the course within the semester deadlines. An “I” grade from Texas State will not count as hours completed until another grade is assigned. Twelve months after a Texas State “I” grade is assigned, it will automatically change to an “F” if the course work has not been completed. An “I” grade transferred from another institution remains as “I” on the Texas State record until an updated transcript is received from the other institution. A grade of “W” is assigned if a student drops a course by the Automatic “W” Drop/Withdrawal Deadline (see University Calendar in this catalog). After the Automatic “W” Drop/Withdrawal Deadline, an “F” or “W” will be assigned depending on whether the student is passing (“W”) or failing (“F”) the course at the time the drop/withdrawal action is officially completed.

Grade-Point Average (GPA). Texas State utilizes the four-point system. The GPA is the total number of grade points earned divided by the number of semester hours attempted. Semester grade symbols have the following values: “A” = 4 points; “B” = 3 points; “C” = 2 points; “D” = 1 point; “F” = 0 points. Neither hours nor grades are calculated for “I”, “CR”, “PR”, or “W”. To maintain an average of “C”, grade points divided by semester hours attempted must equal at least 2.00.

The Texas State GPA for all work attempted at Texas State is used to determine whether a student is meeting minimum academic standards. Beginning in the fall of 1991, this Texas State GPA will be calculated by the procedures described in the section titled “Repeating Courses” (see below).

Transcripts. Effective fall 1991, Texas State transcripts will separate transfer course work from Texas State course work. Transfer work listed chronologically will be listed first and will show the number of hours transferred; no transfer GPA will be printed. Texas State course work listed chronologically will follow any transfer course work. The transcript will show Texas State hours attempted, Texas State hours passed, Texas State grade points and Texas State GPA.

Courses taken at other schools will not be included in the GPA at Texas State. Texas State GPA will be the only GPA calculated.

Repeating Courses. Effective fall 1991, a student may repeat a course, but cannot receive credit for the course more than once unless the course description in the catalog specifically

provides that the course may be repeated for credit. When a course is taken more than once, the second grade (first repeat) and all subsequent grades (repeats) are included in computing the Texas State hours attempted, grade points earned and GPA. "W" and "I" grades are excluded. A course taken at Texas State must be repeated at Texas State to be counted as a repeat. A course taken for transfer credit must be repeated as transfer credit to count as a repeat.

The first time that a course is repeated, fall 1991 or after, it will be calculated as if it were the first repeat of the course. Any additional repetitions will be counted as second or greater repeats. 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 university requirements.

Courses repeated prior to fall 1991 will follow the repeat policy enforced at the time the courses were taken. Prior to fall 1991, the last grade of a repeat counts, "W" and "I" grades excluded. If the last time a course is taken is from another school, that course will meet degree requirements, but the last grade at Texas State counts towards the Texas State GPA.

Change of Grade. An individual course grade may be changed when the involved faculty member certifies to the Registrar that an error was made in computing the original grade. The grade change must be approved by the department chair/school director and the appropriate college dean. Students who wish to protest a grade earned in a course should first discuss the grade with the instructor. If no resolution is reached, the student may appeal the grade to the department chair. If no satisfactory conclusion can be reached at this level, the student may appeal to the college dean whose decision is final. In accordance with Texas State's records retention policies, a student appeal for a change of grade must be filed no later than 2 years after the grade is issued.

Student Indebtedness. All University property in a student's possession must be returned and all debts to Texas State, including past due indebtedness to loan funds, must be satisfactorily adjusted before the student is eligible to receive a statement of good standing, an official transcript of credit, graduation, or re-admission to Texas State. Moreover, continued failure to adjust such debt may result in the student's losing the privilege of attending class.

Academic Probation and Academic Suspension

Minimum Academic Standards. Students must meet minimum academic standards in work completed at Texas State. Those who fail to do so are placed on academic probation or academic suspension, as appropriate. In determining whether a student is placed on probation or suspension, only grades earned at Texas State are considered.

Academic Probation. Academic probation is an emphatic warning that the quality of the student's work has not met Texas State's minimum academic standards and that the quality must improve during the probationary semester in order for the student to continue at Texas State. A student will be placed on academic probation at the end of the fall or spring semester in which the Texas State GPA is less than 2.00. A student will be removed from academic probation at the end of any long semester or summer term if the Texas State GPA is 2.00 or higher.

Students placed on academic probation must raise their Texas State GPA during the first probationary semester, e.g., if a student is placed on academic probation because the Texas State GPA has fallen to 1.85, at the end of the first probationary semester the Texas State GPA must be 1.86 or higher, or the student will be placed on first academic suspension. If the student raises the Texas State GPA at the end of the first probationary semester, but it is still less than 2.00, the student may continue for a second probationary semester. If the Texas State GPA is still less than 2.00 at the end of the second probationary semester, the student will be placed on first academic suspension.

Policies Governing First Academic Suspension. A first academic suspension will be for the first long semester following placement on academic suspension. Appeals for reinstatement, based on extenuating circumstances, may be made prior to the Monday of registration week to the student's college dean or designee, who will render a decision on the matter. A student suspended from one college of Texas State may not be reinstated by the dean of another undergraduate college. Deans may, at their discretion, impose conditions regarding course load limits, work load limits, counseling, etc. If the dean denies reinstatement, the student may then appeal to the Suspension Appeals Committee. If reinstatement is allowed, the suspension notation will remain on the student's transcript. The transcript will also show "Reinstated for ___, Enters on Academic Probation."

Unless other special conditions are imposed by the dean or the Suspension Appeals Committee, students granted reinstatement and re-admitted on academic probation, must raise their Texas State GPA at the end of the first probationary semester or be placed on academic suspension. If students raise their Texas State GPA at the end of the first probationary semester, but it remains below 2.00, they may continue their studies for a second probationary semester.

In addition to any special conditions imposed by the dean or the Suspension Appeals Committee, students must meet the conditions under "Academic Probation" explained above. At the end of the second probationary semester, if the Texas State GPA is less than 2.00, the student will be placed on second academic suspension.

Students who are placed on first academic suspension from Texas State at the end of the spring semester will be reinstated by the registrar on academic probation for the following fall semester if they (1) attend both summer terms at Texas State, (2) pass nine semester hours, and (3) earn a 2.00 GPA on all work attempted in both terms or the student will be removed from probation if the Texas State GPA is 2.00 or greater at the end of the second summer term.

Readmission Following a First Academic Suspension. At the end of the one long semester period for a first academic suspension, students are automatically reinstated and may register for the subsequent semester. Following an absence from Texas State of one year or more, students may apply for readmission to Texas State (refer to Program D in the Admissions section). Students who re-enter Texas State following an academic suspension do so on academic probation. For specific regulations, refer to paragraph on "Academic Probation". If the Texas State GPA is not raised at the end of the first probationary semester, or is less than 2.00 at the end of the second probationary semester, the student will be placed on second academic suspension.

Policies Governing Second Academic Suspension. Students who fail to meet the minimum academic standards defined above will be placed on academic suspension for a second time, for a period of two calendar years. If there are extenuating circumstances, students may appeal prior to the Monday of registration week to the appropriate college dean for reinstatement. If reinstatement is denied, students may then appeal to the Suspension Appeals Committee. If the appeal is approved, students may return to Texas State on academic probation, subject to special conditions imposed by the dean or the Suspension Appeals Committee regarding course load limits, work load limits, counseling, etc. If reinstatement is allowed, students may apply for re-admission to Texas State (refer to Program D in the Admissions section). The suspension notation will remain on the student's transcript, which will also show "Reinstated for ___, Enters on Academic Probation." In addition to any special conditions imposed by the dean or the Suspension Appeals Committee, students must meet the conditions under "Academic Probation" explained previously. At the end of the second probationary semester, if the Texas State GPA is less than 2.00, the student will be placed on academic suspension.

Readmission Following a Second Academic Suspension. At the end of the two-year period for a second academic suspension, students may apply for re-admission to Texas State (refer to Program D in the Admissions section).

Effect of Suspension on Correspondence or Extension Courses. While on suspension, students may complete a correspondence course in which they enrolled prior to suspension. Students may not enroll in an extension or correspondence course from Texas State while on suspension.

Registering at Another Institution During Suspension. Students who have been placed on academic suspension are not prohibited from registering at another institution; however, such academic work will not change the GPA used for calculating probation and suspension, since only those grades earned at Texas State are calculated in determining probation-suspension status. Students who enroll for 30 or more semester hours at another institution while on suspension from Texas State will be considered transfer students if they return and will be required to have a 2.25 GPA in that work for re-admission.

Exceptions. Cases in which the circumstances are not covered by the above regulations shall be handled at the discretion of the Director of Undergraduate Admissions and the college dean.

Degree and Graduation Policies

Request for Degree Audit. After completing 45-60 semester hours, students should request a degree audit through the college academic advising center or through their major department, as determined by college guidelines. When the audit is approved by the appropriate college dean or dean's representative, it will list all courses required for graduation. Students also have the option to run their own unofficial audit at any time before seeing their advisor. The audit should be used to determine which courses to take at each registration.

It is highly recommended that students see their Academic Advisors to review their degree audits within their last 30 hours prior to graduation. Students need to see that they have the appropriate grade-point averages in all courses taken at Texas State and in the major and minor fields of study. If any of the grade-point averages are below the minimums required for graduation, the degree audit can be used in deciding how to raise the averages in the remaining course work.

The College Dean has the final approval and appeal for all graduation requirements, including but not limited to degree audits, grade point average, courses, prerequisites, graduation application, transfer credit, residency, catalog time limit and designation.

Application for Graduation. Students must indicate their intent to graduate by applying for graduation within the first two weeks of their final long semester or summer session I for August graduation. The student must complete the degree application using the online application at

http://catsweb.txstate.edu/catsweb/ad/adwbadgra_instructions.htm/. If a student fails to complete the required courses in time for a planned graduation, the student must reapply for the next graduation. Failure to apply for graduation on time may delay the awarding of the diploma until the following graduation. Because of the problem of receiving official transcripts in a timely manner, students taking off-campus courses in their final semester should make sure that the Undergraduate Admissions Office receives official transcripts as soon as they are available from the sending institution.

Minimum Degree Hours and Advanced Hours. Most undergraduate degrees at Texas State require a minimum of 120 semester hours, including 36 advanced hours (junior and senior level courses). Any degree program of 122 hours or more may be considered a five-year program.

Residency Requirements. To qualify for graduation with a bachelor's degree, a student must complete, through Texas State coursework, at least 25 percent of the minimum number of semester hours required for the degree; within this requirement, at least 24 semester hours must be advanced and at least 12 hours of the advanced work must be completed in the major at Texas State. Additionally, at least 24 semester hours of the last 30 hours completed that are required for the degree must be taken at Texas State. Correspondence, extension, and off-campus coursework completed through Texas State may be applied toward residency requirements. Credit-by-examination may not be applied toward residency.

Minimum Grade-Point Requirements for Graduation. Before graduating from Texas State, students must satisfy the following minimum grade requirements:

Degree programs without Teacher Certification (Texas State minimums; individual departments/schools may have higher requirements listed in their sections of this catalog):

1. A Texas State GPA of 2.00
2. A GPA of 2.25 in the major(s)
3. A GPA of 2.00 in the minor(s)

Degree programs with Teacher Certification (minimums):

1. A Texas State GPA of 2.50
2. Successful completion of student teaching
3. A grade of "C" or higher in ENG 1310 and 1320, or their equivalents
4. A grade of "C" or higher in MATH 1315 or 1319, or their equivalents (Interdisciplinary Studies Majors only)
5. A grade of "C" or higher in each course in the assigned professional education sequence
6. A grade of "C" or higher in the first and/or second teaching fields for secondary education students or in the specialization(s) and/or majors for Interdisciplinary Studies majors.

NOTE: Passing scores on the Examination for the Certification of Educators in Texas (ExCET) or Texas Examination of Educator Standards (TEXES) are required for teaching certificate.

Maximum Elective Hours in Courses for the Major or Minor. No more than six semester hours within a major or a first teaching field may count as electives after the minimum requirements of the major or teaching field are fulfilled. Likewise, no more than six semester hours may be counted as electives in a minor or second teaching field once the minimums have been met. Approval of elective credit beyond these maximums must be granted by the appropriate college dean. If the degree program requires electives, the number of free elective hours a student will complete depends on the number of hours a student may need to achieve the minimum hours and/or the 36 advanced total hours required.

Second Bachelor's Degree. A second bachelor's degree may be earned by completing a minimum of 30 additional semester hours as recommended by the chair/director of the student's major program/department/school and subject to the approval of the appropriate college dean. Students earning second bachelor's degrees subsequent to receiving the first bachelor's degree are eligible for graduation with honors if they complete 60 or more hours at Texas State in pursuit of the second bachelor's degree. Residency requirements (as indicated above) apply except that the advanced semester hours required are determined by the dean.

For students who have already completed a first baccalaureate degree at an accredited college or university, with the approval of the department chair/school director and the college dean, the core curriculum requirements for that degree may be accepted in lieu of Texas State's general education core curriculum. However, requirements associated with particular degrees, e.g., completion of the second semester of a modern language for a Bachelor of Arts degree, or Legislative requirements, e.g., history and government course requirements, must be included in an approved program for a second baccalaureate degree.

Dual Bachelor's Degrees. If two bachelor's degrees are conferred simultaneously, the student must complete a minimum of 30 hours beyond the requirements of the single degree. Degree audits must be filed in the office of both college advising centers. Graduation will occur when the student has completed requirements for both degrees. Students completing dual bachelor's degrees receive two diplomas.

Double Majors. A student who fulfills the specified requirements for two different majors authorized under a single degree has completed a double major and will receive a single diploma. Both majors appear on the diploma.

Time Limit for Earning a Degree. Students may graduate under the requirements for the degree set forth in the Texas State catalog in force during the session in which they first enroll, provided they graduate within six years from the end of the session. Transfer students who have been assigned a Texas State catalog based on their first semester at a Texas junior college have six years from the end of the semester upon which their catalog designation was based to graduate, not six years from their initial semester at Texas State. After the expiration of such a period of time, students may have to meet requirements outlined in the current catalog. "Requirements for the Degree" refers to the pattern of courses and grade-point averages required for graduation. It does not include other rules and regulations such as probation and suspension criteria, requirements for admission to courses or programs, etc.

Transfer Credit from Two-Year Colleges. Texas State will apply to a degree up to 66 hours from an accredited junior/community college. (At the approval of the individual college dean, 6-8 hours may be added.) At the time of transfer, all transferable work attempted at a junior/community college will be recorded on the official transcript. If the number of hours transferred from a junior college exceeds 66, the student's chair or director will recommend to the college dean how the student will satisfy degree requirements.

Academic Honors

Dean's List. To be eligible for the Dean's List at the close of any fall or spring semester, an undergraduate must have earned a minimum GPA of 3.5 in that semester on at least 12 credit hours excluding correspondence courses. Graduate courses count.

Graduation with Honors. Students earning a GPA of 3.40-3.59 will graduate *cum laude*; 3.6-3.79 will graduate *magna cum laude*; 3.8-4.0 will graduate *summa cum laude*. To be eligible for graduation with honors, a student seeking a baccalaureate degree must have completed a minimum of 60 semester credit hours preceding graduation at Texas State. Calculation of the GPA to determine honors status is based on all Texas State work applied to the first baccalaureate degree, including work completed in the final semester.

Hours earned through Texas State correspondence courses and extension courses are counted in the hours required to be eligible for honors and in the GPA calculation for honors. Hours earned through Texas State credit-by-examination, work/life experience, and other courses receiving "CR" (pass/fail) grades are counted in the hours required to be eligible for honors, but do not count in the GPA calculation. Remedial courses with a "CR" grade and graduate courses are not counted in either the hours required or the GPA calculation for honors.

Transfer students who have earned at least 60 semester hours at Texas State are eligible to graduate with honors if their Texas State GPA meets the above criteria. Students earning second baccalaureate degrees are eligible for graduation with honors if they complete 60 or more hours at Texas State in pursuit of the second degree.

Honor Societies. The following honor societies are open to qualified Texas State students. More information may be obtained through Campus Activities and Student Organizations (CASO) at For a complete list of all Honor Societies, see the Registered Student Organizations website at <http://www.studentorgs.txstate.edu/>.

Alpha Chi. Alpha Chi is a national honor society, which promotes academic excellence and exemplary character among undergraduate college and university students and honors those who achieve such distinction. To qualify for membership, a student must be a first-time undergraduate, a junior or senior (having attained no less than 60 credit hours), have a minimum Texas State GPA of 3.50 on at least 45 semester hours at Texas State. Alpha Chi is the oldest honor society at Texas State, founded in 1922. Membership in the honor society is indicated on the student's transcript.

Alpha Lambda Delta. Alpha Lambda Delta is a national academic honor society for freshmen that honors academic excellence during a student's first year in college. Its purpose is to encourage superior academic achievement among students in their first year in institutions of higher education, to promote intelligent living and a continued high standard of learning, and to assist women and men in recognizing and developing meaningful goals for their roles in society. Membership is open to all freshmen who are registered for a full course of study leading to a bachelor's degree, who achieve a minimum scholastic average of 3.50 (based on grades of the first full semester or on the cumulative average of the first year in college), and who have paid the initiation and lifetime membership fee.

Golden Key National Honor Society. Golden Key recognizes and encourages scholastic achievement and excellence in all undergraduate fields, supports the faculty and administration in developing and maintaining high academic standards, provides economic

assistance by means of annual scholarships, and promotes altruistic conduct through volunteer service to Texas State and community. The Golden Key National Honor Society accepts students who have a minimum cumulative GPA of 3.40, have completed 60 college hours, 25 of which must have been taken at Texas State, have filed a Member Data Form, and have paid the initiation and lifetime membership fee.