

must complete an Off Campus Request Form and submit it to Residence Life with sufficient documentation to support the information given. Students who will have completed at least 56 credit hours or are at least 21 years of age do not need to submit an off campus request prior to the contract period.

### **Living On-Campus**

Ask someone about their college experience, and they're likely to relate stories of the most exciting, intense and memorable times of their life. These memories will almost always relate to their experience in a residence hall. A campus environment is an atmosphere where lifetime friendships are formed, ideas and ideals are exchanged, and a whole world of opportunity and potential is spread before those willing to explore, study and get involved. In fact, many of these experiences occur outside the classroom in the living and social environment of the residence halls.

It is our mission to provide you with an environment that will contribute to your academic and social success as well as providing you with skills necessary to be successful in your career choice. Research on-campus and nationally has shown that, when compared to those living elsewhere, students living in the residence halls are more fully involved in academic and extracurricular activities, and tend to earn a higher GPA.

Texas State provides a variety of settings for these experiences, offering living options for over 6,500 students in 21 residence halls and 5 university-managed apartment complexes, including Bobcat Village, Clear Springs, Comanche Hills, Campus Colony and Riverside.

### **Dining On-Campus**

No matter what you like to eat, when you want to eat, or whom you want to be with, our food plans have your needs in mind. We offer four dining plans so you can pick the one that best fits your schedule, eating preferences, and pocketbook.

### **Applying to Live On Campus**

Contracts for on-campus housing are distributed and accepted only after you have been admitted to Texas State.

### **Cancellation Deadlines**

Once your contract has been signed and returned, cancellation deadlines must be met for a deposit to be refunded. Please see our contract for specific cancellation details.

## **VETERAN'S AFFAIRS**

J C Kellam 111

[www.va.txstate.edu](http://www.va.txstate.edu)

Email: [veteransaffairs@txstate.edu](mailto:veteransaffairs@txstate.edu)

T: 512.245.2641 F: 512.245.3271

Students attending Texas State while receiving educational assistance under one of the public laws for veterans and/or their dependents must contact the Texas State Office of Veterans Affairs to complete the required forms. Information and forms are also available on our website [www.va.txstate.edu](http://www.va.txstate.edu).

New and transfer students applying for educational benefits under the U.S. Department of Veterans Affairs for the first time must provide the Office of Veterans Affairs with a photocopy of the DD214 Member 4 form, "Certificate of Release or Discharge from Active Duty." Reserve and National Guard members applying for Chapter 1606 benefits must provide DD 2384 form: "Notice of Basic Eligibility". In addition, they must provide a copy of their Military Transcript (AARTs for Army, Smart for Marine Corps and Navy and CCAF for Air Force) and a Change of Place of Training VA Form 22-1995 for transfer students. Active duty military and dependents are exempt from the above requirements. All students must provide a copy of their Degree Audit Report (DAR) for their major and must follow the degree requirements in order to receive the maximum payout of their benefit. It is your responsibility to notify the Office of Veterans Affairs of any adds, drops, course, or program changes.

Benefit payments are made at the end of each month. Any student enrolling under any of the provisions for VA educational benefits should bring sufficient funds to defray the initial cost of tuition, fees, and living expenses for approximately three (3) months.

As a graduate student receiving veteran benefits, you must file with the Office of Veterans Affairs an official master's degree outline, a certification deficiency plan, or other similar documentation showing the requirements needed to accomplish your objective. It is your responsibility to notify the Office of Veterans Affairs of any adds, drops, course, or program changes.

Student eligibility for the Hazlewood Exemption was changed during the last legislative session. Please check with the Office of Veterans Affairs for information about the Hazlewood Exemption to see if your eligibility status has changed. Applications and information sheets for the Hazlewood Exemption may be obtained at the Office of Veterans Affairs or at [www.va.txstate.edu](http://www.va.txstate.edu).

### **Tuition and Fees**

Information regarding tuition and fees per semester credit hour for a specific semester may be obtained at [www.sbs.txstate.edu/students/information.html](http://www.sbs.txstate.edu/students/information.html).

Texas State reserves the right to change fees in keeping with the acts of the Texas Legislature and the Board of Regents of The Texas State University System. The payment of all fees entitles the student to admission to classes; admission to auditorium and athletic attractions; subscription to The University Star; use of the Student Center and Recreational Sports Center, health services, and Sewell Park facilities; and group use of the Wimberley Camp. These fees also help provide funds for the Associated Students, band, choir, dramatics, debate and other student activities.

### **Tuition**

Summer Offerings Other Than the Traditional Six-Week Terms. The tuition and fees credit hour rate for any course of less than six-weeks duration will be the same as the tuition and fees credit hour rate for the traditional six-week term. The tuition and fees credit hour rate for any term of more than six-weeks duration will be the same as the tuition and fees credit hour rate for a regular semester of the school year.

Tuition for Excessive Undergraduate Hours. Texas Education Code §54.014 specifies that resident undergraduate students may be subject to a higher tuition rate for attempting excessive hours at any public institution of higher education while classified as a resident student for tuition purposes. Texas State students attempting hours in excess of their degree program requirements will be charged at the non-resident tuition rate for those hours, and those students are categorized as follows:

1. 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.
2. 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.

Attempted courses include those courses attempted at Texas State or any Texas public institution of higher education. The following types of credit hours will count toward the excessive hour limit:

- Hours earned in courses in which a grade is earned on the transcript, including repeated courses and courses dropped with a grade of “W”
- Hours in Texas State off-campus courses
- Bankruptcy hours

The following types of credit hours are exempt and will not count toward the limit:

- Hours earned after a baccalaureate degree
- Hours earned through examination (without registering for a course)
- Hours from remedial and developmental courses
- Hours from technical and vocational or workforce education courses
- Hours earned by the student at a private institution or an out-of-state institution
- Hours attempted prior to declaration of fresh start
- Hours earned toward a second baccalaureate degree
- Hours earned through CLEP
- Hours earned in audited courses
- Hours earned in graduate level courses
- Hours earned by extension course
- Hours earned through correspondence if the course is not formula funded
- Hours earned as a non-resident
- Hours earned before graduating from high school and used to satisfy high school graduation requirements effective fall 2009

Appeals due to economic hardship are permitted under defined institutional policy. Texas State has determined that students who are eligible for financial aid under the Federal Pell Grant (Pell) program will be exempted from the non-resident tuition if,

at the time of registration, their Pell eligibility is documented in the financial aid system at Texas State. Students who become Pell eligible, during the semester in which they are charged the non-resident tuition, may submit eligibility documents to the Student Business Services office no later than the official last class day of the semester in which the appeal is being requested.

Tuition Rebate Program. Under Texas Education Code §54.0065, qualified students will receive up to a \$1,000 tuition rebate upon graduation from Texas State. To be eligible for this rebate, a student must meet all of the following conditions:

1. The first enrollment in any institution of higher education must be in the fall 1997 semester or later.
2. The student must have received his/her baccalaureate degree from a Texas public university.
3. The student must be a resident of Texas and entitled to pay resident tuition at all times while pursuing the degree.
4. If enrolled for the first time in fall 2005 or later, the student must graduate within four calendar years from the first semester enrolled for a four-year degree or within five calendar years for a five-year degree. Note that the four- or five-year time limit prescribed begins on the first day of the month for enrollment in the semesters described as follows: September for a fall semester, January for a spring semester, June for summer I, and August for summer II. For example, a student enrolling for the first time in fall 2006 for a four-year degree must complete that degree not later than September 1, 2010 to be eligible for the rebate.
5. The student must attempt no more than three hours in excess of the minimum number of semester credit hours required to complete the degree under the catalog under which he/she graduates. Hours attempted include transfer credits, course credit earned exclusively by examination in excess of nine semester credit hours, courses that are dropped after the official census date (twelfth class day fall and spring semesters, fourth class day summer sessions including mini-session), for-credit developmental courses, optional internship and cooperative education courses, and repeated courses. For students concurrently earning a baccalaureate degree and a Texas teaching certificate, required teacher education courses shall not be counted to the extent that they are over and above the free electives allowed in the baccalaureate degree program. Courses dropped for reasons that are determined by the institution to be totally beyond the control of the student shall not be counted.

This tuition rebate program is designed to provide a financial incentive for students to complete their baccalaureate studies with as few extraneous courses as possible. To earn the rebate, it is particularly important to follow the advice and counsel of the academic advisors. Students must apply for the Tuition Rebate Program no sooner than the first day of class of the semester in which the student plans to graduate and not later than the business day immediately preceding graduation. Students must consult with their academic advisor to assure they meet all requirements to qualify for this program. Rebates will first be applied to outstanding obligations owed to Texas State prior to funds being issued to the student.

Appeals due to hardship are permitted under defined institutional policy. Effective for students who enroll for the first time in fall 2005 or later, an otherwise eligible student may be eligible for a rebate without satisfying the above requirements, if the student is awarded a baccalaureate degree and the college dean certifying the degree has determined, with the completion of a Tuition Rebate Hardship Justification form, that the student has demonstrated a hardship under any of the following conditions:

- a severe illness or other debilitating condition that may affect the student's academic performance;
- an indication that the student is responsible for the care of a sick, injured, or needy person and that the student's provision of care may affect his or her academic performance; or
- performance of active duty military service.

#### SPECIAL FEES AND CHARGES

Admissions Application Fee	\$40.00
Admissions/Evaluation Fee for International Applicants	\$75.00
Advising Fee	
Fall/Spring semesters	\$45.00
Summer sessions	\$22.50
Auditing Fee	same as if course were taken for credit
Certificate Fee (payable when applying for teacher certification)	
Texas Standard Certificate	\$77.00
Correspondence Instruction (per three-hour course)	\$546.00
Deficiency Plan Fees (for students seeking teacher certification)	
First Plan	\$75.00
Additional Plans (each)	\$25.00
Delinquent Installment Fee (for installments not paid by due dates)	\$15.00
Electronic Course Fee (per semester credit hour)	\$50.00
Evaluation of Foreign Credentials (for domestic applicants)	\$35.00
Extension Instruction (per three-hour course)	\$571.00
Installment Service Fee (for handling & other processing)	\$10.00
Late Registration Fee (for processing after advance registration)	\$10.00
Matriculation Fee (for withdrawals prior to 1st class day)	\$15.00
Off-Campus Course Fee (per semester credit hour)	\$30.00/semester credit hour
Orientation Fee (mandatory, non-refundable)	\$25.00
Physical Therapy Application Fee	\$50.00
Post-Baccalaureate Teaching Intern Application Fee	\$300.00
Reinstatement Fee (for processing during the same semester of a withdrawal)	\$50.00

Returned Item Fee (for handling & other processing)	\$30.00
Schedule Change Fee (maximum*)	\$10.00
Special Late Registration Fee (for processing after classes begin)	\$50.00
Transcript Fee (official copy)	\$5.00
Student Health Center Fee for Overdue Accounts	\$5.00

Some fees are waived for students taking classes exclusively in Round Rock.

A fee of \$2.00 will be charged for each change of schedule a student makes after the schedule has been filed during the normal registration add/drop process. A drop fee of \$10.00 will be charged for each drop thereafter.

#### Campus Parking/Vehicle Registration Fee

Every student, faculty, and staff person who operates or parks a vehicle on campus must:

- register the vehicle at Parking Services
- purchase a permit
- properly display the permit anytime the vehicle is parked on campus
- become familiar with and abide by the traffic and parking rules. The rules are enforced at all times throughout the year. The purchase of a permit and registration of the vehicle does not guarantee a parking space.

Fees for vehicle registration will be published each year in the Schedule of Classes and in the official rules and regulations. You may register your vehicle on-line at [www.parking.txstate.edu](http://www.parking.txstate.edu).

Additional information concerning the purchase and issuance of parking permits may be obtained by contacting Parking Services at 512.245.2887.

#### Course Repeat Fee

The Texas Legislature eliminated funding to higher education for courses that are attempted three or more times. An attempted course is defined as any course in which a grade is earned on the transcript, including repeated courses and courses dropped with a grade of "W".

In order to compensate for this loss of state funding, students attempting a course for the third or more time **will be charged a course repeat fee of \$310 per semester credit hour for each repeated course. The fee is subject to change each year upon action of the Texas Higher Education Coordinating Board.** This fee will be assessed for courses attempted at Texas State as of the fall semester of 2002 or later. This assessment does not include courses attempted at other colleges or universities.

Certain courses are exempt from this fee because they are designed to be repeated for additional credit, such as thesis, dissertation, and independent study courses; various music, physical education, physical fitness and wellness, studio art, and theatre courses; developmental education courses; and topics courses.

### **International Student Health Insurance Fee**

All nonimmigrant international students enrolling at Texas State are required to carry health insurance. The fee for the Texas State International Student Health Insurance Plan is automatically added to the fee bill at the time of registration. International students who wish to have this fee waived must present proof of comparable insurance (including major medical, evacuation and repatriation) to the Student Health Center for approval prior to each registration. Appointments are required for waivers and may be obtained by calling 512.245.2161.

### **International Student Operations Fee**

All international students with an immigration status of "F1" or "J1" will be charged \$60.00 per long semester and \$30.00 per summer session for the maintenance of records, compliance with government regulations, and other services.

### **Laboratory Fees**

The amount of lab fees varies on a per course basis.

### **Property Deposit Fee**

Every student must make a property deposit of \$50.00 to protect Texas State from damage to or loss of University property. Charges for damages are billed directly to the student. Failure to pay the charges promptly will cause the student to be barred from re-admission and from receiving official transcript. If a student withdraws without paying the charges, the deposit is held until all charges and fines are received. This deposit, less outstanding charges, will be returned upon request to the student graduating or withdrawing from the University. Refund requests should be made to the Student Business Services Office, first-floor of J. C. Kellam. Deposits not requested within four years from date of last attendance are forfeited into a student deposit scholarship account.

### **Testing Fees**

Texas State students, enrolled in a distance education course, who wish to take a course exam through the Testing, Research-Support, and Evaluation Center in San Marcos, the Round Rock Higher Education Center, or the Correspondence, Extension, and Study Abroad Programs Office in San Marcos will be charged \$20.00 per test. This fee applies only to students who wish to take a course exam through these offices rather than take the exam at the times offered as part of the distance education course.

Non-Texas State students, enrolled in a distance education course at another college or university, who wish to take a course exam at the Testing, Research-Support, and Evaluation Center in San Marcos, the Round Rock Higher Education Center, or the Correspondence, Extension, and Study Abroad Programs Office in San Marcos will be charged \$40.00 per test.

### **Room and Board Rates**

Information regarding room and board rates for a specific semester may be obtained at [www.reslife.txstate.edu/rates.htm](http://www.reslife.txstate.edu/rates.htm) or in the Schedule of Classes booklet. Room and board is billed on a semesterly basis and may be paid in full at registration or in installments during the long semesters only. If the three installment method is chosen, the first one-half payment is due at registration, one-fourth payment is due prior to

the start of the 6th class week, and the final one-quarter payment is due before the beginning of the 11th class week.

Payment for Summer room and board is required in full at the beginning of each summer term or semester (i.e., Summer I, Summer II). Texas State reserves the right to increase or decrease the room and board rates on 30 days notice. All residence halls will be closed during the Thanksgiving and Spring holidays and between semesters; however, Texas State may choose to keep some of the halls open during the break for an additional room charge.

### **Life Safety Surcharge**

Beginning June 2001, a surcharge must be assessed to cover the cost of mandated fire code compliance and other environmental safety improvements. The amount of this charge is in addition to all of the rates specified above and will be shown as a separate line item on the bill. The surcharge for the Fall & Spring semesters is \$150 each for A/C halls and \$100 each for Non A/C halls. Summer surcharges are \$1.00 per day of occupancy. These charges may vary in the future years, depending on utility rates and the costs of code compliance.

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

Any student who officially withdraws from Texas State or who is granted permission to live off campus may receive a refund on the unused portion of the room and board payment for the current installment period. A matriculation fee of \$5.00 will be assessed on any withdrawals prior to the first day of classes.

Room and board charges will continue until you have officially moved from Texas State residence halls and cleared with the Director of Residence Life. Any refund due will be applied to any unpaid financial obligations with Texas State. If the refund exceeds any unpaid balance, a refund check will be processed within approximately 30 days and will be deposited to your bank (sign up via our secure website: [www.sbs.txstate.edu/students/Fa.html](http://www.sbs.txstate.edu/students/Fa.html)) or mailed to your permanent mailing address. Check your mailing address at [www.registrar.txstate.edu/our-services/address-change.html](http://www.registrar.txstate.edu/our-services/address-change.html).

### **Student's Financial Obligations**

Students are expected to meet financial obligations to Texas State within the designated time allowed. Registration fees are payable before classes begin. Students are not entitled to enter class, or laboratory, until their fees and deposits have been paid. Failure to pay the amount owed in the allotted time, or payments made with checks that are returned to Texas State unpaid by the bank, may result in any or all of the following: (1) dismissal from Texas State, (2) withholding of future registration privileges, (3) withholding the issuance of grades or of an official certified transcript, (4) withholding the conferring of a degree, (5) bar against re-admission for the student, (6) warrant hold with the State of Texas.

Once a student registers, he or she is responsible for the total fees assessed regardless of whether the installment option is used. Refund percentages are applied to total fees assessed and not the amount paid. This means that students who withdraw before paying all installments may, in the event of withdrawal, receive a bill with a balance due rather than a refund. Delinquent accounts may be referred to a collection agency and the student is responsible for all attorney and collection fees.

## Returned Checks

If a check or checks are returned unpaid for any reason other than the admitted error of the bank, the student must pay in cash, cashiers check, money order, or credit card (American Express, VISA, MasterCard) immediately and a \$30 service fee is assessed for each returned check. A late fee may also be assessed. If a registration check is returned unpaid, the student must make payment (check amount plus a \$30 service fee) within ten working days. If the student does not pay in full within that time period, Texas State reserves the right to initiate withdrawal procedures. You will not be officially withdrawn by the Student Business Services Office unless you are notified in writing. It is the student's responsibility to initiate a formal withdrawal from Texas State at the Registrar's Office.

Stopping payment on a check for fees or allowing the check to be returned unpaid by the bank for any reason does not constitute official withdrawal. Failure to follow procedures for withdrawing from Texas State may result in financial penalties and delays with future enrollment in Texas State.

If a student has an outstanding returned check, he/she will be on a "cash-only" basis until the obligation is cleared. Cash Only status is a denial of check cashing privileges on campus. If a student has three or more returned checks within a 365-day period (i.e., one calendar year), Texas State reserves the right to place the student on a "cash-only" basis.

## Installment Policy

Registration. Tuition, fees, and room and board for summer terms must be paid at the time of registration. Tuition, fees, and room and board may be paid during the fall and spring semesters through the following alternatives:

1. Full payment is due prior to the beginning of the semester.
2. One-half payment of tuition and fees is due prior to the start of the semester, one-quarter payment prior to the start of the sixth class week and the final one-quarter payment before the beginning of the eleventh class week.

An installment method of payment may not be used by students enrolling for courses of shorter duration than a full semester (i.e., second eight-weeks courses) unless he/she enrolls for such courses at regular registration. If an installment method is chosen at registration, a student may elect to pay his/her account in full at any time.

The following fees are to be paid in full at the time of registration and are not applicable to the installment plan: parking permit, general property deposit, late registration fee, and orientation fee. All tuition adjustments will be credited to total tuition/fees, and room/board BEFORE calculation of payment plan. All creditable financial aid will be applied AFTER the payment plan calculation towards the minimum due payment.

## Installment Payments

A service charge of \$10 will be collected at the time of each installment payment, excluding the payment made at registration.

Students are responsible for making their installment payments by the due date. For questions about due dates and amounts due,

contact the Student Business Services Office at 512.245.2544. Students can check their balance and make payments on the web at [catsweb.txstate.edu/catsstud.htm](http://catsweb.txstate.edu/catsstud.htm).

## Delinquent Payments

A delinquent charge of \$15 will be assessed the first day after the installment due date. Under Texas Education Code §54.007, a student's failure to make full payment prior to the end of the semester (the last regular class day of the semester) may result in the student's not receiving credit for the work done that semester. Such a student will not be allowed to register for future semesters until the delinquent amount including service charges is paid. Any installment payment made with a check returned by the bank unpaid for any reason other than an error by the bank may result in a delinquent payment penalty of \$15 in addition to the existing \$30 returned check penalty currently being charged.

## Refunds

Refunds from the add/drop process will be credited to unpaid financial obligations. Additional fees incurred from the add/drop process will be billed to the student's account.

Room and board refunds will be applied to any remaining financial obligation owed to Texas State. The additional charge for moving from one dorm to another or moving into a private room will be added to the balance due.

## Drops

Dropping a class – Removing one or more classes from your schedule, while remaining enrolled in at least one course. If you are registered in only one class and wish to drop it, you must withdraw. Refund of applicable tuition and required fees will be made for classes dropped during the first twelve class days in the long term or first four class days in summer terms, provided you remain enrolled at Texas State until the end of the semester. No refund is made for classes dropped after the twelfth/fourth class day.

Any refund will be applied to remaining unpaid obligations. If you have paid in full, a refund will be processed within 30 days and will be deposited to your bank (sign-up via our secure web site: [sbs.txstate.edu/students.fa.eft.html](http://sbs.txstate.edu/students.fa.eft.html)) or mailed to your local address. Check your mailing address at [registrar.txstate.edu/our-services/address-change.html](http://registrar.txstate.edu/our-services/address-change.html).

Reducing semester credit hours to zero is considered a withdrawal, and withdrawal refund policies apply. For refund information on Special Course Offerings, call the Refund Clerk in the Student Business Services Office.

Refunds in the Event of Death. In the event a student dies and a refund of tuition, fees, room and board, deposits, or other monies is due the estate of the deceased student, Texas State will presume that the person most recently indicated by the student as next-of-kin on official Texas State records is to be the recipient of all refunds. The University will, as soon as practicable after the death of the student, pay all refunds to the designated next-of-kin unless the student has specifically designated in writing to the Registrar the name and address of another person to be the recipient of such refund.

## Withdrawals

Any student who has paid registration fees and officially withdraws by submitting a withdrawal request to the Registrar's Office, J.C. Kellam, #111, is entitled to a refund of tuition and fees if the following condition is met: The amount actually paid, either in full or installment, must be greater than the percentage of total semester's charges OWED Texas State at the time of withdrawal. The amount of the refund is calculated as follows: (Total amount of tuition and fees minus non-refundable fees) times (refund percentage) minus (outstanding balance of charges, if any) equals Refund. Once a student registers, he or she is responsible for the total fees assessed regardless of whether the installment option is used. Refund percentages are applied to total fees assessed and not the amount paid. Students who withdraw before paying all installments may, in the event of withdrawal, receive a bill with a balance due rather than a refund. Withdrawing is ONLY for the current semester and does not affect any future semesters in which the student is enrolled. For example, if the student withdraws from all classes in Summer II, this does not affect the student's Fall schedule.

# 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](http://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 [www.txstate.edu/app/self\\_address\\_changes](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 [www.txstate.edu/registrar](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/school’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 or partially 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: [www.theccb.state.tx.us/ctc/ip/core11\\_00/index.htm](http://www.theccb.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 also 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/school director. 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/school, 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 [www.catsweb.txstate.edu/catsweb/ad/adwbadgra\\_instructions.htm](http://www.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. Overall 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. 2.5 GPA in all assigned courses in the Pedagogy and Professional Sequence, first and second teaching fields, or specialization(s) with no grade lower than a "C".

**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. Hours and grades earned through Texas State correspondence courses and extension courses are counted in the hours required to be eligible for Dean's List and in the GPA calculation for Dean's List. 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 [www.studentorgs.txstate.edu](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. For more information, contact Dr. Ronald Brown at 245.3579 or [RonBrown@txstate.edu](mailto:RonBrown@txstate.edu).

### 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. For more information, contact Diann McCabe at 245.2209 or [dm14@txstate.edu](mailto:dm14@txstate.edu).

### 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. For more information, contact Glenn Tanner at 245.3579 or [tanner@txstate.edu](mailto:tanner@txstate.edu).

## DEGREES AND PROGRAMS

Texas State University-San Marcos offers a full range of programs in the applied arts, business administration, education, the fine arts, general studies, health professions, the liberal arts, and sciences. This section of the catalog gives basic information about the undergraduate degrees, majors, minors, and alternative curricula available at Texas State. All specialized programs rest on the broad foundation of general education core curriculum required of all students. For information about Texas State's general education core curriculum, see the University College section of this catalog.

### Undergraduate Degrees Offered at Texas State

Bachelor of Applied Arts and Sciences (BAAS)  
 Bachelor of Arts (BA)  
 Bachelor of Arts in International Studies (BAIS)  
 Bachelor of Business Administration (BBA)  
 Bachelor of Exercise and Sports Science (BESS)  
 Bachelor of Fine Arts (BFA)  
 Bachelor of General Studies (BGS)  
 Bachelor of Health and Wellness Promotion (BHWP)  
 Bachelor of Healthcare Administration (BHA)  
 Bachelor of Music (BM)  
 Bachelor of Public Administration (BPA)  
 Bachelor of Science (BS)  
 Bachelor of Science in Agriculture (BSAG)  
 Bachelor of Science in Clinical Laboratory Science (BSCLS)  
 Bachelor of Science in Communication Disorders (BSCD)  
 Bachelor of Science in Criminal Justice (BSCJ)  
 Bachelor of Science in Health Information Management (BSHIM)  
 Bachelor of Science in Family and Consumer Sciences (BSFCS)  
 Bachelor of Science in Nursing (BSN)  
 Bachelor of Science in Radiation Therapy (BSRT)  
 Bachelor of Science in Recreational Administration (BSRA)  
 Bachelor of Science in Respiratory Care (BSRC)  
 Bachelor of Science in Technology (BST)  
 Bachelor of Social Work (BSW)

### Special Requirements for the Bachelor of Arts

The following requirements apply to all Bachelor of Arts programs.

#### Minor Requirement

A minor is required and may be selected from any of the Texas State approved minors.

#### Science Requirement

In addition to completing the mathematics and natural science requirements of the general education core curriculum, students must complete one additional science course (3-4 hours) from anthropology (biological anthropology only), biology, chemistry, computer science, geography (physical geography only), geology, mathematics, philosophy (logic only), and physics.

#### Modern Language Requirement

A proficiency level of successful completion of American Sign Language, Arabic, French, German, Italian, Japanese, Latin, Portuguese, or Spanish 2310 and 2320. Most students will need to complete 1410 and 1420 as prerequisites before attempting 2310.

### English Requirement

Two semesters of literature selected from ENG 2310, 2320, 2330, 2340, 2359, or 2360.

### Special Requirements for the Bachelor of Science

The following requirement applies to all Bachelor of Science programs.

#### Minor Requirement

A minor is required and may be selected from any of the Texas State approved minors.

### Undergraduate Degree Programs Offered at Texas State

The table on the following pages lists all undergraduate majors as they would appear on a diploma and transcript. Please note that a number of these programs have additional emphases, specializations, or concentrations available. Additional provisions, such as English, foreign language, and/or science requirements, may apply to the various degree and major programs listed. Please refer to the catalog page(s) indicated for more specific information about the program.

Major	Degree	Minimum Hours	Minor	Teacher Cert.
Accounting	BBA	120		
Agriculture	BSAG	120		Optional
Agriculture-Animal Science	BSAG	120		
Agriculture-Business and Management	BSAG	120		
Anthropology	BA	120	Required	
Anthropology	BS	120	Required	
Applied Arts and Sciences	BAAS	120		Optional
Applied Mathematics	BS	120	Required	
Applied Sociology	BS	120		
Art	BA	126	Required	
Athletic Training	BS	123		
Biochemistry	BS	120	Required	
Biology	BS	120	Required	
Biology-Aquatic Biology	BS	120	Required	
Biology-Microbiology	BS	120	Required	
Biology-Wildlife Biology	BS	133		
Chemistry	BS	120	Required	
Clinical Laboratory Science	BSCLS	137		
Communication Design	BFA	124		
Communication Disorders	BSCD	120		
Communication Studies	BA	120	Required	Optional
Computer Information Systems	BBA	120		
Computer Science	BA	120	Required	Optional
Computer Science	BS	120	Required	Optional
Concrete Industry Management	BST	123	Required	

Major	Degree	Minimum Hours	Minor	Teacher Cert.
Criminal Justice	BSCJ	120		
Criminal Justice-Corrections	BSCJ	120		
Criminal Justice-Law Enforcement	BSCJ	120		
Dance	BFA	120	Required	Optional
Economics	BA	120	Required	
Economics	BBA	120		
Electrical Engineering	BS	137		
Engineering Technology	BST	124		
English	BA	120	Required	Optional
Exercise and Sports Science	BESS	120	Required	Optional
Family and Child Development	BSFCS	120		Optional
Family and Consumer Sciences	BSFCS	120	Required	Optional
Fashion Merchandising	BSFCS	120	Required	
Finance	BBA	120		
French	BA	120	Required	Optional
General Studies	BGS	120		
Geography	BA	120	Required	
Geography	BS	120	Required	Optional
Geography-Geographic Information Science	BS	120	Required	
Geography-Physical Geography	BS	120	Required	
Geography-Resource and Environmental Studies	BS	120	Required	
Geography-Urban and Regional Planning	BS	120	Required	
Geography-Water Studies	BS	120	Required	
German	BA	120	Required	Optional
Health and Fitness Management	BESS	120	Required	
Health and Wellness Promotion	BHWP	120	Required	Optional
Health Information Management	BSHIM	123		
Healthcare Administration	BHA	120		
History	BA	120	Required	Optional
Industrial Engineering	BS	135		
Industrial Technology	BST	120		Optional
Industrial Technology-Construction Technology	BST	124		
Industrial Technology-Manufacturing Technology	BST	120		
Interdisciplinary Studies	BS	120		Yes

Major	Degree	Minimum Hours	Minor	Teacher Cert.
Interior Design	BSFCS	121		
International Studies	BAIS	120	Required	
International Studies-Interamerican Studies	BAIS	120	Required	
International Studies-International Relations	BAIS	120	Required	
Jazz Studies	BM	126		
Management	BBA	120		Optional
Manufacturing Engineering	BS	132		
Marketing	BBA	120		
Mass Communication	BA	120	Required	
Mass Communication-Advertising	BA	120	Required	
Mass Communication-Electronic Media	BA	120	Required	
Mass Communication-Journalism	BA	120	Required	
Mass Communication-Public Relations	BA	120	Required	
Mathematics	BA	120	Required	Optional
Mathematics	BS	120	Required	Optional
Music	BA	123	Required	
Music Studies	BM	132		Yes
Musical Theatre	BFA	125		
Nursing	BSN	130		
Nutrition & Foods	BSFCS	120		Optional
Performance	BM	123		
Philosophy	BA	120	Required	
Photography	BFA	124		
Physics	BA	120	Required	
Physics	BS	120	Required	
Political Science	BA	120	Required	Optional
Psychology	BA	120	Required	
Psychology	BS	120	Required	
Public Administration	BPA	120	Required	
Radiation Therapy	BSRT	131		
Recreational Administration	BSRA	120		
Respiratory Care	BSRC	139		
Social Work	BSW	129		
Sociology	BA	120	Required	
Sound Recording Technology	BS	122		
Spanish	BA	120	Required	Optional
Studio Art	BFA	124		Optional
Theatre	BA	120	Required	
Theatre	BFA	120		Optional

## UNDERGRADUATE MINORS OFFERED AT TEXAS STATE

Minor	Minimum Hours
Aerospace Studies	19
Aging and the Life Course	18
Agriculture	19
Animal Science	19
Anthropology	20
Art and Design	24
Biochemistry	24
Biology	21
Business Administration	18
Chemistry	21
Coaching Athletics	25
Communication Studies	21
Computer Science	23
Consumer Science	18
Criminal Justice	18
Dance	23
Diversity Studies	18
Early Childhood Intervention	18
Economics	18
English	24
Exercise and Sports Science	25
Family & Child Development	18
Family & Consumer Sciences	18
Fashion Merchandising	18
Forensic Psychology	21
French	15
Geography	19
Geology	19
German	15
Health & Wellness Promotion	24
Health Information Management	22
Healthcare Administration	18
History	24
Horticulture	18
Honors Studies	21
International Studies	21
Japanese	12
Journalism	18
Leadership Studies	21
Mass Communication	18
Mathematics	20
Media Studies	18
Medieval and Renaissance Studies	24
Military Science	23
Music	18
Nature and Heritage Tourism	24
Philosophy	18
Physics	21

Minor	Minimum Hours
Plant and Soil Science	20
Political Communication	24
Political Science	24
Psychology	18
Public Administration	24
Recreational Administration	21
Religious Studies	18
Secondary Education	21
Social Work	18
Sociology	18
Southwestern Studies	18
Spanish	15
Special Education	21
Sports Psychology	21
Studies in Popular Culture	18
Technology	18
Theatre	18
Value Studies	18
Women's Studies	18
Writing	24

### Pre-Professional Curricula

Students preparing to study architecture, pharmacy, physical therapy, medicine, dentistry, veterinary medicine, engineering, or law should enroll in the degree plan as suggested by the advisors listed below. Before each registration, the student should consult his or her advisor.

### Architecture

Architectural degree programs are offered as four, five and/or six year options. Schools offering Architectural programs in Texas include The University of Texas at Austin, The University of Texas at San Antonio, The University of Texas at Arlington, Texas Tech University, The University of Houston, Rice University, and Texas A&M University. Majors include areas associated with architectural design, architectural engineering, regional and city planning, and landscape architecture.

Those courses accepted by most architecture schools are: ENG 1310, 1320, MATH 1315, 1317, HIST 1310, 1320, POSI 2310, 2320, PHYS 1410, 1420 and physical education activities, two semester hours. Other courses could be selected based on the selected school, architectural major, and student's background. Selected options in architecture use a broad based general academic or liberal arts program as a foundation to build the degree plan, while others will use only a minimum of these courses.



Because of the many choices of curricula in the field of architecture, all pre-architecture students, from the time they first enroll, should regularly consult with their advisor in selecting courses. Failure to do so may result in loss of transfer credit. Even courses accepted for transfer credit by another university may not apply toward a degree in architecture. Only those courses acceptable by the dean of the student's elected architecture school may be counted toward the corresponding degree. For more information contact the Department of Technology.

### Health Professions Programs

Students interested in health professions programs should visit or contact the College of Health Professions Academic Advising Center. Information about the following fields is available: clinical laboratory science, communication disorders, healthcare administration, health information management, nursing, radiation therapy, and respiratory care. Although the College does not offer occupational therapy, it does provide pre-professional advising.

### Dentistry

The DEAP student enters and completes the accelerated undergraduate curriculum at Texas State. The Texas State curriculum includes a minimum of 93 semester credit hours which can usually be completed in 3 years, 60 of these hours must be earned in residence at Texas State. Advanced placement and dual credit hours shall not be counted in the minimum of 60 hours in residence at Texas State. For more information contact the Department of Biology. The following courses are required:

General Education Core Curriculum (47 hours):

- ENG 1310 and 1320 (6 hours)
- COMM 1310 (3 hours)
- MATH 2321 (3 hours)
- CHEM 1141, 1341, 1142 and 1342 (8 hours)
- 1 course from: ENG 2310, 2320, 2330, 2340, 2359 or 2360 (3 hours)
- PHIL 1305 or 1320 (3 hours)
- ART or DAN or MU or TH 2313 (3 hours)
- HIST 1310 and 1320 (6 hours)
- POSI 2310 and 2320 (6 hours)
- 1 course from: ANTH 1312, ECO 2301, GEO 1310, PSY 1300, SOCI 1310, or ECO 2314 (3 hours)
- 2 1-hour courses in PFW (2 hours)
- US 1100 (1 hour)

Major Courses (27 hours):

- BIO 1430, 1431, and 2450 (12 hours)
- 1 course from: BIO 2400 or 2 410, or 2411 (4 hours)
- 1 course from: BIO 3461 or 3465 or 4441 (4 hours)
- BIO 4416 (4 hours)
- BIO 4301 (3 hours)

Support Courses (19 hours):

- MATH 2331 (3 hours)
- PHYS 1410 and 1420 (8 hours)
- CHEM 2141, 2341, 2142 and 2342 (8 hours)

### Law

All accredited law schools in the state-Baylor University, Southern Methodist University, South Texas School of Law, St. Mary's University, Texas Southern University, Texas Tech University, The University of Houston, Texas Wesleyan, and The University of Texas at Austin-require the following from applicants prior to admission: (1) a bachelor's degree, (2) superior grades, and (3) a satisfactory score on the Law School Admission Test (LSAT).

It is strongly recommended that as many of the following courses be taken during the junior and senior years as the major curriculum permits: ECO 2314, 2315; FIN 3301, BLAW 2361, 3362; GEO 3320, 4338; HIST 3315, 3316, 3344, 3349; PHIL 2330, 3320-3321, 3331-3332, 3340; POSI 3310, 3311, 3314, 4302, 4303, 4304, 4311, 4361; COMM 4331; and SOCI 3307 (or POSI 3377), 3308, 3343.

Pre-law students are urged to consult a pre-law representative, as appropriate, from the various colleges: Dr. David Perkins, Department of Criminal Justice; Dr. Alexis Stokes, McCoy College of Business Administration; Dr. Vincent Luizzi, Department of Philosophy; and Dr. Paul Kens and Dr. Ken Ward, Department of Political Science. The pre-law student should also become familiar with the services available through the Student Learning Assistance Center. For more information contact your pre-law representative.

### Medicine

Medical schools recommend an appropriate bachelor's degree for entrance. A suggested program that will satisfy pre-medical requirements is as follows: CHEM 1141 and 1341; 1142 and 1342; 2141 and 2341; 2142 and 2342; BIO 1430, 1431, 2400 or 2411, 2450; PHYS 1410, 1420; MATH 2321 and 2331 (or 2417 and 2471); ENG 1310, 1320. For more information contact the Department of Biology pre-health advisor, [www.bio.txstate.edu/prehealthadvising](http://www.bio.txstate.edu/prehealthadvising).

### Pharmacy

Pharmacy is a six-year program, two years of which may be taken at Texas State. The following courses are required for the six pharmacy schools in Texas (The University of Texas at Austin, The University of Houston, Texas Southern University, Texas A&M University-Kingsville, Texas Tech University Health Science Center, and Incarnate Word University): BIO 1430, 1431; CHEM 1141 and 1341; 1142 and 1342; 2141 and 2341; 2142 and 2342; HIST 1310, 1320; PHYS 1410; POSI 2310, 2320. Requirements for mathematics, English and other courses vary according to the pharmacy school. Consequently, it is imperative that pre-pharmacy students consult with the advisor prior to and during their pre-pharmacy program. For more information contact the Department of Chemistry and Biochemistry.

## Physical Therapy

The physical therapy profession requires a post-baccalaureate degree in order to practice; Texas State offers a Doctor of Physical Therapy degree program. For more information, contact the Department of Physical Therapy or visit [www.health.txstate.edu/pt](http://www.health.txstate.edu/pt). The Department of Physical Therapy does not require a specific undergraduate degree in order to gain entrance into their program. However, the Department of Health, Human Performance (HHP) offers an undergraduate degree program that will prepare students to enter the application process for a physical therapy graduate program. The main focus of this program is to combine the background courses required for entrance to physical therapy programs with quality support courses from the Exercise and Sports Science majors. This program provides a strong academic degree and a pre-physical therapy program that will enable students to be competitive as they apply to master level physical therapy graduate programs.

Students will be required to take existing courses used as pre-requisites for the Texas State Physical Therapy Graduate Program and other courses from Texas State program in Exercise and Sports Science. See the HHP Department section of the catalog for specific course requirements in the degree plan for the Exercise and Sports Science major emphasis in Pre-Physical Therapy.

Students will declare Exercise and Sports Science as their undergraduate major and Pre-Physical Therapy as their emphasis. Students will register with the College of Education Undergraduate Advising Center and in order to seek degree advice. Students will follow the degree plan formulated by the HHP Department, with exceptions approved by the College of Education Undergraduate Advising Center upon advice from the HHP Department.

## Veterinary Medicine

The only College of Veterinary Medicine in Texas is at Texas A&M University. Prior to admission, students must complete at least 64 hours of course work, which constitutes a pre-veterinary program. At Texas State, all students must choose a major in one of the 4-year bachelor's programs. While any major is acceptable, majors in Agriculture/Animal Science, Biology or Chemistry most nearly parallel the courses required in the pre-veterinary program. Required courses are as follows: AG 3301 or BIO 2450; AG 3325 or 4325; BIO 1430, 2400; CHEM 1141/1341, 1142/1342, 2141/2341, 2142/2342, and CHEM 3375 or 4375; ENG 1310, 3 hours literature, 3303; COMM 2338; MATH 1329 or 2471 or AG 3352; and PHYS 1410, 1420.

Formal applications for the College of Veterinary Medicine at Texas A & M are available online at [www.cvm.tamu.edu/dcvm/admissions/application.shtml](http://www.cvm.tamu.edu/dcvm/admissions/application.shtml) after May 1 of each year, and must be submitted on or before October 1 in order to be considered for the succeeding fall class. Additional application information may be obtained by calling the Texas A & M Dean's Office at 979.862.1169 or on their website [www.cvm.tamu.edu](http://www.cvm.tamu.edu).

Applicants must have an overall grade point ratio of 2.90 or better or a 3.10 grade point ratio or better over the last 45 semester credits completed ("A" = 4.00 grade points).

Applicants must submit scores for the Graduate Record Examination (GRE) before September 30. Failure to do so may

disqualify the applicant for consideration during the current cycle. Please refer to Texas A & M's website at [www.cvm.tamu.edu](http://www.cvm.tamu.edu) for further information.

Advising for students at Texas State who wish to pursue the pre-professional curriculum in veterinary medicine is available by contacting the Pre-Veterinary Advisor in the Department of Agriculture, or by appointment with the Office of the Dean, College of Veterinary Medicine, Texas A&M University, College Station, Texas 77843 979.862.1169.

## Multicultural Course Designation

In support of an increasingly diverse student body, Texas State is dedicated to increasing multiculturalism in the curriculum. Thus, courses are identified in the catalog and schedule of classes that offer students an opportunity to enhance their multicultural competence.

Classification System. The multicultural classification system helps Texas State track multicultural courses to determine the level at which we are providing U.S. and international diversity issues in the curriculum. The system is an accountability measure that is used as a tool to help departments/schools and colleges communicate diversity infusion to faculty, staff, students, and the community through published data reports. The classification system recognizes the significance of multicultural content and multicultural perspectives. Students benefit from multicultural content as well as perspectives. A course that is not high in multicultural content (60% or more) may promote multicultural literacy through multicultural perspectives; that is, its approach to teaching strategies, interactions, and assessment promotes an awareness and appreciation of diversity.

## Definitions

Multicultural Content (MC): courses with 60% of the content multicultural (U.S. or international.)

Multicultural Perspective (MP): courses using a variety of strategies to encourage multicultural literacy, including content, instructional strategies, assessment, and classroom interactions. (When this is the only classification noted, the content is less than 60%).

# Correspondence Studies

302 Academic Services Building North

[www.correspondence.txstate.edu](http://www.correspondence.txstate.edu)

T: 512.245.2322 F: 512.245.8934

Toll-free: 800.511.8656

Correspondence study is another option for students to earn college credit. When circumstances such as family, jobs, business travel, etc. compete for time, and students find that it is difficult to schedule their on-campus classes, correspondence study offers a solution. Courses are offered through various disciplines such as art, humanities, science, health-related fields, mathematics, psychology, modern languages, and sociology. Courses are frequently revised, so students are encouraged to contact the Office of Correspondence Studies for the most current list of course offerings or visit the office's website.

Students may enroll in courses at any time of the year and take up to nine months to complete them. A three-month enrollment extension is available for a nominal fee. Instruction is provided by means of a study guide and textbooks, and when appropriate, may include CD-ROMs, videos, audiocassettes, and additional reference and instructional material. Many courses accommodate e-mail submission of assignments, and some courses are now available online.

**How Correspondence Study Works.** The study guide or course website used in each course gives students step-by-step instructions for completing the lessons required for the course and includes study tips, topic discussions, assignments, and other pertinent course information. Students must complete each lesson and submit the accompanying assignment to the instructor through the Office of Correspondence Studies for grading. The instructor provides written feedback on assignments when necessary and answers questions that students may have. Assignments are then returned to the student. Almost all courses have examinations, and many may have two or three. All examinations must either be administered in the Office of Correspondence Studies or, for those students who live outside the area, administered by an approved exam proctor.

**General Regulations.** The following regulations govern correspondence study at Texas State:

1. Students do not have to be currently enrolled or admitted to a college or university to take a correspondence course.
2. Enrollment in a correspondence course does not constitute official admission to Texas State.
3. Texas residents or persons attending public colleges or universities in Texas are subject to compliance with Texas Success Initiative Program regulations.
4. Texas State juniors and seniors must obtain approval from an academic advisor in their college before they may enroll in a correspondence course. Students from other colleges and universities are advised to obtain approval from the appropriate university official of their home institution before enrolling.
5. Texas State correspondence courses are applicable toward Texas State degrees. A maximum of 18 hours of correspondence credit may be applied toward a bachelor's degree.
6. All assignments and exams must be completed to receive credit. The grading criteria for each course are stated in the course study guide.
7. Correspondence course grades are calculated into students' Texas State GPA **and included in the review for graduation with honors and for Dean's List.**
8. Students may enroll in a correspondence course at any time during the year and take up to nine months to complete it. A one-time extension of three months is allowed for a nominal fee. No enrollment may go beyond twelve months from the original enrollment date.
9. A minimum of four weeks must be allowed after a course has been completed for a grade to be reported to the Texas State Registrar.
10. Students on active suspension from Texas State are not eligible to enroll in correspondence courses.

11. If enrollment in correspondence courses creates an academic overload, students must have prior, written approval of their college dean or department chair/school director.
12. Correspondence courses completed through Texas State are applicable toward residency requirements.

## Extension Studies

302 Academic Services Building North

[www.extension.txstate.edu](http://www.extension.txstate.edu)

T: 512.245.2322 F: 512.245.8934

Toll-free: 800.511.8656

Texas State's Office of Extension Studies serves those persons who are unable to come to campus and who wish to earn degree credit, as well as those who wish to pursue in-service training, or to enroll in college courses not normally offered through the academic departments/schools. Extension courses are offered on campus and at various off-campus locations. The times and locations for such courses depend on student need, faculty availability, and demand. In the past, courses have been offered in San Antonio at USAA, in Seguin at Motorola, and at a number of school districts in Travis and Williamson Counties, as well as in several foreign countries.

**General Regulations.** The following regulations govern Texas State extension study:

1. Enrollment in an extension course does not constitute official admission to the university.
2. Students from other institutions who wish to transfer extension credit should obtain prior approval of their home institution.
3. If enrollment in extension courses will create an academic overload, students must have prior, written approval of their college dean and department chair/school director.
4. Transcript records are maintained for all credit earned by extension.
5. A maximum of thirty semester hours for Texas State credit may be completed through a combination of correspondence and extension courses.
6. Students on active suspension from Texas State are not eligible to enroll in courses for extension credit.
7. Texas residents or persons attending public colleges or universities in Texas are subject to compliance with Texas Success Initiative Program regulations.
8. Full-time students at Texas State may not enroll in extension courses without written permission from an approved advisor of the appropriate college.
9. Students are responsible for ascertaining whether or not credit for an extension course will apply to a particular program and whether or not it will transfer to another institution.
10. Extension courses completed through Texas State are applicable toward residency requirements.

# Study Abroad

302 Academic Services Building North  
www.studyabroad.txstate.edu  
T: 512.245.1967 F: 512.245.1644  
Toll-free: 800.511.8656

The study-abroad experience expands students' intellectual and personal development as they become immersed in other cultures. Students gain a critical self-awareness, an appreciation for a multicultural world, and a clearer understanding of their own culture. Study abroad prepares students to assume their role as responsible world citizens and to succeed professionally in today's global economy.

The Office of Study Abroad Programs offers students the opportunity to participate in a variety of study abroad programs at locations around the world. The credit students earn may be applied toward a degree at Texas State. Some of these programs involve direct enrollment in an overseas institution, while other programs are led by Texas State faculty.

Through Texas State Study Abroad Programs, students can spend from three weeks to a full academic year in another country either by learning another language, by concentrating their studies related to a specific topic in their field of study, or by participating in an internship. Texas State Study Abroad Programs include a variety of activities that allow students to learn and experience the culture of the host country. In some of these programs students have the opportunity to live with a host family to become totally immersed in the culture of the host country for a more comprehensive learning experience.

Program locations vary each year, but typically include such countries as Australia, Belize, Canada, Chile, Costa Rica, England, France, Germany, Holland, Iceland, Ireland, Italy, Japan, Korea, Mexico, Spain, Sweden, and Switzerland. Students may learn more about these programs from current information located in the Study Abroad Library. In addition to information about Texas State's Study Abroad Programs, the Study Abroad Library houses a wealth of information about programs available from other universities as well as study-abroad companies.

Financial Assistance for Study Abroad Programs. Most of the financial aid that students would normally receive for studying at Texas State may be applied toward Texas State Study Abroad Programs. Additionally, there are many schools and study-abroad providers that offer financial aid for attending their programs. If a student is on federal or state financial aid, it is recommended that the student speak with a representative of the Texas State Office of Financial Aid to determine the application of such aid to any study-abroad program and the possible adjustment to meet the student's needs.

The Office of Study Abroad Programs also has information on scholarships that are available to students who want to study abroad. At Texas State, students are also eligible for the International Education Fee Scholarship (IEFS). This scholarship program is

funded through the student service fee account. The scholarships are distributed in a competition open to all undergraduate and graduate Texas State students, including international students, who meet the established eligibility requirements.

# Continuing Education

Clevenger House  
www.continuing-ed.txstate.edu  
T: 512.245.2507 F: 512.245.3173

The Office of Continuing Education works in cooperation with the academic colleges, schools, departments and programs to extend the resources of Texas State beyond the traditional campus classroom. Professional staff in Continuing Education work with other faculty and staff and assists them in offering seminars, workshops, conferences, and short courses that help meet the needs of the many communities Texas State serves. Continuing Education coordinates planning, budgeting, marketing, fee collection, registration, meals, housing, evaluation, and other duties that may be required.

These programs are generally non-credit in nature. Some programs receive Continuing Education credits, and those who successfully complete these designated programs are awarded Continuing Education Units. One CEU is awarded to a person who completes a ten contact hour program.

# Texas Certified Public Manager Program

Aquarena Center  
www.txstate.edu/cpm  
T: 512.245.3453 F: 512.331.7293

Texas State has been officially designated by the National Consortium of Certified Public Managers (CPM) to offer this program in Texas. The CPM Program offers a systematic training program to enhance quality, efficiency of management in government and improve professionalism and effectiveness of government managers. Individuals may enroll at any time during the year; programs are held approximately every two months. Admission to Texas State is not required.

# International Office

Hill House  
www.international.txstate.edu  
T: 512.245.7966 F: 512.245.8264

The International Office assists the university in developing and maintaining an internationally diverse student body, faculty, and staff by:

1. Contributing to the retention of non immigrant international students and J-1 Exchange Visitors by serving as their advocates, by providing information and services to facilitate their academic and cultural adjustment and by maintaining compliance with related Department of Homeland Security (DHS) regulations.
2. Contributing to the research and teaching mission of the university by assisting the Office of Faculty Records, departments and Human Resources with the employment of distinguished non immigrant faculty and staff and by maintaining compliance with associated government regulations.
3. Promoting global awareness and perspective at the university by facilitating international agreements and by sponsoring international education month each November.

## Texas State Intensive English Language Program (TSIE)

Academic Services Building North 400

[www.txstate.edu/ic](http://www.txstate.edu/ic)

T: 512.245.7810 F: 512.245.3752

TSIE is a non-credit university intensive English-as-a-Second-Language (ESL) program for international students who: (1) want to improve their command of the language before entering college; (2) are participating in the TSIE Pre-Bridge or Bridge Programs; or (3) are regularly enrolled and want to polish language abilities. Beginning, intermediate, and advanced classes, emphasizing academic reading, writing, grammar, and oral skills, are offered during the fall, spring, and summer sessions.

## Round Rock Higher Education Center

[www.rrhec.txstate.edu](http://www.rrhec.txstate.edu)

T: 512.716.4001 F: 512.716.4110

Texas State is addressing educational needs of North Austin and Williamson County through the Round Rock Higher Education Center (RRHEC), located on University Boulevard in northeast Round Rock. The RRHEC is a coalition of three institutions, which continually assesses and responds to the area's educational needs by providing associates, bachelor's, and master's degree programs. The RRHEC also offers various certificate programs for workforce training/education. Students pay the same tuition as those attending in San Marcos, but fees may be slightly different. Texas State offers the junior and senior level courses for the following baccalaureate programs at the RRHEC:

- Bachelor of Applied Arts and Sciences, major in Applied Arts and Sciences
- Bachelor of Arts, major in Computer Science
- Bachelor of Arts, major in Mass Communication (General)
- Bachelor of Business Administration, major in Management
- Bachelor of Science, major in Interdisciplinary Studies (EC-6 ESL Generalist)
- Bachelor of Science, major in Computer Science
- Bachelor of Arts, major in Psychology
- Bachelor of Science in Criminal Justice, major in Criminal Justice-Law Enforcement
- Bachelor of Science in Nursing, major in Nursing (Starting fall 2010)

To be eligible to register for the Texas State classes at RRHEC, students must have completed their sophomore year or completed at least 45 hours. The 45 hours of academic credit must be from the prescribed degree plans for the majors offered at the RRHEC. Students who intend to complete the junior and senior level classes at RRHEC, must submit the same admission documents and meet the same admission requirements as any potential Texas State University-San Marcos student. However, the procedures after the admission process has been completed, is different for RRHEC. Therefore, it is very important to follow the Getting Started procedures listed on the RRHEC website.

For specific information, consult the RRHEC website: [www.rrhec.txstate.edu](http://www.rrhec.txstate.edu) or email [rrhec@txstate.edu](mailto:rrhec@txstate.edu).