

- Thoughtful reflection, collaboration, planning, and evaluation as essential for meeting the changing needs of those we serve.

Students' Rights, Privileges, and Expectations

Texas State believes that the primary purpose of higher education is to promote learning and stimulate inquiry for truth in an atmosphere of freedom. Texas State is committed to the value of a racial and ethnic diversity. Accordingly, Texas State encourages students to exercise the rights of citizenship. However, these rights are subject to reasonable limitations necessary for the orderly operation of Texas State. Texas State expects students to accept their responsibilities as citizens and members of a scholarly community. Paramount among these responsibilities is respect for the rights of others, academic and personal integrity, and adherence to federal, state, and local law as well as university regulations.

The faculty and administration are genuinely concerned with the physical and ethical welfare of students. To that end, Texas State has established rules of conduct and has published these in a Code of Student Conduct. These regulations guide students in achieving personal and academic goals and help the university function in an orderly way. Since students voluntarily associate themselves with Texas State, they should know that these rules are honestly and faithfully enforced. The rules include clear prohibitions against sexual or racial harassment.

The administration and faculty encourage students to participate in managing Texas State through its system of advisory councils and committees. Students are invited to serve as voting members of many of these groups, and are expected to contribute actively to their success. Students may submit recommendations for changes in policy, not only through the committee structure, but also through their own student government.

Student Right-to-Know and Campus Security Act

Campus Watch, the annual campus security report for Texas State, includes descriptions of campus crime prevention programs, procedures for reporting crimes on campus and information about the number and frequency of crimes reported to the University Police Department in the last three years. It also provides summaries of Texas State's policies for campus security and law enforcement related to sexual offenses, liquor law violations, and controlled substance offenses. The Campus Watch is available on the Texas State web site at www.police.txstate.edu/, in the Office of Undergraduate Admissions, The Graduate College, Human Resources, the University Police Department or in Registration Instructions on the Registrar's webpage. Call 512.245.2890 to have a copy mailed free of charge.

Multicultural Policy Statement

Texas State believes that freedom of thought, innovation and creativity are fundamental characteristics of a community of scholars. To promote such a learning environment, the university has a special responsibility to seek diversity, to instill a global perspective in its students, and to nurture sensitivity, tolerance and mutual respect. Discrimination against or harassment of individuals on the basis of race, color, national origin, religion, sex, sexual orientation, age, or disability are inconsistent with the purposes of the university.

Undergraduate Academic Advising

UNDERGRADUATE ACADEMIC ADVISING MISSION

As an integral part of teaching and learning at Texas State, advising is a student-centered, collaborative process that engages students in educational planning to promote academic, personal, and professional development, while considering diverse interests, abilities, and goals.

ACADEMIC ADVISING DEFINITION AND PHILOSOPHY

Academic advising is an educational process that, by intention and design, facilitates students' understanding of the meaning and purpose of higher education and fosters their intellectual and personal development toward academic success and lifelong learning (NACADA, 2004).

At Texas State, academic advising provides students with the opportunity to meet with an advisor for the purpose of gaining assistance in planning their educational career, in learning the skills needed for academic success, and in learning how to access the variety of resources and services available to them on the Texas State campus.

As academic advisors at Texas State University, we adhere to key principles provided by the National Academic Advising Association (NACADA) when developing our advising philosophies. Academic advising is a partnership between a student and an academic advisor to develop meaningful educational goals and plans that are consistent with the student's personal values, interests and abilities. This is a collaborative approach in which the student and the advisor have clear responsibilities for ensuring the advising partnership is successful.

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ADVISEE RESPONSIBILITIES – WHAT YOU ARE EXPECTED To Do

As an advisee, you have clear responsibilities in the advising partnership in order to be successful:

- Know the requirements of your degree program and make sure that you are taking the courses your program requires for graduation.
- Ensure compliance with all University and College policies, procedures, and deadlines.
- Gather all relevant decision-making information (i.e.: deadlines, prerequisites, policies).
- Organize official documents in a way that enables you to access them when needed.
- Schedule timely, regular appointments with an advisor during each semester.
- Come prepared, with your student ID, and be on-time to each appointment.
- Bring questions and material for discussion, such as a degree audit report (DAR), degree work sheet, or other relevant documents for discussion to your appointment.
- Be an active learner by participating fully in the advising experience.
- Ask questions if you do not understand an issue or have a specific concern.
- Follow through with all recommendations from your advisor.
- Clarify personal values and goals and provide your advisor with accurate information regarding your interests and abilities.
- Keep a personal record of your progress toward meeting your goals.
- Adhere to the Texas State honor code when interacting with others.

ADVISOR RESPONSIBILITIES – WHAT YOU CAN EXPECT

You can expect your advisor to:

- Assist students in understanding the purposes and goals of higher education and its effect on their lives and personal goals.
- Assist students in gaining decision making skills and assuming responsibility for their educational plans and achievements.
- Encourage and guide students as they define and develop realistic goals.
- Encourage and support students as they gain the skills to develop clear and attainable educational plans.
- Maintain confidentiality
- Understand and effectively communicate the curriculum, graduation requirements, and university and college policies and procedures.
- Provide students with information and strategies for using the available resources and services on campus.
- Accurately document students' progress toward meeting their goals.
- Be accessible for meeting with advisees.

Using the Undergraduate Catalog

Glossary of Terms

Academic Advising Center:

Located in each College, the Academic Advising Center houses most of the undergraduate advisors for that College.

Classification:

Academic level based on hours earned: 1–29 freshman, 30–59 sophomore, 60–89 junior, and 90–senior.

Contact Hours:

Clock hours spent each week in the instruction process. Contact hours are not course credit hours. Lecture contact hours are the hours per week students are required to spend in contact with faculty in a lecture setting, e.g., class, conference, seminar, individual instruction, private lesson, thesis or dissertation discussion, or independent study. Laboratory contact hours are the number of hours per week that students are required to spend in contact with faculty in an experiential situation, e.g., laboratory clinical, practicum, internship, or student teaching.

Core Curriculum:

Serves as the common foundation for all majors and accounts for about 38 percent of the approximately 120 semester credit hours required for a bachelor's degree. See the University College section of the catalog for more detailed information.

Corequisite:

A directive from a School or Department that requires a certain action be taken while enrolled in a certain course. A corequisite may be a course, permission from a faculty member, a specified classification, or additional requirements as seen fit by the School Director or Department Chair.

Course Description:

Summarize the content of the course. Will include repeatability information as well as prerequisites or corequisites.

Course Number:

Follow a four-digit numbering system and include an alphabetical course prefix that is offered in a single academic administrative unit. The first digit indicates the level of the course: 1-freshman, 2-sophomore, 3-junior, 4-senior, 5 and 6-post-baccalaureate and masters, and 7-doctoral. The second digit indicates the number of semester credit hours the course carries. The last two digits usually indicate the sequencing of the course in the curriculum.

Course Prefix:

Letters preceding the course number that indicate the subject of the course. For example, CJ = Criminal Justice; ANTH = Anthropology.