## 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.

## 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.

## 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.

## 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.

## 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. Certificate and degree programs are approved in accordance with guidelines provided by the Texas Higher Education Coordinating Board and The Texas State University System.

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<br>Bachelor of Applied Arts and Sciences (BAAS)<br>Bachelor of Arts (BA)<br>Bachelor of Arts in International Studies (BAIS)<br>Bachelor of Business Administration (BBA)<br>Bachelor of Exercise and Sports Science (BESS)<br>Bachelor of Fine Arts (BFA)<br>Bachelor of General Studies (BGS)<br>Bachelor of Health and Wellness Promotion (BHWP)<br>Bachelor of Healthcare Administration (BHA)<br>Bachelor of Music (BM)<br>Bachelor of Public Administration (BPA)<br>Bachelor of Science (BS)<br>Bachelor of Science in Agriculture (BSAG)<br>Bachelor of Science in Clinical Laboratory Science (BSCLS)<br>Bachelor of Science in Communication Disorders (BSCD)<br>Bachelor of Science in Criminal Justice (BSCJ)<br>Bachelor of Science in Health Informaion Management (BSHIM)<br>Bachelor of Science in Family and Consumer Sciences (BSFCS)<br>Bachelor of Science in Nursing (BSN)<br>Bachelor of Science in Radiation Therapy (BSRT)<br>Bachelor of Science in Recreational Administration (BSRA)<br>Bachelor of Science in Respiratory Care (BSRC)<br>Bachelor of Science in Technology (BST)<br>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 <br> Hours | Minor | Teacher <br> Cert. |
| :--- | :--- | :--- | :--- | :--- |
| Accounting | BBA | 120 |  |  |
| Agriculture | BSAG | 120 |  | Optional |
| Agriculture-Animal <br> Science | BSAG | 120 |  |  |
| Agriculture-Business and <br> Management | BSAG | 120 |  |  |
| Anthropology | BA | 120 | Required |  |
| Anthropology | BS | 120 | Required |  |
| Applied Arts <br> and Sciences | BAS | 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 <br> Laboratory Science | BSCLS | 137 |  |  |
| Communication Design | BFA | 124 | Required | Optional |
| Communication <br> Disorders | BSCD | 120 | Required |  |
| Communication Studies | BA | 120 | Required | Optional |
| Computer Information <br> Systems | BBA | 120 |  |  |
| Computer Science | BA | 120 | Required | Optional |
| Computer Science | BS | 120 | Required | Optional |
| Concrete Industry <br> Management | BST | 123 | Required |  |
| Criminal Justice | BSCJ | 120 |  |  |
| Criminal Justice- <br> Corrections | BSC | 120 |  |  |
| Criminal Justice- <br> Law Enforcement | BSCJ | 120 |  |  |
| Dance | 120 |  |  |  |
| Economics | BBics | BA |  |  |


| 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 <br> 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 TechnologyConstruction Technology | BST | 124 |  |  |
| Industrial TechnologyManufacturing Technology | BST | 120 |  |  |
| Interdisciplinary Studies | BS | 120 |  | Yes |
| Interior Design | BSFCS | 121 |  |  |
| International Studies | BAIS | 120 | Required |  |
| International StudiesInteramerican Studies | BAIS | 120 | Required |  |
| International StudiesInternational 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- <br> Advertising | BA | 120 | Required |  |
| :--- | :--- | :--- | :--- | :--- |
| Mass Communication- <br> Electronic Media | BA | 120 | Required |  |
| Mass Communication- <br> Journalism | BA | 120 | Required |  |
| Mass Communication- <br> 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 | BSFC | 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 <br> Administration | BSRA | 120 |  |  |
| Respiratory Care | BSRC | 139 |  |  |
| Social Work | BSW | 129 |  |  |
| Sociology | BA | 120 | Required |  |
| Sound Recording | BS | 122 |  |  |
| Technology | BA | 120 | Required | Optional |
| Spanish | 124 |  | Optional |  |
| Studio Art | 120 | Required |  |  |
| Theatre | Optional |  |  |  |
| Theatre | BA |  |  |  |
|  |  |  |  |  |

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 |

Undergraduate Certificates Offered at Texas State

| Undergraduate <br> Certificate Programs | Department/School | Require- <br> ments |
| :--- | :--- | :--- |
| Computer Information <br> Systems | Computer Information Systems <br> \& Quantitative Methods | 18 SCH |
| Environmental Interpreta- <br> tion | Geography | 15 SCH |
| Geographic Information <br> Systems | Geography | 16 SCH |
| Health Information <br> Privacy \& Security | Health Information Manage- <br> ment | 16 SCH |
| Interamerican Studies | International Studies | 21 SCH |
| Latin American Business | Business Administration | 21 SCH |
| Southeast Asian Studies | International Studies | 18 SCH |
| Water Resources Policy | Geography | 13 SCH |

## 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 2410 , 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, 33313332, 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.

## 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 UniversityKingsville, 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. 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 prephysical 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 prerequisites 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 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.cym.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 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<br>T: 512.245.2322 F: 512.245.8934<br>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
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

