

# TEXAS STATE UNIVERSITY SAN MARCOS

## Undergraduate Catalog 2012 – 2014

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The provisions of this catalog do not constitute a contract, expressed or implied, between any applicant, student, faculty member, or staff employee and Texas State University-San Marcos or The Texas State University System. In the event of conflict between the provisions of this catalog and The Texas State University System Rules and Regulations, the latter shall govern. Texas State reserves the right to withdraw courses at any time, to change its fees or tuition, calendar, curriculum, degree requirements, graduation procedures, and any other requirements affecting students. Changes will become effective whenever authorities determine and will apply to both prospective students and those already enrolled. Questions regarding current information should be addressed to the Office of the Provost and Vice President for Academic Affairs. This catalog becomes effective with the beginning of the fall semester, 2012.

Texas State University-San Marcos is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate, masters, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Texas State University-San Marcos.

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# ACCREDITATIONS

## TEXAS STATE IS ACCREDITED BY THE FOLLOWING:

- AACSB International-The Association to Advance Collegiate Schools of Business
- Accreditation Board for Engineering & Technology
- ABET, Inc. (Computer Science; Manufacturing Engineering)
- Accrediting Council on Education in Journalism and Mass Communications
- Accreditation Council for Education in Nutrition and Dietetics
- **American Academy of Sleep Medicine**
- American Bar Association
- American Council for Construction Education
- American Speech-Language-Hearing Association
- Association of University Programs in Health Administration
- Commission on Accreditation for Health Informatics and Information Management Education
- Commission on Accreditation in Physical Therapy Education
- Commission on Accreditation of Allied Health Education Programs
- Commission on Accreditation of Athletic Training Education
- Commission on Accreditation of Healthcare Management Education
- Commission on Accreditation for Respiratory Care
- **Commission on Collegiate Nursing Education**
- Council for Accreditation of Counseling and Related Educational Programs
- Council for Interior Design Accreditation
- Council on Academic Accreditation in Audiology and Speech-Language Pathology
- Council on Social Work Education
- Joint Review Committee on Education in Radiologic Technology
- Foundry Education Foundation
- National Accrediting Agency for Clinical Laboratory Sciences
- National Association for the Education of Young Children
- National Association of School Psychologists
- National Association of Schools of Music
- National Association of Schools of Public Affairs and Administration
- National Recreation and Park Association
- Texas State Board for Educator Certification/Texas Education Agency

# HISTORY OF THE UNIVERSITY

Authorized by the Texas Legislature in 1899, Southwest Texas State Normal School opened its doors in 1903. Over the years, the Legislature broadened the institution's scope and changed its name, in succession, to Normal College, Teachers College, College,

University, and in 2003 to Texas State University-San Marcos. Each name reflects the university's growth from a small teacher preparation institution to a major multipurpose university.

Texas State's original mission was to prepare Texas public school teachers, especially those of the south central area. It became renowned for carrying out this mission, but today it does far more. Texas State currently offers programs in the College of Applied Arts, McCoy College of Business Administration, College of Education, College of Fine Arts and Communication, College of Health Professions, College of Liberal Arts, College of Science and Engineering, and University College and the Honors College. The University College also oversees the undergraduate general education core curriculum and undergraduate advising as well as the freshman year experience. The Graduate College provides opportunities for continued intellectual growth through advanced and specialized education that develops leaders in the professions and in research.

As Texas State's student population has grown—from 303 in 1903 to more than 34,000 in 2011—the campus, too, has expanded and today Texas State is the sixth largest public university in the state. Overlooking the campus and serving as a landmark since 1903 is Old Main, a red-gabled Victorian building restored to its original grandeur.

In 1979, after adding a number of classroom buildings and residence halls, Texas State purchased the former San Marcos Baptist Academy adjacent to the original campus. In 1981, South Texas entrepreneur Harry M. Freeman donated a 3,500-acre ranch to Texas State to be held in perpetual trust as the Harold M. Freeman Educational Foundation. The working ranch is used as a laboratory for students in agriculture, animal science, biology and a variety of other academic disciplines. In 1990, the university opened the Albert B. Alkek Library. The building, conveniently located in the center of campus, is named for the noted Texas rancher, oil man and educational philanthropist who died in 1995.

Texas State acquired one of the most unique ecosystems in the world in 1994 when it purchased the former Aquarena Springs resort and theme park. The purchase allowed Texas State to serve as steward of the headwaters of the San Marcos River, preserving and protecting the area for future generations of Texans. Now called the Aquarena Center, the 90-acre property is the site of a wide variety of educational and research pursuits. Aquarena Center is home to several endangered species of plants and animals that exist nowhere else in the world.

In 1998, as the lead institution, Texas State joined forces with other area universities to establish the Round Rock Campus. The RRC combines the efforts of Texas State, Austin Community College, and Temple College at Taylor to offer educational opportunities in Williamson County and North Austin.

Texas State is located in San Marcos, a Hill Country community about halfway between Austin and San Antonio. Its location on the banks of the San Marcos River provides recreational and leisure activities for students throughout the year.

Texas State became part of The Texas State University System in 1911. That System is governed by a nine-member Board of Regents. Other components in the System include Lamar University-Beaumont, Lamar University Institute of Technology, Lamar College-Orange, Lamar College-Port Arthur, Sam Houston State University and Sul Ross State University. The first president of Texas State was Mr. T.G. Harris, who served from 1903 to 1911. He was followed by Dr. C.E. Evans, 1911-1942; Dr. J.G. Flowers, 1942-1964; Dr. James H. McCrocklin, 1964-1969; Dr. Leland E. Derrick, 1969; Dr. Billy Mac Jones, 1969-1973; Mr. Jerome C. Cates, 1973-1974; Dr. Lee H. Smith, 1974-1981; Mr. Robert L. Hardesty, 1981-1988; Dr. Michael L. Abbott, 1988-1989; Dr. Jerome Supple, 1989-2002, and Dr. Denise M. Trauth, 2002-present.

## MISSION STATEMENT

“The noblest search is the search for excellence.”

—Lyndon B. Johnson

Thirty-Sixth President of the United States, 1963-1969  
Texas State University Class of 1930

Texas State University-San Marcos is a public, student-centered, Emerging Research University dedicated to excellence in serving the educational needs of the diverse population of Texas and the world beyond.

## SHARED VALUES STATEMENT

In pursuing our mission as a premier institution, we, the faculty, staff, and students of Texas State University-San Marcos, are guided by a shared collection of values. Specifically, we value:

- An exceptional undergraduate experience as the heart of what we do;
- Graduate education as a means of intellectual growth and professional development;
- A diversity of people and ideas, a spirit of inclusiveness, a global perspective, and a sense of community as essential conditions for campus life;
- The cultivation of character and the modeling of honesty, integrity, compassion, fairness, respect, and ethical behavior, both in the classroom and beyond;
- Engaged teaching and learning based in dialogue, student involvement, and the free exchange of ideas;
- Research, scholarship, and creative activity as fundamental sources of new knowledge and as expressions of the human spirit;
- A commitment to public service as a resource for personal, educational, cultural and economic development;
- Thoughtful reflection, collaboration, planning, and evaluation as essential for meeting the changing needs of those we serve.

## 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.

## 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/](http://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.

## 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.

### 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 (e.g., 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 materials for discussion, such as a degree audit, degree work sheet, and/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 [Academic Services](#) 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:

Follows 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.

### Degree Plan:

Set of courses that a student may follow in order to achieve the desired bachelor's degree. Degree plans are located in School and Department sections of the catalog.

### 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".

### Graduate Student:

A student who has graduated with a bachelor's degree and is returning to the university to pursue either a master's or doctoral level degree.

### 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. [Effective Summer 2012](#), to be eligible for graduation with honors a student seeking a baccalaureate degree must have completed a minimum of 54 semester credit hours preceding graduation at Texas State. Graduation in the Honors College is described on p. 48.

### Multicultural Course:

Course identified in the catalog and schedule of classes that offers students an opportunity to enhance their multicultural competence.

### Post Baccalaureate Student:

Student who has completed a bachelor's degree and returned to the university to take additional course work that will not count towards a second bachelor's degree.

### Prerequisite:

A directive from a School or Department that requires a certain action be before enrolling in a certain course. A prerequisite 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.

### Probation, Academic:

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.

### SLAC:

The Student Learning Assistance Center provides a wide range of academic support programs. Whether students are seeking help with course content, study skills, or test preparation, SLAC provides a walk-in tutoring lab, Supplemental Instruction, campus presentations, and online services.

**Suspension, Academic:**

Instituted on students who fail to raise their GPA higher than a 2.00 at the end of the second probationary semester.

**Transcript:**

Official Texas State transcripts bear the University Seal and the Registrar's signature. The transcript is an official record of a student's academic course work.

**Transfer Student:**

Student who has attended an institution prior to enrollment at Texas State.

**TSIP:**

The Texas Success Initiative program is a legislatively mandated program for certain college freshmen and transfer students, and is located within the University College. Additional information about this program and its requirements can be found in the [University College](#) section of this catalog.

**Undergraduate Student:**

Student enrolled in course work with the intent of receiving a bachelor's degree at Texas State.

**Writing Intensive:**

Undergraduate courses for which at least sixty five percent of the grade must be based on written exams or assignments, and at least one assignment must be 500 words or more in length. Writing intensive is a designation intended to address the writing policy for undergraduate degree programs.

**HOW TO INTERPRET A COURSE ENTRY IN THE CATALOG**

Academic courses are located alphabetically by course prefix within the School or Department in which they are taught. Within each prefix, the courses are listed numerically beginning with freshman level and proceeding through senior level course work. Graduate courses may be found in the Graduate Catalog.

Texas State reserves the right to withdraw courses at any time, to change its fees or tuition, calendar, curriculum, degree requirements, graduation procedures, and any other requirements affecting students. Changes will become effective whenever authorities determine and will apply to both prospective students and those already enrolled. Questions regarding current information should be addressed to the Office of the Provost and Vice President for Academic Affairs. This catalog becomes effective with the beginning of the fall semester, 2012.

# ADMISSIONS

429 N. Guadalupe Street  
[www.admissions.txstate.edu](http://www.admissions.txstate.edu)  
 T: 512.245.2364 F: 512.245.8044

The university provides general admission programs for first-time freshman, transfers, and international students. The admission standards are designed to ensure that admitted students are

prepared to meet the academic challenges of the classroom at Texas State.

Students and their parents are welcome to visit Texas State any day the university is open. Drop-in visitors are welcome but an online reservation or a phone call a few days in advance will help the Visitors Center staff give the best possible service. When classes are in session, campus tours are available Monday through Friday. University offices are closed on weekends; however, the Visitors Center is open on a limited basis during the fall and spring semesters. The Visitors Center is located in the LBJ Student Center. Convenient parking is available at the Student Center Parking Garage.

Bobcat Days at Texas State are special Saturdays when prospective students and their families visit the campus to learn about academic programs, services, activities, and admissions. For Bobcat Days schedules, visit [www.admissions.txstate.edu/visit/bobcat-days](http://www.admissions.txstate.edu/visit/bobcat-days).

For further information on available tour times or scheduling your visit [www.admissions.txstate.edu/visit](http://www.admissions.txstate.edu/visit), contact the Visitors Center at 512.245.8871 or email [visitorscenter@txstate.edu](mailto:visitorscenter@txstate.edu).

**DEADLINES**

Students should apply for admission as early as possible. Those still in high school may apply once they have completed six semesters and can provide a high school transcript showing class rank and grades. Application forms and all credentials must be received by the following deadlines:

**General**

Fall	March 1 (admission priority date) May 1 (freshman) July 15 (transfer)
Spring	November 15
Summer I	May 1
Summer II	June 15

**Communication Design Program**

Fall	March 15
Spring	October 15
Summer	No admission

**McCoy College of Business Administration**

Fall	May 1
Spring	November 15
Summer	May 1

**APPLICATION FEE**

A non-refundable application fee is required with all applications. The application fee is \$60 for new students; \$60 for special and transient/visiting students; \$25 for former students; and \$75 for applicants considered for admission on the basis of foreign credentials.

## STATE OF TEXAS UNIFORM ADMISSION STATEMENT

Per state law, Uniform Admissions Policy, TEC 51.803-51.809 requires that all students must meet one of the following college readiness standards in order to be eligible to be considered for admission at a Texas Four-Year Public Institution.

- Successfully complete the recommended or advanced high school program or complete the portion of the program that was available to them; or
- Successfully complete a curriculum that is equivalent in content and rigor to the recommended or advanced high school program at a high school that is exempt from offering such programs; or
- Satisfy the College Readiness Benchmarks on the SAT or ACT assessment
  - SAT – 1500 out of 2400
  - ACT – 18 English, 21 Reading, 22 Mathematics and 24 Science

Equivalencies must be documented by the students high school. The forms can be found at <http://www.thecb.state.tx.us/>.

## FRESHMAN ADMISSION

All freshman applicants must complete the State of Texas Recommended High School Program or Distinguished Achievement Program (or their equivalents) during high school. Freshman applicants (0-29 credit hours) must complete and meet the following requirements:

1. Submit parts I and II of the ApplyTexas Application ([www.applytexas.org](http://www.applytexas.org)).
2. Submit one of the Apply Texas application essays (Topic A,B, or C).
3. Submit an official high school transcript (which must include class rank or a statement that the school does not rank) or GED certificate.
4. Submit SAT or ACT scores including the writing sections
5. Submit an application fee of \$60 (check, money order, American Express, Visa or MasterCard).
6. Submit an official college transcript from each postsecondary school attended. Student must be eligible to return (e.g., free of suspension, dismissal or enforced withdraw) and have a cumulative 2.0 grade point average in all transferable college work.

## Texas State admits freshmen students in two ways, Assured Admission and Review Admission.

### ASSURED ADMISSION

Writing Section of ACT/SAT is required, but will not be included in the scores used in initial review by Texas State.

Class Rank	SAT (Critical Reasoning + Math)	ACT
Top 10%	No minimum required*	
1st Qtr.	920	20
2nd Qtr.	1010	22
3rd Qtr.	1180	26
4th Qtr.	1270	29

\*No minimum scores required for students who rank in the top 10% of their graduating class. ACT or SAT scores, however, must be submitted.

## LIMITED ACCESS PROGRAMS

### McCoy College of Business Administration and Communication Design Program

If a student wishes to pursue a major in either the McCoy College of Business Administration or the College of Fine Arts and Communication's communication design program, they will be granted automatic admission to one of these programs when the student:

- Select a first-choice major in one of these programs and receive assured admission to Texas State
- Achieve one of the following: an SAT score of 1200 or higher, and ACT score of 27 or higher, or a ranking in the top 25 percent of their high school graduating class.

Applicants to these programs who do not meet these requirements will be reviewed for consideration for any remaining openings in the programs after the application deadline.

## COLLEGE OF EDUCATION TEACHER EDUCATION PROGRAM

To be eligible for a Texas teaching certificate, a student must apply for admittance to the teacher preparation program through the Office of Educator Preparation. Information regarding these requirements can be found in the College of Education section of this catalog.

Freshman are not eligible for admittance to the undergraduate programs offered at the Round Rock Campus (RRC) as Texas State offers only upper-division courses there. Junior and senior level students interested in enrolling at the RRC may learn more about the additional admission requirements at [www.rrc.txstate.edu](http://www.rrc.txstate.edu).

## REVIEWED ADMISSION

Freshman applicants who rank in the top three quartiles (top 75%) of their class, and whose high school class rank and test scores place them near the assured admission requirements, may be eligible for the Predicted Academic Success (PAS) Review. A limited number of students whose academic record demonstrates potential for academic success at Texas State will be offered admission. If granted a PAS review, Texas State will consider the high school curriculum, extracurricular involvement, leadership, community service, work experience, essay, class rank, size of graduating class, quality and competitive level of high school courses taken and grades earned, and the applicant's individual verbal and math scores on either the ACT or SAT I. Additional factors such as bilingual proficiency, the applicant's responsibilities while attending school, and the applicant's region of residence may also be considered. The review, however, must clearly demonstrate potential for academic success during the freshman year at Texas State. Students in the fourth quarter are not eligible for this review.

To be considered, students may be asked to submit a seventh-semester transcript that includes class rank. A resume highlighting personal involvement and achievements while in high school and a personal statement that addresses factors the applicant wishes to

bring to the attention of the Office of Undergraduate Admissions may also be submitted. Applicants will be notified of their admissibility or inadmissibility beginning mid April for Summer Sessions I, II and Fall. Spring applicants will be notified beginning early November. Students in the top quarter may be notified earlier.

Some fall applicants who are reviewed will be approved for admission to a special summer entrance program.

#### **TRANSFER ADMISSION**

##### **Transfer students with less than 30 hours**

Students with less than 30 transferrable hours at the time of application must meet the following requirements:

1. Submit the ApplyTexas Application for freshman admission including one essay and information on extracurricular activities, application fee, and all other documents by the deadline. (see freshman admission requirements)
2. Satisfy assured admission requirements.
3. Submit an official transcript from each post secondary institution attended. Students must be eligible to return (e.g. free of suspension, dismissal or enforced withdrawal) to all previous institutions regardless of grade point average (GPA) or degrees received.
4. Have a cumulative 2.0 GPA in all transferable college work.

##### **Transfer students with 30 hours or more**

All Transfer students must complete 30-plus transferable credit hours and have a grade point average of 2.25 for all transferable credit. Transfer applicants must complete and meet the following requirements:

1. Submit parts I of the ApplyTexas Application for Transfer/Transient/Readmit ([www.applytexas.org](http://www.applytexas.org))
2. Submit application fee of \$60 (check, money order, American Express, Visa or MasterCard)
3. Submit an official college transcript from each postsecondary school attended. Student must be eligible to return (e.g., free of suspension, dismissal or enforced withdraw) to all previous institutions regardless of GPA or degrees received.
4. Have a minimum 2.25 GPA in all transferable work attempted. In calculating the GPA, grades of A, B, C, D, and F are computed as recorded. Non-punitive grades such as W or WP are posted but not calculated. Grades of WF or I are averaged as F. If a course has been repeated, all grades except the first will be used. Grades in non-transferable and technical/vocational courses are disregarded. See Academic Policies section for specific information and policies for repeated grades and courses.

NOTE: Entering students are required to demonstrate that they have competency in foreign language. This can be demonstrated by:

- Two years of the same foreign language in high school or two semesters of the same foreign language in college. (Some degree programs may have additional requirements for graduation.)

- A placement exam
- CLEP

Transfer students who have met this requirement via their high school work should submit their high school transcript for credit.

#### **INTERNATIONAL ADMISSION**

An international student is defined as anyone who is not a United States citizen. However, a permanent resident alien who has completed two or more years in and graduated from a U.S. high school is required to meet the admission requirements established for U.S. citizens (see Undergraduate Admission Programs in this section of the catalog).

International applicants should complete the International Student Application form. The application is available at [www.applytexas.org](http://www.applytexas.org) or may be obtained by contacting the Office of Undergraduate Admissions. The application and all credentials must be submitted by the required deadline. A non-refundable \$75.00 fee (U.S. currency) is required for all international applicants. Freshman applicants who are graduates of foreign secondary schools must demonstrate that they have above average academic achievement and an education equivalent to that of a U.S. high school graduate. Students transferring from foreign institutions must demonstrate above average academic achievement in their post-secondary education. Applicants must submit original academic records (or copies which have been certified by an appropriate school official) of all secondary and post-secondary course work, examination results, certificates awarded, and/or diplomas. A certified English translation must accompany the original academic records if the original records are not in English. Freshman applicants who are graduates of a U.S. high school and who completed at least two years in a U.S. high school must meet the freshman admission requirements established for U.S. citizens. Transfer applicants from within the U.S. must meet all regular transfer admission requirements (see Undergraduate Admission Programs in this section of the catalog).

All applicants whose native language is not English must present proof of English proficiency. Texas State accepts the following measures of English proficiency for regular admission:

- Test of English as a Foreign Language (TOEFL) minimum score of 550 (paper-based test, PBT) or 213 (computer-based test, CBT), or 78 total score (internet-based test, iBT) with the following 3 out of 4 minimum section scores: 19 in Reading, 19 in Listening, 19 in Speaking and 18 in Writing, or
- International English Language Testing System (IELTS) minimum score of 6.5, or
- International Baccalaureate (IB) grade of 4, 5, 6 or 7 in English A1 or A2 at the Higher Level or Standard Level or English B at the Higher Level, or
- 30 semester hours of college course work transferred from a regionally accredited U.S. institution to include English 1310 College Writing I and English 1320 College Writing II with grades of "C" or higher, or
- Advanced Level exam in English Language on GCE, GCSE, IGCSE or HKCEE with grade of "C" or higher, or

- Completion of all level 5500 Texas State Intensive English classes with composite grade of “A” or “B” and positive recommendation from program director.

International students who meet the established admission requirements but do not yet have the required level of English proficiency may be eligible for the Texas State Intensive English Bridge program. A minimum TOEFL score of 500 (PBT) or 173 (CBT) or 59 (iBT) total score with minimum section scores of 14 in Reading, 14 in Listening, 14 in Speaking and 14 in Writing, or IELTS score of 5.5 is required for the Texas State Intensive English Bridge program. Admission to the Texas State Intensive English Bridge program allows students to begin university academic study on a part-time basis while completing their English proficiency requirements in the Texas State Intensive English program. Acceptance into full-time academic study is contingent upon achieving one of the measures of English proficiency listed in the paragraph above, successfully completing the Intensive English program at Texas State and completing the Texas State credit courses with a grade of “C” or higher.

#### TRANSFERRING TO TEXAS STATE

##### **F1 International Students Transferring to Texas State from Another U.S. Institution**

International students that wish to transfer to Texas State University – San Marcos need to meet the academic as well as the immigration requirements for this transfer. Students that have been already admitted into an academic program and provided the financial documentation required for their admissions should follow the steps below to process their SEVIS or immigration transfer. This is a separate procedure not to be confused with the academic transfer done through the Undergraduate or Graduate Admission offices. Simply transferring academically doesn’t complete your SEVIS transfer.

1. Notify your international/immigration student advisor at your current school of your intent to transfer and verify the procedures with them.
2. Request your current school to fill out and fax the Status Verification Form. It is your responsibility to make sure that your previous/current institution fills out the Status Verification Form and submits it.
3. Upon your notification, a DSO at your current school will update your record in SEVIS as a “transfer out” and indicate a release date. Once this release date is reached the International Office at Texas State will have access to your SEVIS record to process your transfer I-20.
4. After the release date of your SEVIS record contact the Texas State International Office to confirm that all documents needed for your SEVIS transfer have been received as well as your SEVIS record.
5. Call the International Office to schedule a check-in. You must bring all of your immigration documents to this meeting. Your transfer I-20 will be given to you at this time. For more detailed information on our Check-ins and New International Student Orientation visit our website at [www.international.txstate.edu](http://www.international.txstate.edu).

#### **Important Considerations**

- Transfer students must start attending classes within 5

months of the last day he or she attended classes (or ended OPT), or the next available session, whichever comes sooner.

- If a student completes a course of study (or OPT), the student is eligible for transfer through the end of the 60-day grace period.
- If you are planning on traveling abroad you must re-enter the country with the I-20 from the school that holds your SEVIS record at the time. If your release date occurs when you are abroad the Texas State International Office will have to mail you the transfer I-20.
- A student’s authorization for OPT or CPT ends on the transfer release date or the end of the work authorization whichever one is earlier.

##### **F1 International Students Transferring to Another U.S. Institution from Texas State**

To transfer to another U.S. institution from Texas State you must request a SEVIS transfer from the International Office. This is a separate transfer from the academic transfer and does not imply a transfer of your academic records. The SEVIS transfer will allow your new institution to issue you a new I-20 that will allow you to maintain your legal status.

To notify the Texas State International Office of your intention to transfer out, you must fill out the SEVIS Transfer Out Form and submit it to our office with the admissions acceptance letter attached to it.

An International Office advisor will determine an appropriate release date for your SEVIS transfer which will generally be the last day of your current semester. More detailed information is included in the SEVIS Transfer Out Form.

If you decide to cancel your transfer, you must notify the Texas State International Office before your SEVIS transfer release date. Once the transfer release date has been reached, Texas State will no longer have access to your SEVIS record and your new institution will be responsible for the management of your record.

Simply receiving the new school’s I-20 doesn’t complete the transfer process. Contact the staff at your new institution responsible for assisting international students about completing the required SEVIS transfer procedures.

For further information on immigration requirements, contact the Texas State International Office at 512.245.7966 or [www.international.txstate.edu](http://www.international.txstate.edu).

For further information on admission requirements for international students, contact the Office of Undergraduate Admissions at 512.245.2759 or [www.admissions.txstate.edu](http://www.admissions.txstate.edu).

#### **READMISSION OF FORMER TEXAS STATE STUDENTS**

Any Texas State student who does not enroll in the University [for one long semester](#) and wishes to return is considered a former student. Whether the student is forced to leave (academic or disciplinary suspension) or chooses to leave, he or she must follow these procedures for readmission:

1. Submit parts I of the ApplyTexas Application for Transfer/

Transient/Readmit ([www.applytexas.org](http://www.applytexas.org)) and required transcripts prior to the start of classes for the semester of desired enrollment.

2. Submit application fee of \$25 (check, money order, American Express, Visa or MasterCard)
3. Submit official transcripts from every institution attended since last enrolled at Texas State. Former students who have taken 30 or more transferable hours since last enrolling at Texas State must have a minimum 2.25 GPA in that work.
4. Attest to the fact that no suspensions, withdrawals, or dismissals affect his or her eligibility to return to all previously attended institutions.

NOTE: A student who leaves Texas State due to academic suspension will return on probationary status after complying with the suspension requirements and meeting the readmission criteria outlined above. (See the policy stated in “Readmission Following Suspension” in the Academic Policies of this catalog.) Some Texas State former students may be eligible for Texas State’s Academic Bankruptcy Policy or the state legislated Academic Fresh Start (see more information in this section).

Former Texas State students who are members of the U.S. Armed Forces or National Guard who withdrew from school as a result of a call to active duty are eligible to re-enroll without paying a readmission fee or completing a readmit reapplication if the student returns to Texas State within a year of being released from active duty. These students will need to complete the Returning Military Information Form, provide a copy of their DD214 and contact the Office of Undergraduate Admissions to have their status reactivated.

### **SPECIAL ADMISSION OPTIONS**

All special admission categories will need to meet the State of Texas Uniform Admission Policy, TEC 51.803-51-809. (see State of Texas Uniform Admission Statement).

### **Early Admission Program**

The Early Admission program offers high school juniors and seniors an opportunity to take college courses while still in high school. Requirements for admission include:

1. A grade average of “B” or higher
2. A recommendation from a high school counselor or principal
3. Evidence that the student will meet or exceed Texas State freshman general admission requirements.
4. The PSAT or PLAN scores may be used in lieu of the SAT or ACT scores.

The ApplyTexas application, official high school transcripts and application fee of \$60 and all supporting documents must be submitted by the deadline. Students admitted under this option are considered non-degree seeking and are not eligible for Financial Aid. After high school graduation, those students wishing to continue at Texas State in degree-seeking status must reapply and submit their final high school transcript.

### **Individual Approval**

Applicants who have been out of high school for at least three years and have 0-29 transferable semester hours may be considered for admission on an individual basis. Applicants must submit an official high school transcript validating high school graduation or GED completion certificate. The high school transcript or GED certificate, college transcript(s), application including one essay and information on extracurricular activities, and the application fee must be submitted by the appropriate deadline. No test score is required for admission review. Students whose record demonstrates potential for academic success at Texas State may be offered admission.

### **Special Talent Program**

Students who receive a Fine Arts or Athletic Scholarship and are recommended for admission by the Dean of the College of Fine Arts and Communication or the Director of Athletics, but do not meet Assured, Predicted Academic Success or Individual Approval admission requirements, may be granted admission to Texas State. Freshman students admitted under the Special Talent Program must rank in the top three quarters of their high school class. Transfer students must have a minimum 2.00 cumulative GPA. The university president may authorize exceptions to this policy.

### **Non-Accredited High Schools**

Graduates of non-accredited high schools must have a minimum ACT of 26 or SAT I (Critical Reasoning + Math) of 1180 and must meet the course unit requirements as outlined in the general admission requirements.

### **Home-Schooled**

Home-schooled applicants must have a minimum ACT of 26 or SAT I (Critical Reasoning + Math) of 1180 to be considered and must show completion of the Texas Recommended or Distinguished Achievement Graduation Plan and meet the State of Texas Uniform Admission Policy (see freshman admission policy).

### **Veteran’s Guaranteed Admission Program**

The Texas State University System’s Veteran’s Guaranteed Admission Program is designed to encourage all honorably discharged veterans to complete their undergraduate college education by guaranteeing admission to one of the System’s institutions of higher education. Military veterans may gain admission to one of the Texas State University System (TSUS) institutions in several ways:

1. Veterans who apply by the institution’s application deadline and meet the freshman or transfer admission requirements of the TSUS institution will be admitted after their application and official credentials are complete usually in 2-3 weeks.
2. Veterans who narrowly miss the admission requirements of the TSUS institution of their choice will be admitted via one of the institution’s alternative admissions programs (e.g., summer bridge programs, admission contract programs, or similar admission opportunities).
3. Veterans not interested in gaining admission through a summer bridge or similar program may opt to have their file referred to another TSUS institution.
4. TSUS institutions will provide transfer counseling to veterans who wish to begin their higher education pursuits at a

community college. Working closely with university admissions counselors, veterans will be provided a specific pathway through one of the Lamar State Colleges or another community college to be able to transfer seamlessly at a later date. These students will be guaranteed admission as soon as they fulfill their transfer admission plan with the TSUS institution.

5. Veterans seeking technical degrees or specific workforce training will be admitted to Lamar State College-Orange, Lamar State College-Port Arthur or the Lamar Institute of Technology. Should their goals change and a baccalaureate degree be sought, these veterans will be counseled by Lamar staff to take appropriate courses and will be guaranteed admission to any of the TSUS institutions as soon as the transfer requirement have been met.

### **General Educational Development Tests**

Students with medical or personal reasons for not completing high school may elect to take the General Educational Development (GED) tests. Texas State recognizes the GED tests from an applicant with no previous college work whose high school class has graduated. Students with a GED certificate may be considered for admission provided they have a minimum ACT of 26 or SAT I (Critical Reasoning + Math) of 1180.

### **Transient/Visiting Student Admission**

Students who have completed college work and who are working toward a degree at another college or university are eligible to be considered for transient/visiting admission. Transient/Visiting admission is for the summer only. The applicant must complete an application for admission listing all colleges and universities attended. To be admissible as a transient/visiting, a student must be in good standing at their current institution. A current transcript indicating good standing at the institution of current enrollment must be submitted to the Office of Undergraduate Admissions. Upon completion of the summer work, the student may request a transcript/visiting for use in the home institution. Credit and grade points earned as a transient student at Texas State will not be used in determining regular eligibility for admission to Texas State.

### **Special Student Option**

Students who are not working toward a degree at Texas State may be considered for admission as a Special Student. To qualify, students must either 1) verify an overall 2.25 GPA in previous college work or 2) have a high school diploma or equivalent and not have been enrolled in any secondary or post-secondary institution for the last three years. Applicants must complete an application for admission listing all colleges and universities attended and the application fee by the required deadline. Students must be eligible to return to each previous post-secondary institution (i.e., free of suspension, dismissal or enforced withdrawal). Enrollment as a Special Student is limited to a total of 24 semester hours and students must reapply each semester. Students admitted under this option are considered non-degree seeking and are not eligible for Financial Aid. Work earned as a Special Student may be considered for degree purposes only after the student has reapplied and has met general admission requirements.

### **Appeals**

Students who wish to appeal their admission decision should submit a letter of appeal providing further information about their circumstances and an indication of their readiness for study at Texas State.

### **ACADEMIC BANKRUPTCY POLICY**

Students who have not enrolled in any accredited college or university for five or more consecutive calendar years immediately prior to admission to Texas State may, at the time they apply for admission, request permission to declare academic bankruptcy. Under this policy all college-level work done at an earlier date is eliminated from computation of the GPA and none of it is applied toward a degree at Texas State. Such work, however, will not be removed from the student's records. Those granted academic bankruptcy are admitted on academic probation.

### **ACADEMIC FRESH START**

Under the provisions of the Texas Education Code, the Academic Fresh Start program was established to allow a Texas resident to apply for admission and elect to have all academic course work earned 10 or more years prior to the requested enrollment date ignored for admission purposes. Individuals who choose Academic Fresh Start, including former Texas State students, must meet current published admission criteria for Texas State and must submit official records from all colleges attended. Students admitted under this provision will not receive any course credit for courses taken 10 or more years prior to enrollment. For further information, contact the Office of Undergraduate Admissions.

### **SECOND BACHELOR'S DEGREE**

Students who have earned a bachelor's degree and wish to complete a second bachelor's degree should submit the ApplyTexas application, an application fee and official transcripts from all colleges or universities attended including the transcript where the highest degree was obtained. Transcripts for any course work completed after the degree was earned must also be submitted. All usual deadlines apply. Students who hold a bachelor's degree and wish to pursue additional course work but not a second bachelor's degree should apply through the Graduate College.

### **AUDITING COURSES**

Those who wish to audit a course must be accepted by the Office of Undergraduate Admissions and approved by the school, department, or program offering the course. Audit status must be declared at registration. Participation in class discussion and examinations is optional with the instructor. Auditors receive no course credit but are expected to attend class regularly. With departmental/school approval, a student who has audited a course may later take the course for credit.

### **TRANSFER CREDIT**

#### **Evaluation of Transfer Credit**

Transfer of credit from another institution to Texas State involves consideration of accreditation, comparability of course work and applicability of that course work to a Texas State degree program. The Office of Undergraduate Admissions provides, along with the admission notification letter, an evaluated transfer work that

shows how each course that the student has completed has been evaluated for transfer to Texas State.

### **Regional Accreditation**

Texas State will consider for transfer credit (subject to other provisions outlined below) course work completed at institutions which have been granted membership or candidacy status in a regional association of the Association of Colleges and Schools, excluding accrediting commissions for vocational or occupational training.

### **No Regional Accreditation**

Course work from an institution which is neither regionally accredited nor a candidate for such accreditation will not be recognized for transfer purposes. Student appeals may be reviewed on an individual basis.

### **Bible College Accreditation**

Courses from institutions accredited solely by AABC (American Association of Bible Colleges) are awarded transfer credit on a parallel course by course basis. Remedial courses are nontransferable. Religious courses of a doctrinal or denominational character (sacraments, Christian approaches to missions, etc.) are not transferable.

### **Credit from Abroad**

Course work completed at foreign institutions will be evaluated on an individual basis. Foreign institutions must be officially recognized by their Ministry of Education for transfer credit to be considered.

### **Role of the Office of Undergraduate Admissions in Determining Transfer Credit**

The Office of Undergraduate Admissions reviews each course taken at another college or university and makes the initial determination of whether or not a course is transferable. The course is evaluated for transfer credit by comparing the nature, content, and level of transfer credit and in consultation with appropriate academic units at Texas State. Courses transfer to Texas State on the same level and with the corresponding grades and number of hours as earned at the other institution. It is sometimes necessary for the transfer student to provide such materials as catalogs, course descriptions, syllabi, class assignments, or textbooks to assure proper evaluation. The holding of an associate degree from another institution has no effect on the transfer of credit or admission to Texas State.

### **Role of University College**

The University College will review student requests for review of elective courses (ELNA, ELADV) for application to the general education core curriculum.

### **Role of College Dean and Program Chair/Department Chair/School Director of Student's Major**

The applicability of transferred credit toward a degree at Texas State will be the decision of the college dean and the chair/director of the student's major department/school/program. The applicability of transferred credit will be evaluated on a course-by-course basis.

Explanation of Evaluation Symbols. Admissions personnel assign evaluation symbols to all courses submitted.

1. Courses that have direct Texas State course equivalency will be equated to the Texas State course number and be reflected accordingly on the evaluated transcript record.
2. Courses that hold transfer credit value, but which do not have an exact Texas State course equivalency, will transfer as elective courses. Elective courses will be recorded as ELNA (for lower-level freshman and sophomore courses) and ELADV (for upper-level junior and senior courses). Courses transferred at the lower-level cannot be equated as upper-level courses. The college dean and the chair/director of the student's major department/school/program will determine how these elective courses apply toward the student's degree.
3. Courses evaluated as Technical and Vocational (T&V) or Vocational Education (VocEd) are not transferable and are not computed in the GPA for admission purposes. In cases where T&V/VocEd courses support a student's degree program, the student may request the chair/director of his/her major department/school/program to review the courses. If approved, the T&V/VocEd credit will be recorded on the student's official Texas State transcript for application to that degree program. Should the student's major change, the applicability of the T&V/VocEd credit toward the new major will be subject to review by the chair/director of the student's new major department/school/program.
4. Courses that hold no transfer value for either admission or degree purposes are evaluated as Non-Transferable (NT). Generally, these are courses that are remedial, preparatory, or developmental in nature.
5. Physical fitness activity courses are evaluated as Activity (ACT). These are transferable for admission and degree purposes.

### **Course Equivalency Information**

Course equivalency information may be obtained from the junior/community college counselor, the Texas State Office of Undergraduate Admissions or through CatsWeb on the Texas State web site ([www.txstate.edu](http://www.txstate.edu)). Students are encouraged to plan all course selections at the junior/community college as far in advance as possible. Proper planning and use of the equivalency information will maximize the transfer of credit to Texas State.

### **Texas Junior/Community College Transfer Students**

Prior to transferring from a Texas junior/community college, students should discuss their course selections and degree plans with their two-year college counselor or academic advisor.

### **Articulation Agreements and Transfer Planning Guides**

Texas State has formal articulation agreements and/or transfer planning guides with Austin Community College, Blinn College, Central Texas College, Collin County Community College, Dallas County Community College District, El Paso Community College, Houston Community College, Laredo Community College, Northeast Lakeview College, Northwest Vista, Odessa College, Palo Alto College, San Antonio College, South Texas College, Southwest Texas Junior College, St. Philips College, Temple College, and Victoria College. Transfer planning guides have been developed for many programs in these community colleges and for many additional programs in other community colleges. Potential transfer students may access existing transfer



planning guides at [www.admissions.txstate.edu/future/transfer/tpg.html](http://www.admissions.txstate.edu/future/transfer/tpg.html).

### Texas Common Course Numbering System

Under Texas Education Code 61.832, the Texas Common Course Numbering System (TCCNS) was developed to facilitate transfer of general academic courses between Texas public institutions. Common courses are included in the Community College General Academic Course Guide Manual, published by the Texas Higher Education Coordinating Board. Common course numbers may be used to determine how freshman and sophomore level courses transfer between Texas public institutions.

The common course number has a standardized four-letter prefix followed by a four-digit number, for example, ENGL 1301. The four-letter prefix identifies the subject area. Each digit in the four-digit sequence gives additional information about the course. The first digit identifies the course as either freshman level (1) or sophomore level (2). The second digit identifies the number of credit hours a student will earn upon completion of the course. Most often this digit will be a 1, 2, 3, or 4. The final two digits serve to establish the sequence in which courses are generally taken.

In the course description sections of the catalog, the common course number is shown in parentheses, for example, (ENGL 1301). The following is a list of all the common course numbers currently adopted by Texas State. The courses that fulfill Texas State's general education core curriculum requirements are designated with an asterisk.

TCCNS	Texas State
ACCT 2301	ACC 2361
ACCT 2302	ACC 2362
AGRI 1131	AG 1110
AGRI 1307	AG 2313
AGRI 1309	AG 2390
AGRI 1315	AG 2379
AGRI 1419	AG 1445
AGRI 2303	AG 2373
AGRI 2317	AG 2383
ANTH 2351	*ANTH 1312
ANTH 2401	*ANTH 2414
ARAB 1411	ARAB 1410
ARAB 1412	ARAB 1420
ARAB 2311	ARAB 2310
ARAB 2312	ARAB 2320
ARTS 1303	ARTH 2301
ARTS 1304	ARTH 2302
ARTS 1311	ARTF 1301
ARTS 1312	ARTF 1303
ARTS 1316	ARTF 1302
ARTS 2311	ARTF 1304
ARTS 2313	ARTC 1301
ARTS 2314	ARTC 1302
ARTS 2316	ARTS 2351
ARTS 2323	ARTS 2321
ARTS 2326	ARTS 2381
ARTS 2333	ARTS 2371
ARTS 2336	ARTS 2331
ARTS 2341	ARTS 2341
ARTS 2346	ARTS 2311
ARTS 2366	ARTS 2391
BCIS 1305	CIS 1323
BCIS 2316	CIS 2324
BIOL 1106	*BIO 1130
BIOL 1107	*BIO 1131
BIOL 1306	*BIO 1330
BIOL 1307	*BIO 1331
BIOL 1308	*BIO1320
BIOL 1322	NUTR 2360
BIOL 1409	*BIO 1421
BIOL 2404	BIO 2430
BIOL 2416	BIO 2450
BIOL 2420	BIO 2440
BIOL 2421	BIO 2400
BUSI 2301	BLAW 2361
CHEM 1111	*CHEM 1141
CHEM 1112	*CHEM 1142
CHEM 1305	*CHEM 1310
CHEM 1311	*CHEM 1341
CHEM 1312	*CHEM 1342
CHEM 1407	*CHEM 1430

CHEM 2123	CHEM 2141
CHEM 2125	CHEM 2142
CHEM 2323	CHEM 2341
CHEM 2325	CHEM 2342
COMM 1307	MC 1301
COMM 2311	MC 1313
COSC 1300	CS 1308
COSC 1301	CIS 1323
COSC 1300	CS 1308
COSC 1315	CS 1319
COSC 1420	CS 1428
COSC 2315	CS 2308
COSC 2325	CS 2318
CRIJ 1301	CJ 1310
CRIJ 1306	CJ 2350
CRIJ 1310	CJ 2360
CRIJ 2313	CJ 2355
CRIJ 2328	CJ 2310
DANC 1122	*DAN 1170
DANC 1128	*DAN 1170
DANC 1133	*DAN 1170
DANC 1141	*DAN 1180
DANC 1145	*DAN 1190
DANC 1147	*DAN 1160
DANC 1201	*DAN 2210
DRAM 1120	TH 2111
DRAM 1121	TH 2111
DRAM 1141	TH 2111
DRAM 1161	TH 2111
DRAM 1162	TH 2111
DRAM 1322	TH 1354
DRAM 1330	TH 1358
DRAM 1351	TH 1364
DRAM 1352	TH 1365
DRAM 2120	TH 2111
DRAM 2121	TH 2111
DRAM 2331	TH 2338
DRAM 2336	TH 1340
DRAM 2351	TH 2354
ECON 1301	ECO 2301
ECON 1303	FCS 1341
ECON 2301	ECO 2315
ECON 2302	*ECO 2314
ENGL 1301	*ENG 1310
ENGL 1302	*ENG 1320
ENGL 2322	*ENG 2310
ENGL 2323	*ENG 2320
ENGL 2327	*ENG 2359
ENGL 2328	*ENG 2360
ENGL 2332	*ENG 2330
ENGL 2333	*ENG 2340
ENGR 2305	TECH 2370

FREN 1411	FR 1410
FREN 1412	FR 1420
FREN 2311	FR 2310
FREN 2312	FR 2320
GEOG 1302	GEO 1309
GEOG 1303	*GEO 1310
GEOL 1147	*GEO 1105
GEOL 1347	*GEO 1305
GEOL 1403	*GEOL 1410
GEOL 1404	*GEOL 1420
GERM 1411	GER 1410
GERM 1412	GER 1420
GERM 2311	GER 2310
GERM 2312	GER 2320
GOVT 2301	*POSI 2310
GOVT 2302	*POSI 2320
HECO 1320	FM 1332
HECO 2311	FM 1330
HIST 1301	*HIST 1310
HIST 1302	*HIST 1320
HIST 2311	HIST 2310
HIST 2312	HIST 2320
HIST 2321	HIST 2311
HIST 2322	HIST 2312
HUMA 1315	*ART 2313
HUMA 1315	*DAN 2313
HUMA 1315	*MU 2313
HUMA 1315	*TH 2313
ITAL 1411	ITAL 1410
ITAL 1412	ITAL 1420
ITAL 2311	ITAL 2310
ITAL 2312	ITAL 2320
JAPN 1411	JAPA 1410
JAPN 1412	JAPA 1420
JAPN 2311	JAPA 2310
JAPN 2312	JAPA 2320
MATH 1314	*MATH 1315
MATH 1316	*MATH 1317
MATH 1324	*MATH 1319
MATH 1325	*MATH 1329
MATH 1342	*MATH 1312
MATH 1350	MATH 2311
MATH 1351	MATH 2312
MATH 2305	MATH 2358
MATH 2313	*MATH 2321
MATH 2342	MATH 2328
MATH 2412	*MATH 2417
MATH 2413	*MATH 2471
MATH 2414	MATH 2472
MUSI 1104	MU 2123
MUSI 1211	MU 1211
MUSI 1212	MU 1213

MUSI 1216	MU 1210
MUSI 1217	MU 1212
MUSI 1303	MU 2310
MUSI 1307	MU 2303
MUSI 2160	MU 2141
MUSI 2161	MU 2141
MUSI 2211	MU 2261
MUSI 2212	MU 2263
MUSI 2216	MU 2260
MUSI 2217	MU 2262
PHED 1164	*PFW 1101
PHED 1301	PE 1310
PHED 1304	H ED 1310
PHED 1306	H ED 2354
PHED 1333	PE 2365
PHED 1336	REC 2335
PHED 1346	H ED 2338
PHIL 1301	*PHIL 1305
PHIL 2303	PHIL 2330
PHIL 2306	*PHIL 1320
PHIL 2316	PHIL 2311
PHIL 2317	PHIL 2312
PHYS 1101	PHYS 1115
PHYS 1102	PHYS 1125
PHYS 1105	*PHYS 1110
PHYS 1111	*PHYS 1140
PHYS 1305	*PHYS 1310
PHYS 1301	PHYS 1315
PHYS 1302	PHYS 1325
PHYS 1307	*PHYS 1320
PHYS 1311	*PHYS 1350
PHYS 1312	*PHYS 1340
PHYS 2425	*PHYS 1430
PHYS 2426	*PHYS 2425
PHYS 2427	PHYS 2435
PORT 1411	POR 1410
PORT 1412	POR 1420
PORT 2311	POR 2310
PORT 2312	POR 2320
PSYC 2301	*PSY 1300
PSYC 2306	PSY 2311
SGNL 1401	ASL 1410
SGNL 1402	ASL 1420
SGNL 2301	ASL 2310
SGNL 2302	ASL 2320
SOCI 1301	*SOCI 1310
SOCI 1306	SOCI 2320
SOCW 2361	SOWK 1350
SPAN 1411	SPAN 1410
SPAN 1412	SPAN 1420
SPAN 2311	SPAN 2310

SPAN 2312	SPAN 2320
SPCH 1144	COMM 2111
SPCH 1145	COMM 2111
SPCH 1311	*COMM 1310
SPCH 1315	COMM 2338
SPCH 1318	COMM 2315
SPCH 1342	COMM 1340
SPCH 2144	COMM 2111
SPCH 2145	COMM 2111
SPCH 2333	COMM 2330

### TRANSCRIPTS

Official Texas State transcripts separate transfer course work and grades from Texas State course work and grades. The transfer GPA is used to determine eligibility for admission purposes. Credits transferred are included in the total hours the student has earned, but the grades and quality points do not affect the student's Texas State GPA.

### MAXIMUM HOURS ACCEPTED

Texas State will apply to a specific degree no more than 66 semester hours from an accredited junior/community college (at the approval of the individual dean, 6-8 hours may be added). At the time of the transfer, all transferable work completed at a junior/community college will be recorded on the official transcript. If the number of hours transferred from a junior/community college exceeds 66 hours, it will be the responsibility of the chair/director to recommend to the academic dean how the student will satisfy degree requirements.

### RESOLUTION OF TRANSFER DISPUTES FOR LOWER-DIVISION COURSES

- a. The following procedures shall be followed by public institutions of higher education in the resolution of transfer credit disputes involving lower-division courses:
  1. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied.
  2. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and/or guidelines.
  3. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution whose credit is denied for transfer shall notify the Commissioner of the denial.
- b. The Commissioner of Higher Education or the Commissioner's designee shall make the final determination about the dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.
- c. All public institutions of higher education shall publish the procedures described in sub-sections (a) and (b) of this

- section in their undergraduate course catalogs.
- d. All public institutions of higher education shall furnish data to the Board on transfer disputes as the Board may require in accord with its statutory responsibilities under Section 61.826 of the Education Code.
  - e. If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should notify the Commissioner of Higher Education. The Commissioner may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.

#### NON-TRADITIONAL CREDIT

Students admitted to Texas State may earn academic credit for learning or experience they have completed before enrolling. Three types of non-traditional credit are summarized below. For further information, contact the Office of Undergraduate Admissions.

#### CREDIT FOR EXPERIENTIAL LEARNING

The Department of Occupational, Workforce, and Leadership Studies is the only academic unit at Texas State that awards academic credit for experiential learning. Such credit is validated after enrollment at Texas State according to established criteria and is forwarded to the Office of Undergraduate Admissions for posting to the student's record. Should a student change majors, the validation of extra-institutional credit will be re-evaluated by the new department/school.

#### MILITARY CREDIT

The Office of Undergraduate Admissions will review course work from educational experience obtained in the Armed Forces. In compliance with TEC 51,3042, eligible former members of the armed forces admitted as an undergraduate student or readmitted as an undergraduate student will be awarded course credit for all physical education courses Texas State requires for an undergraduate and for additional semester credit hours, not to exceed 12, that may be applied to satisfy any elective course requirements for the student's degree program for courses outside the student's major or minor if the student: (1) graduated from a public or private high school accredited by a generally recognized organization or from a high school operated by the United States Department of Defense; and (2) is an honorably discharged former member of the armed forces of the United States who completed at least two years of service in the armed forces or was discharged because of disability.. Two hours of physical education activity credit will be awarded by the Office of Undergraduate Admissions upon receipt of Form DD214 that verifies 2 Years of active military duty. The student must also submit an official high school transcript.

The Office of Undergraduate Admissions uses the "Guide to the Evaluation of Educational Experience in the Armed Services" for evaluating the course work. Other military course work may be considered for transfer credit. Acceptable forms of documentation that may be submitted include:

1. AARTS Transcript (Army ACE Registry)
2. CCAF Transcript (Community College of the Air Force)
3. SMART Transcript (Sailor/Marine ACE Registry)
4. Form DD214 (Report of Separation)

5. Form DD295 (Application for the Evaluation of Learning Experience During Military Service)

Texas State grants credits for the lower and upper division baccalaureate category but does not award credit for vocational or graduate level work. Transfer credit is subject to approval by the student's major department/school.

#### CREDIT-BY-EXAMINATION

Credit earned through examination may be awarded Texas State transfer credit when listed on an official transcript of the college or university where the student has been enrolled. Such credits are evaluated by transfer credit criteria and awarded grades of credit (CR) only. Credit by exam satisfies degree requirements in the same way as credit earned by passing courses does except that it does not count as credit earned in residence.

The following options are available: 1) the College Board's Advanced Placement Examination Program (APP), 2) College Level Examination Program (CLEP), 3) SAT II Subject Tests, 4) International Baccalaureate (IB) Program, and 5) departmental examinations where available. Credit established in this manner through the TREC will be recorded as "credit only" ("CR") on the transcript and will not affect the GPA. Texas State is an institutional testing center and only those students who have attended Texas State or are currently enrolled are eligible to participate in the Credit by Examination program. Note that evidence of credit established by any of these means must be processed by the Center before it can be entered on a transcript. More detailed materials on this and other TREC programs are available at the TREC website, [www.txstate.edu/trec/](http://www.txstate.edu/trec/).

#### INTERNATIONAL BACCALAUREATE (IB)

Texas State will grant 24 semester hours or equivalent course credit in appropriate subject areas for all International Baccalaureate (IB) exam scores of 4 or higher for an entering freshman who has earned an IB diploma. IB students should submit an official transcript of grades (diploma or certificate) to the Testing, Research-Support and Evaluation Center.

#### NEW STUDENT ORIENTATION AND REGISTRATION FOR CLASSES

Freshman and transfer students entering Texas State for the first time are required to attend New Student Orientation. These special programs for freshman and transfer students are held before each semester to provide information about student services, class scheduling, and university resources. Additionally, these sessions include academic advisement and course registration for new students. All new freshmen and transfers who have fulfilled Texas State's admission and housing requirements will be mailed orientation information prior to the semester for which they plan to enroll.

#### RESIDENCY FOR TUITION

The determination of residency classification for tuition purposes is governed by statutes enacted by the Texas Legislature and rules and regulations promulgated by the Texas Higher Education Coordinating Board. A student or applicant is classified either as a resident of Texas, a non-resident, or a foreign student for tuition purposes. An individual's residency classification is based

on information from his or her admission application. If an applicant or student is classified as a non-resident and wishes to be considered for reclassification as a resident, it is necessary to submit the Residency Core Questions available from the Office of Undergraduate Admission. Documentation may be requested by the institution in order to resolve issues raised by the information provided in response to the Residency Core Questions.

Texas Higher Education Coordinating Board Rules include the following provisions covering some of the more common residency situations. They are neither exhaustive nor complete and should not be interpreted as such. Full regulations are available at [www.collegefortexans.com](http://www.collegefortexans.com).

#### DETERMINATION OF RESIDENCE STATUS

- a. The following persons shall be classified as Texas residents and entitled to pay resident tuition:
  1. a person who graduated from a public or accredited private high school in this state or received the equivalent of a high school diploma in this state, and maintained a residence continuously in this state for the thirty-six months immediately preceding the date of graduation or receipt of the diploma equivalent, as applicable; and the 12 months preceding the census date of the academic semester in which the person enrolls in an institution;
  2. a person who established a domicile in this state not less than 12 months before the census date of the academic semester in which the person enrolls in an institution; and maintained a residence continuously in the state for the 12 months immediately preceding the census date of the academic semester in which the person enrolls in an institution; and
  3. a dependent whose parent established a domicile in this state not less than 12 months before the census date of the academic semester in which the person enrolls in an institution; and maintained a residence continuously in the state for the 12 months immediately preceding the census date of the academic semester in which the person enrolls in an institution.
- b. The following non-U.S. citizens may establish a domicile in this state for the purposes of subsection (a)(2) or (3) of this section:
  1. a Permanent Resident;
  2. a person who is eligible for permanent resident status;
  3. an eligible nonimmigrant that holds one of the approved types of visas. A complete list is available at [www.collegefortexans.com](http://www.collegefortexans.com);
  4. a person classified by the USCIS as a Refugee, Asylee, Parolee, Conditional Permanent Resident, or Temporary Resident;
  5. a person holding Temporary Protected Status, and Spouses and Children with approved petitions under the Violence Against Women Act (VAWA), an applicant with an approved USCIS I-360, Special Agricultural Worker, and a person granted deferred action status by USCIS;

6. a person who has filed an application for Cancellation of Removal and Adjustment of Status under Immigration and Nationality Act 240A(b) or a Cancellation of Removal and Adjustment of Status under the Nicaraguan and Central American Relief Act (NACARA), Haitian Refugee Immigrant Fairness Act (HRIFA), or the Cuban Adjustment Act, and who has been issued a fee/filing receipt or Notice of Action by USCIS; and
  7. a person who has filed for adjustment of status to that of a person admitted as a Permanent Resident under 8 United States Code 1255, or under the "registry" program (8 United States Code 1259), or the Special Immigrant Juvenile Program (8 USC 1101(a)(27)(J)) and has been issued a fee/filing receipt or Notice of Action by USCIS.
- c. The domicile of a dependent's parent is presumed to be the domicile of the dependent unless the dependent establishes eligibility for resident tuition under subsection (a)(1) of this section.
  - d. A domicile in Texas is presumed if, at least 12 months prior to the census date of the semester in which he or she is to enroll, the person owns real property in Texas, owns a business in Texas, or is married to a person who has established a domicile in Texas. Gainful employment other than work-study and other such student employment can also be a basis for establishing a domicile.
  - e. The temporary absence of a person or a dependent's parent from the state for the purpose of service in the U.S. Armed Forces, Public Health Service, Department of Defense, U.S. Department of State, as a result of an employment assignment, or for educational purposes, shall not affect a person's ability to continue to claim that he or she is a domiciliary of this state. The person or the dependent's parent shall provide documentation of the reason for the temporary absence.
  - f. The temporary presence of a person or a dependent's parent in Texas for the purpose of service in the U.S. Armed Forces, Public Health Service, Department of Defense or service with the U.S. Department of State, or as a result of any other type of employment assignment does not preclude the person or parent from establishing a domicile in Texas.

Exceptions. A non-resident or foreign student may qualify to pay in-state tuition. Questions and documentation should be directed to Student Business Services.

1. The student or student's spouse or parent is a member of the Armed Forces or a commissioned officer of the Public Health Service and is stationed in Texas. (Military and Public Health Service personnel who maintain their official home of record as Texas or who meet the criteria for establishing a domicile in Texas are considered to be Texas residents.)
2. The student or student's spouse or parent is employed at least half-time as a teaching or research assistant in a position related to the assistant's degree program at a Texas public institution of higher education.
3. The student or student's spouse or parent is employed at least

half-time on a regular monthly salaried basis as a teacher or professor at a Texas public institution of higher education.

4. The student holds an approved competitive scholarship from Texas State of at least \$1000 for the academic year or summer awarded by an official Texas State scholarship committee.
5. The student or student's spouse or parent has located in Texas as an employee of a business or organization that became established in this state as part of the state economic development and diversification program. (Refer to [www.collegefortexans.com/Residency](http://www.collegefortexans.com/Residency) for a list of qualified employers.)
6. The student is a New Mexico resident who resides in a county bordering Texas.
7. The student is a Louisiana resident who resides in a parish bordering Texas.
8. The student is a resident of Mexico who has demonstrated a financial need.

## ALBERT B. ALKEK LIBRARY

Alkek Library

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

T: 512. 245.2686 F: 512. 245.0392

The Alkek Library contains more than 1.5 million print materials, including books, documents, theses/dissertations, and other resources. The library provides access to 62,000 electronic journals, 590,000 ebooks, 500+ databases, more than 70,000 audiovisual materials, and more than 700,000 microform materials.

Special holdings of the Library include the Wittliff Collections, (comprised of the Southwestern Writers Collection and the Southwestern and Mexican Photography Collection), the University Archives, and the K-12 textbook collection. The Library is a selective depository for U.S. and Texas government documents. The Library is a member of the Texas Digital Library and hosts digital collections unique to Texas State including scholarship authored by university faculty, students, and staff and selected materials from The Wittliff Collections and the University Archives (<http://digital.library.txstate.edu/>).

The online catalog (<http://catalog.library.txstate.edu>) provides information on the Library's holdings. Wireless access to the university network is available within the Library. Laptop computers may be checked-out for building use. A computer lab provides IBM compatible and Macintosh workstations, laser printers, scanners, video-editing equipment, and adaptive equipment for disabled individuals.

The Library maintains cooperative borrowing agreements with other libraries in the region. Through TexShare, a statewide resource sharing program, students and faculty may borrow materials held by most public and private university libraries in the

state. Materials may be transferred, by request, to the Texas State University Library in Round Rock.

## CAREER SERVICES

LBJ Student Center 5-7.1

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

T: 512.245.2645 F: 512.245.3993

Through Career Services, students have access to a wide array of career-related programs, resources, and personal support.

### Career Planning

Individual career counseling and planning assistance is available to students as they select a major and establish their career goals. Career assessments and web-based guidance programs are available to facilitate this process. In addition, counselors will review job search materials and assist with post-graduate program applications.

### Part-Time/Summer Employment

Resources are available to help students find part-time and summer jobs. Working helps students pay for their education and gain experience and skills useful in their future careers.

### Internships/Job Shadowing

Internship programs are available to refine career goals, gain practical experience, and expand students' views of the world. Job Shadowing is an externship experience that also provides these opportunities for students who spend time with professionals inside various organizations, gaining firsthand knowledge about different career fields.

### Job Search Strategies and Activities

Walk-in career coaching and job search preparation workshops focus on resume and cover letter writing, interviewing techniques, salary negotiations, business etiquette and many other topics to help polish a student's professional image.

### Employer Connections

The Career Information Center provides resources to assist students as they research career fields and specific employers. Among these resources are our own job search database, Jobs4Cats, and American Business Journals, an online job market snapshot of nearly 40 major U.S. cities. Networking opportunities are provided through two "All Majors" job fairs: The Fall Job and Internship Fair (October) and The Spring Job and Internship EXPO (February). Several other, more specific, job fairs include the Health Professions and Social Services Job Fair (October), two Construction Job Fairs (October and February), the Mass Comm Career Fair (October), the Environmental Job and Internship Fair (November), two Teacher Job Fairs (November and April), the Summer Job Fair (February), the Science, Engineering and Technology Job and Internship Fair (February), the Non-Profit Career Fair (April), and a Virtual Part-Time Job Fair in July and August. These fairs bring hundreds of employers to campus, with both internship and full-time opportunities for students.

Additional networking is available through on-campus interviews, employer presentations and panels, resume referrals, online job vacancy postings, and recommended Internet job search links.

## DISABILITY SERVICES

LBJ Student Center 5-5.1

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

T: 512.245.3451 F: 512.245.3452

Texas State does not discriminate on the basis of disability in the recruitment and admission of students. Students with disabilities must meet the same admission requirements as other students. A student whose educational and/or personal goals for success have been negatively impacted due to disability-based reasons may wish to address this in the supplemental essay portion of the admission application. This information may be considered by the Undergraduate Admissions Office during the application review process.

The Office of Disability Services (ODS) at Texas State assists students with disabilities to independently achieve their educational goals and enhance their leadership development by providing reasonable and appropriate accommodations. The ODS facilitates access to university programs, services and activities in the most integrated setting appropriate. In order to qualify for services, a student must provide the ODS with verification of disability. Students with learning disabilities must provide an evaluation, which has been completed within the last five years. To ensure a timely review of documentation and provision of support services, students are requested to provide verification of disability at least thirty days prior to attendance at Texas State. Students needing sign language or captioning (speech to text) services for admissions counseling, academic advising and orientation services should contact ODS one week prior to the event to ensure interpreter availability.

Students with disabilities may be entitled to financial assistance from the Department of Assistive and Rehabilitative Services.

Texas State has established a grievance procedure for the prompt and equitable resolution of complaints related to illegal discrimination on the basis of disability. This grievance procedure is described in UPPS No. 04.04.46, Prohibition of Discrimination or Harassment Based on Race, Color, National Origin, Age, Sex, Religion, Disability or Sexual Orientation. A copy is available in the university library, the Office of Disability Services and most other university offices. Students who have concerns or complaints should contact the Director of Disability Services at 512.245.3451 or the university ADA Coordinator at 512.245.2278.

## FINANCIAL AID AND SCHOLARSHIPS

JCK Building 240

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

T: 512.245.2315 F: 512.245.7920

Texas State makes every effort to help students who need assistance in paying for the cost of their education. Various financial aid programs are available. Interested students should contact Financial Aid and Scholarships or visit the office's website to view the types of assistance that are available.

### Federal and State Aid Programs

Texas State participates in both federal and state financial aid programs. Financial Aid and Scholarships offers grants, work study, student and parent loans, scholarships and other types of aid. Students with sufficient financial need can benefit from such grants as the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, TEACH Grant, Iraq-Afghanistan Service Grant, TEXAS Grant, Texas State Tuition Grant and Texas Public Educational Grant.

### Applying for Financial Aid

To apply for financial aid, a student must complete and submit the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and include the Texas State University school code – 003615.

### Deadlines

- March 31 is the priority date for filing a FAFSA for the upcoming academic year (fall and spring). If the deadline is missed, a student may still apply and receive some type of assistance such as the Pell Grant and student loans.
- March 1 is the priority deadline for filing the separate summer financial aid application prior to the upcoming summer semester. This separate summer application, which can be found online at [www.finaid.txstate.edu](http://www.finaid.txstate.edu), is in addition to filing the appropriate year's FAFSA.
- For scholarships deadline information, visit [www.finaid.txstate.edu/scholarships](http://www.finaid.txstate.edu/scholarships).

### Satisfactory Academic Progress Requirements

Federal regulations require students to meet certain minimum academic standards in order to remain eligible for financial assistance. The requirements are that a student: 1) maintain a minimum cumulative Texas State GPA; 2) complete at least 70% of all coursework; and 3) not exceed a maximum limit of attempted hours toward their degree or certificate program.

Additional program-specific requirements also exist. View these SAP criteria in more detail at [www.finaid.txstate.edu](http://www.finaid.txstate.edu) by selecting *Undergraduate Aid* from the dropdown menu and then *Maintain My Eligibility*.

### Alternative Loan Resources

For information on alternative loans, visit [www.finaid.txstate.edu](http://www.finaid.txstate.edu), select *Undergraduate Aid* from the dropdown menu and then *Types of Aid*.

### Official Withdrawals and Financial Aid

If a student withdraws or is expelled from the university on or prior to the 60-percent point of the semester, the student is required to repay any unearned portion of their federal Title IV aid. For more details, visit [www.finaid.txstate.edu](http://www.finaid.txstate.edu), select *Undergraduate Aid* from the dropdown menu and then *Withdrawing, Non-Passing Grades and Attendance*.

### Academic Progress Requirements

Federal regulations require financial aid recipients to be making Satisfactory Academic Progress (SAP) toward a degree or eligible certification program. SAP is evaluated at the end of each academic year (end of spring semester). There are three standards (see below) a student must meet to maintain SAP. More information may be found at [www.finaid.txstate.edu](http://www.finaid.txstate.edu).

### Unofficial Withdrawals and Financial Aid

If the student fails to earn a passing grade in at least one of their courses (i.e., all U's, all I's or a combination of all U's, W's or I's) during a semester, the student is considered to have, for purposes of federal Title IV funds, unofficially withdrawn from the university. As a result, a federal withdrawal calculation must be performed to determine the amount of Title IV funds the student must repay. For more details, visit [www.finaid.txstate.edu](http://www.finaid.txstate.edu), select *Undergraduate Aid* from the dropdown menu and then *Withdrawing, Non-Passing Grades and Attendance*.

### Non-Attendance and Financial Aid

If the student is a Pell Grant, Iraq-Afghanistan Service Grant (IASG) or TEACH Grant recipient, federal regulations require the student to have begun attending the courses for which the student is enrolled and receiving these grants. If on the census date roster (e.g., 12th day of each fall and spring semester) the student is reflected as not attending a course, the student is assumed (for financial aid purposes) not to have begun attendance for that course. The student's grant will then be adjusted or cancelled based on the courses the student has actually begun attending. For more details, visit [www.finaid.txstate.edu](http://www.finaid.txstate.edu), select *Undergraduate Aid* from the dropdown menu and then *Withdrawing, Non-Passing Grades and Attendance*.

### To Withdraw

The student must complete the form entitled "Texas State Official Withdrawal Request" from the Registrar's Office. Financial aid recipients should speak with a Financial Aid and Scholarships representative before the withdrawal is processed. The withdrawal date is defined as the date on which a student first indicates his or her intent to withdraw.

## HOUSING AND RESIDENTIAL LIFE

DHRL Office Building  
515 N. Comanche Street  
[www.reslife.txstate.edu](http://www.reslife.txstate.edu)

T: 512.245.HOME (4663) F: 512.245.7619

### University Housing Policy

New students under the age of 20 (by September 1 for fall admission or January 1 for spring admission) with fewer than 30 credit hours are required to live in on-campus university housing. All students who graduated from high school within the preceding 12 months of the semester of their admission are also required to live on campus.

### 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. The on-campus living experience is 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.

It is the mission of the Department of Housing and Residential Life to provide you with welcoming living communities that foster academic success, campus engagement, and personal development. 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 6,000 students in 23 residence halls and apartments**.

### Dining On-Campus

No matter what you like to eat, when you want to eat, or whom you want to be with, our dining plans have your needs in mind. The university offers four different dining plans so you can pick the one that best fits your schedule, eating preferences, and pocketbook. Students who reside in university residence halls are required to select one of the three residential dining plans.

### Applying to Live On Campus

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

### Cancellation Deadlines

**Contracts for on-campus living are for the entire academic year. Once your contract has been signed and returned there are very limited reasons for cancellation. If you are not planning to attend the university, cancellation deadlines must be met for a deposit to be refunded. Please see our contract terms and conditions for specific cancellation details.**

## VETERAN'S AFFAIRS

J C Kellam III  
[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.

Dependents of Texas veterans and veterans who have exhausted VA educational benefits, should check with the Office of Veterans Affairs for information about the Hazlewood Exemption. Note: dependents students who are eligible for Hazlewood are subject to federal satisfactory academic progress (SAP) policies. For more information, go to <http://www.va.txstate.edu/Hazlewood/Academic-Progress.html>. 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).

The University 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

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, and June for summer. 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), 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. a severe illness or other debilitating condition that may affect the student's academic performance;
- b. 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
- c. performance of active duty military service.

#### SPECIAL FEES AND CHARGES

Admissions Application Fee	\$60.00
Admissions/Evaluation Fee for International Applicants	\$75.00
Advising Fee	\$90.00
Athletic Training Fee (to sophomores who have earned competitive admission to the undergraduate athletic training education program)	\$100.00
Auditing Fee	same as if course were taken for credit
Certificate Fee (payable when applying for teacher certification)	
Texas Standard Certificate	\$77.00
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)	\$25.00
Electronic Course Fee (per semester credit hour)	\$50.00
Evaluation of Foreign Credentials (for domestic applicants)	\$35.00
Payment Plan Enrollment Fee (for handling & other processing)	\$30.00
Late Registration Fee:	
Prior to the first day of class	\$25.00
1st 4 class days - fall/spring. 1st 2 classdays - summer	\$100.00
5th through 12th class day - fall/spring 3rd-4th class days - summer	\$200.00
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)	\$30.00
Physical Therapy Application Fee	\$50.00
Post-Baccalaureate Teaching Intern Application Fee	\$500.00
Reinstatement Fee (for processing during the same semester of a withdrawal)	\$50.00
Returned Item Fee (for handling & other processing)	\$30.00
Transcript Fee (official copy)	\$5.00

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

### Campus Parking/Vehicle Registration Fee

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

1. register the vehicle at Parking Services
2. purchase a permit
3. properly display the permit anytime the vehicle is parked on campus
4. 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 (TEC 54.014) 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 may be charged a fee in addition to the tuition charged for the course. 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.

Appeals for the Course Repeat Fee charge 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 nonresident 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 course repeat fee, may submit eligibility documents to Student Business Services Office no later than the official last class day of the semester in which the appeal is being requested. A student shall be exempted from payment of higher tuition for any course repeated in the final semester or term before graduation, if the course(s) is taken for the purpose of receiving a grade that will satisfy a degree requirement. This exemption applies for only one semester. The exemption does not affect an institution's ability to charge a higher rate for courses that cannot be reported for funding for other reasons such as the excess credit hour limit, or an institution's ability to waive higher tuition rates for economic hardship.

### 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 semester 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 to protect Texas State from damage to or loss of Texas State property. Charges for damages are billed directly to the student or collected by the department. Failure to pay the charges promptly will cause the student to be barred from re-admission and from receiving an official transcript. Upon written request to the Student Business Services Office, this deposit, less outstanding charges, will be returned to the student who is no longer attending. Deposit refunds not requested within four years from date of last attendance are forfeited into a scholarship account. This deposit, less outstanding charges will be refunded to students who graduate or withdraw from the university.

### 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](http://www.reslife.txstate.edu) or in the Registration Instruction booklet. Room and board is billed on a semesterly basis and may be paid in full at registration or in installments. 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 withdraws officially 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. Room and board charges will continue until the student has officially moved from university housing and has received written clearance from the director of Housing and Residential Life. Any refund due will be applied to any unpaid financial obligation with Texas State. If the refund exceeds any unpaid balance, a refund will be processed within 30 days to the permanent address on file in the Registrar's Office or deposited to the students' bank account if they have signed up for direct deposit.

### 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 for any reason, 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 e-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, Discover, Diner's Club, 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

Tuition, fees, and room and board may be paid through the following alternatives:

1. Full payment is due prior to the beginning of the semester.
2. Students may enroll in a payment plan. You can view by going to: <http://www.sbs.txstate.edu/>.

### Installment Payments

An enrollment fee will be collected at the time of enrollment in a plan.

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 <http://www.sbs.txstate.edu/>.

### Delinquent Payments

A delinquent charge of \$25 will be assessed the first day after the payment plan 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 \$25 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.

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.

### 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 fall and spring terms provided you remain enrolled at Texas State until the end of the semester. Refunds for summer terms vary based on course length. Please see the Student Business Service link: <http://www.sbs.txstate.edu/students/refunds.html>. No refund is made for classes dropped after the twelfth 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 address on file. 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.

### 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, 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 ensure 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 the Honor Code Website 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. Information about the Honor Code Council and its policies and procedures may be found at [www.txstate.edu/honorcodecouncil](http://www.txstate.edu/honorcodecouncil).

#### 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 and Cut-Scores

##### ACCUPLACER

- College Ready Cut-Scores  
Mathematics - 350  
Reading - 351  
Writing - Essay Score of 5; Essay Score of 4 with Multiple Choice of 363
- Developmental Education Cut-Scores  
Mathematics - 336  
Reading - 342  
Writing - 350

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.thecb.state.tx.us/ctc/ip/core11\\_00/index.htm](http://www.thecb.state.tx.us/ctc/ip/core11_00/index.htm).

**Degree Plan.** Upon enrollment, all degree-seeking students are provided with a degree plan through DegreeWorks. Based upon the student’s major, this online system displays the courses required for graduation, tracks the individual student’s progress and maintains an up-to-date list of their remaining course work. Students and advisors utilize this tool to facilitate proper class scheduling and to monitor progress toward the degree. (Texas Education Code, Chapter 51, Section 51.9685)

## 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.

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.

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: Students enrolled in 12 or more credit hours are considered full-time students. Students in good academic standing may register for up to 18 credit hours each semester. Graduating seniors or other students with a Texas State GPA of 3.50 or higher may register for 19 or more credit hours with approval from their academic dean.
2. Summer Term: Students enrolled in 6 or more hours for first 5 weeks or 2nd five weeks part of terms during Summer term are considered full-time students. Students in good academic standing may register for up to 10 credit hours in each of the parts of Summer 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.

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. To initiate an appeal to drop a class or classes after the semester has ended the student must provide (a) a written letter of appeal and (b) documentation of extremely extenuating circumstances to the appropriate dean(s).

**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 **two parts of Summer term**.

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 are given two probationary semesters (fall or spring terms) to raise their Texas State GPA to 2.00. For example, if a student is placed on academic probation because the Texas State GPA has fallen to 1.85, then at the end of the two following probationary semesters the Texas State GPA must be 2.00 or higher, or the student will be placed on first

academic suspension. Grades earned in developmental coursework, in which neither hours nor grades are calculated toward the GPA, will not affect a student's academic standing.

**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 are given two probationary terms (fall or spring terms) to raise their Texas State GPA to 2.00.

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 the summer term at Texas State, (2) pass nine semester hours, and (3) earn a 2.00 GPA on all work attempted in summer or the student will be removed from probation if the Texas State GPA is 2.00 or greater at the end of the summer term.

**Readmission Following a First Academic Suspension.** At the end of the one long semester period for a first suspension, students must apply for readmission to Texas State for the subsequent semester. Students also must apply for readmission to Texas State following an absence of one long semester or more. 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 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 after one calendar year, prior to the end of the second calendar year, students must 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 verify that they are meeting the appropriate degree requirements including coursework and 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.

**Teacher Certification.** Any degree that includes preparation for becoming a Texas certified teacher will have special degree and graduation requirements. Please refer to the degree requirements under the appropriate College's section. For specific information on Admittance to the Teacher Preparation Program please refer to the College of Education section of this catalog.

## APPLICATION FOR GRADUATION

Students must indicate their intent to graduate by applying for graduation at the beginning of their final long semester or summer session I for August graduation. The student must complete the graduation application using the online application in Self Service Banner. 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. To allow for the receipt and processing of 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, first and second baccalaureate students must satisfy the following minimum grade requirements:

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)

**NOTE:** Individual departments/schools as well as degree programs with Teacher Certification may have higher requirements listed in their sections of this catalog.

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 54 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.

## ATHLETIC CERTIFICATION

### Harris Underground

T: 512.245.8148 F: 512.245.6826

The Athletic Certification Office is responsible for obtaining, evaluating and documenting the academic credentials in accordance with National Collegiate Athletic Association (NCAA) and Western Athletic Conference eligibility rules for approximately 400+ student-athletes. This office provides the official certification of eligibility documentation to the Texas State Department of Athletics.

## 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. **Effective Summer 2012**, to be eligible for graduation with honors, a student seeking a baccalaureate degree must have completed a minimum of 54 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 54 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 54 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 [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 [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 [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. 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 [Academic Services](#) 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		
Advertising and Mass Communication	BS	120	Required	
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		
Aquatic Biology	BS	120	Required	
Art	BA	120	Required	
Art History	BA	120	Required	
Athletic Training	BS	122		
Biochemistry	BS	120	Required	
Biology	BS	120	Required	
Chemistry	BS	120	Required	
Clinical Laboratory Science	BSCLS	137		
Communication Design	BFA	121		
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	BS	124	Required	
Construction Science and Management	BS	124		
Consumer Affairs	BSFCS	120	Required	Optional
Criminal Justice	BSCJ	120		
Criminal Justice Corrections	BSCJ	120		
Criminal Justice Law Enforcement	BSCJ	120		
Dance	BFA	120		Optional
Economics	BA	120	Required	
Economics	BBA	120		
Electrical Engineering	BS	137	Required	
Electronic Media and Mass Communication	BS	120	Required	
Engineering Technology	BST	124		
English	BA	120	Required	Optional
Exercise and Sports Science	BESS	120		Optional
Family and Child Development	BSFCS	120		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
Geographic Information Science	BS	120	Required	
Geography Resource and Environmental Studies	BS	120	Required	
Geography Urban and Regional Planning	BS	120	Required	
Geography Water Resources	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	Required	
Industrial Technology	BST	120		Optional
Industrial Technology-Manufacturing Technology	BST	120		
Interdisciplinary Studies	BS	120		Yes
Interior Design	BSFCS	120		
International Studies	BAIS	120		
International Studies-International Relations	BAIS	120		

Journalism and Mass Communication	BS	120	Required	
Management	BBA	120		Optional
Manufacturing Engineering	BS	132	Required	
Marketing	BBA	120		
Mass Communication	BA	120	Required	
Mathematics	BA	120	Required	Optional
Mathematics	BS	120	Required	Optional
Microbiology	BS	120	Required	
Music	BA	123	Required	
Music Studies	BM	132		Optional
Musical Theatre	BFA	125		
Nursing	BSN	130		
Nutrition and Foods	BSFCS	120		Optional
Performance	BM	123		
Philosophy	BA	120	Required	
Photography	BFA	121		
Physical Geography	BS	120	Required	
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	
Public Relations and Mass Communication	BS	120	Required	
Radiation Therapy	BSRT	131		
Recreational Administration	BSRA	120		
Respiratory Care	BSRC	124		
Social Work	BSW	126		
Sociology	BA	120	Required	
Sound Recording Technology	BS	122		
Spanish	BA	120	Required	Optional
Studio Art	BFA	121		Optional
Theatre	BA	120	Required	
Theatre	BFA	120		Optional
Wildlife Biology	BS	129		

Business Administration	18
Chemistry	21
Coaching	22
Communication Studies	21
Computer Science	22
Consumer Affairs	18
Criminal Justice	18
Diversity Studies	18
Early Childhood Intervention	18
Economics	18
English	24
Exercise and Sports Science	25
Family and Child Development	18
Family and Consumer Sciences	18
Fashion Merchandising	18
Forensic Psychology	21
French	15
Geography	19
Geology	19
German	15
Health and Wellness Promotion	18
Health Communication	21
Health Information Management	22
Healthcare Administration	18
History	24
Horticulture	18
Honors Studies	21
International Business	18
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	18
Philosophy	18
Physics	21
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

#### 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
Applied Mathematics	20
Art and Design	24
Art History	18
Biochemistry	24
Biology	21

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 Certificate Programs	Department/School	Requirements
Computer Information Systems	Computer Information Systems & Quantitative Methods	18 SCH
Environmental Interpretation	Geography	15 SCH
Geographic Information Science	Geography	19-20 SCH
Health Information Privacy & Security	Health Information Management	16 SCH
Interamerican Studies	International Studies	18 SCH
Latin American Business	Business Administration	21 SCH
Location Analysis	Geography	16-18 SCH
Southeast Asian Studies	International Studies	18 SCH
Water Resources Policy	Geography	16-17 SCH

#### Pre-Professional Curricula

Students preparing to study architecture, pharmacy, physical therapy, medicine, dentistry, veterinary medicine, 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 1315/1115, 1325/1125 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 1330, 1130, 1331, 1131, 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 1315, 1115 and 1325, 1125 (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 1330 and 1130; 1331 and 1131; 2400 or 2411, 2450; PHYS 1315 and 1115; 1325 and 1125; MATH 2321 and 2331 (or 2417 and 2471) Some Texas medical schools require a 3 hour statistics course; 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 six pharmacy schools in Texas (The University of Texas at Austin, University of Houston, Texas Southern University, Texas A&M Health Science Center, Texas Tech University Health Science Center, and University of the Incarnate Word) all require two years of prerequisite courses in chemistry, biology, math, physics, English, humanities and social sciences, but the exact courses required vary by school. Consequently, it is imperative that pre-pharmacy students consult with an 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 and Human Performance (HHP) offers an undergraduate degree program that will prepare students to enter the application process for a physical therapy program. The main focus of this pre-professional program is to provide a strong theoretical background utilizing courses across multiple disciplines, including Athletic Training and Exercise and Sports Science, for admittance into a physical therapy program. Coursework will also help prepare students for professional degree

programs in related fields, e.g., occupational therapy, chiropractor, and physician assistant. Because the prerequisites amongst professional programs vary, students should seek specific prerequisites for each program of interests.

See the HHP Department section of the catalog for specific course requirements in the degree plan for the Exercise and Sports Science major with a concentration in Pre-Physical Therapy.

\ Students will declare Exercise and Sports Science as their undergraduate major and Pre-Physical Therapy as their concentration. Students will declare their major with the College of Education Undergraduate Advising Center. 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 1330/1130, 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 1315/1115, 1325/1125.

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 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  
T: 512.245.2322 F: 512.245.8934  
Toll-free: 800.511.8656

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, health-related fields, mathematics, psychology, modern languages, and sociology. Courses are frequently revised, so students are encouraged to contact the Office of Distance and Extended Learning 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. **Instruction for most courses is online.**

### How Correspondence Study Works

The 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 course website or the** Office of Distance and Extended Learning. The instructor provides feedback on assignments and answers student questions. Assignments are then returned to the

student. Almost all courses have **proctored** examinations, and many have two or three. All **proctored** examinations must either be administered **at Texas State in the Testing, Research Support, and Evaluation Center (TREC)** 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. **It is the students' responsibility to ensure that all prerequisite requirements have been met. Prerequisite requirements for all courses are listed in the course information on the office's website. Non-Texas State students will be required to provide official transcripts to confirm prerequisites have been met.**
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 **on the course website or** 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.
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 Distance and Extended Learning 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.

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. 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.
9. Extension courses completed through Texas State are applicable toward residency requirements.

## STUDY ABROAD

Thornton International House  
334 W. Woods Street  
www.studyabroad.txstate.edu  
T: 512.245.1967 F: 512.245.1644

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 Study Abroad Office 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 one week 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. 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 providers.

### **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 and Scholarships to determine the application of such aid to any study-abroad program and the possible adjustment to meet the student's needs.

The Study Abroad Office 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

308 Academic Services Building North  
www.continuing-ed.txstate.edu  
T: 512.245.2507 F: 512.245.8934

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 faculty and staff in offering seminars, workshops, conferences, and short courses that help meet the educational needs of the many communities Texas State serves. Continuing Education coordinates planning, budgeting, marketing, fee collection, registration, meals, 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 (CEU). One CEU is awarded to a person who completes a ten contact hour program.

university by facilitating international agreements and by sponsoring international education month each November.

## TEXAS CERTIFIED PUBLIC MANAGER PROGRAM

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, and efficiency of management in government and to 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. **Courses may be completed for academic credit.**

## INTERNATIONAL OFFICE

Thornton International House  
334 W. Woods Street  
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 international students and scholars by serving as their advocates, and by providing information and services that facilitate their academic success and cultural adjustment.**
2. **Maintaining compliance with federal regulations by acting as liaison with the Department of Homeland Security (DHS), and serving as immigration advisers to international students and scholars.**
3. **Contributing to the research and teaching mission of the university by assisting in the procurement of proper legal employment authorization for distinguished international faculty and staff.**
4. **Promoting global awareness and perspective at the**

## TEXAS STATE INTENSIVE ENGLISH PROGRAM

Thornton International House  
334 W. Woods Street  
www.txstate.edu/ie  
T: 512.245.7810 F: 512.245.3752

TSIE is a non-credit university intensive English-as-a-Second-Language (ESL) program for students who: (1) want to improve their command of the English language before entering college; (2) are participating in the TSIE Pre-Bridge or Bridge Programs; or (3) would like to polish their 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 CAMPUS

www.rrc.txstate.edu  
T: 512.716.4001 F: 512.716.4110

In 1998, as the lead institution, Texas State joined forces with other area universities and colleges to establish the Round Rock Higher Education Center. In 2005, Texas State opened the Round Rock Campus (RRC) on 101 acres and offers educational opportunities in Williamson County and North Austin.

Texas State is addressing the educational needs of North Austin and the Central Texas area at the RRC. Located at 1555 University Boulevard in northeast Round Rock, the RRC offers close convenient parking, small class size as well as helpful, engaging faculty and staff in a state-of-the-art collegiate environment. The RRC provides the upper level coursework in select Bachelor's degrees, as well as several, post baccalaureate certificates and Master's degree programs. At the undergraduate level, students transfer hours to the RRC from a community college, another university or the San Marcos Campus. Students may also complete some lower level courses in online classes or via Texas State Correspondence. Round Rock students pay the same tuition as those attending in San Marcos, but certain fees may be waived.

Texas State offers the junior and senior level courses for the following:

- 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 Arts, major in Psychology

- 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 Science in Criminal Justice, major in Criminal Justice-Law Enforcement
- Bachelor of Science in Nursing, major in Nursing

To be eligible to register for Texas State classes at the RRC, students must have completed their sophomore year or at least 45 hours from the prescribed degree plans above. Students who intend to complete the junior and senior level classes at RRC must submit the same admission documents and meet the same admission requirements as any potential Texas State University student. However, procedures after acceptance is different for the RRC.

Therefore, it is very important to follow the Getting Started procedures listed on the RRC website at [www.rrc.txstate.edu](http://www.rrc.txstate.edu).

We are eager to assist you in reaching your educational goals as a Round Rock Bobcat.

## ACADEMIC SERVICES

### GENERAL EDUCATION CORE CURRICULUM

In order to acquire the fundamental skills and cultural background that are the marks of an educated person, all students at Texas State complete a program of general education core curriculum courses, which 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.

At the end of the bachelor's program, the student is prepared not only in a departmental field of study, but also in the general abilities of questioning, explaining, and learning that remain universally useful in a rapidly changing world. Texas State graduates have the raw materials to build solutions as they fulfill career and civic responsibilities.

A list of courses and course choices that fulfill the general education core curriculum is given below. In many cases, the academic plans of various Texas State colleges, departments, degrees, majors, and certifications modify or exceed these standards, so students are urged to carefully examine all sections of this catalog, which apply to the academic program of their choice.

Students transferring from Texas public institutions of higher education may have to fulfill only those portions of the general education core curriculum not completed at their previous institutions. Students from private or out-of-state institutions or those who took coursework before the core curriculum was put into place (Fall 1999), will have their coursework evaluated to determine if it is equivalent to that required at Texas State.

For all students, specific major requirements may override those in the core curriculum. Those who have completed the core requirement for college math, for instance, may have to complete Calculus if such is required by their major. In all cases, the major and core requirements applicable are those in the year catalog to which the student is assigned. A list of general education core requirements

at all Texas public institutions of higher education is available online at <http://statecore.its.txstate.edu>.

### GENERAL EDUCATION CORE CURRICULUM COMPONENTS

Communication Component (9 hours)

ENG 1310 and 1320-College Writing, Parts I & II

COMM 1310-Fundamentals of Human Communication

Mathematics Component (3-4 hours)

Choose one from:

**MATH 1312-College Statistics and Algebra**

MATH 1315-College Algebra

MATH 1316-Survey of Contemporary Mathematics

MATH 1317-Plane Trigonometry

MATH 1319-Mathematics for Business & Economics I

MATH 1329-Mathematics for Business and Economics II

MATH 2321-Calculus for Life Sciences I

MATH 2417-PreCalculus Mathematics

MATH 2471-Calculus I

(See Department of Mathematics section of this catalog for minimum test scores and/or prerequisites required to enroll in these courses. Students may have to complete MATH 1300-Pre-College Algebra or MATH 1311-Basic Mathematics before enrolling in MATH 1315-College Algebra.)

Natural Science Component (7-8 hours)

(If both courses are from the same science, one course may be non-laboratory.)

ANTH 2414-Biological Anthropology

BIO 1320-Modern Biology I (for non-majors)

BIO 1421-Modern Biology II (for non-majors)

BIO 1130-Functional Biology Laboratory

BIO 1131-Organismal Biology Laboratory

BIO 1330-Functional Biology

BIO 1331-Organismal Biology

CHEM 1310-Introductory Chemistry for Non-Science Majors

CHEM 1430-Chemistry for Non-Science Majors

CHEM 1341/1141-General Chemistry I

CHEM 1342/1142-General Chemistry II

GEO 1305/1105-Meteorology

GEOL 1410-Physical Geology

GEOL 1420-Historical Geology

PHYS 1110, 1310, 1320-Elementary Physics

PHYS 1140-Introductory Laboratory in Astronomy

PHYS 1340-Astronomy: Solar System

PHYS 1350-Astronomy: Stars and Galaxies

PHYS 1115-General Physics I Laboratory

PHYS 1125-General Physics II Laboratory

PHYS 1315-General Physics I

PHYS 1325-General Physics II

PHYS 1430-Mechanics

PHYS 2425-Electricity & Magnetism (Engineering Sequence)

Humanities & Visual and Performing Arts

Component (9 hours)

ART 2313, DAN 2313, MU 2313, or TH 2313-Introduction to Fine Arts

PHIL 1305-Philosophy and Critical Thinking or PHIL 1320-Ethics and Society

Choose one from:

ENG 2310, 2320-British Literature before 1785, British Literature since 1785

ENG 2330, 2340-World Literature before 1600, World Literature since 1600

ENG 2359, 2360-American Literature before 1865, American Literature since 1865

Social and Behavioral Sciences Component (15 hours)

HIST 1310-History of the U.S. to 1877

HIST 1320-History of the U.S., 1877 to date

POSI 2310-Principles of American Government

POSI 2320-Functions of American Government

Choose one from:

ANTH 1312-Cultural Anthropology

ECO 2301-Principles of Economics

ECO 2314-Principles of Microeconomics

GEO 1310-World Geography

PSY 1300-Introduction to Psychology

SOCI 1310-Introduction to Sociology

Texas State Component (3 hours)

US 1100-University Seminar (for Freshmen with 15 hours or less earned since High School graduation)

Choose two courses from:

PFW 1101-1139, 1150-1164, 1166-1225; DAN 1160, 1170, 1180, 1190, 2161, 2181, 2191 or 2210;

Or take one course from the above and one from:

PFW 1140, 1149, 1165; MUSE 3120 (Marching Band)

A third one hour PFW should be taken for those students who do not need US 1100.

A complete listing of the course offerings is available in the Department of Health and Human Performance section of this catalog and in the Schedule of Classes. Veterans with a DD214 discharge form or those with similar active duty in the National Guard, Reserves or Armed Forces of the United States or of another nation may receive up to 4 hours of PFW credit for that service. Students with documented disabilities should consult with the Department of Health and Human Performance for appropriate accommodations.

## STUDENT LEARNING ASSISTANCE CENTER

Alkek Library 411

T: 512.245.2515 F: 512.245.3002

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

Texas State's Student Learning Assistance Center (SLAC) provides a wide range of academic support programs. Whether students are seeking help with course content, study skills, or test preparation, SLAC provides a variety of services including a walk-in tutoring lab, Supplemental Instruction, campus presentations, and online services.

The SLAC Learning Lab provides academic assistance in accounting; sciences such as physics, biology, and chemistry; English;

statistics; computer information systems; history; philosophy; languages such as Spanish; and a number of math courses. The Lab also contains study materials, handouts, and computer-assisted instructional software on a wide range of topics and levels, from correcting comma splices to preparing for graduate school.

Students may also visit SLAC for assistance in preparing for the admissions tests for graduate (GRE), law (LSAT), and business (GMAT) colleges as well as local tests such as the School of Journalism and Mass Communication's Grammar, Spelling, and Punctuation (GSP) exam.

Supplemental Instruction, a nontraditional approach to collaborative learning, provides structured group study for students in historically difficult courses. Supplemental Instruction Leaders (SI's) act as role models and facilitate multiple study sessions per week in order to assist students, not only with course content, but also with the development of positive study skills and habits.

SLAC staff members also provide informational and interactive presentations on test-taking and anxiety management, learning styles, time management, note-taking, and other topics. Upon request, SLAC's staff will design specialized programs on study skills and academic improvement to fit the needs of a campus club, organization, or professor. In addition, SLAC works to facilitate the College Note-Taking session of PAWS Preview by showing incoming freshmen proper techniques and giving tips for successfully negotiating a college lecture.

SLAC also provides Texas State students with a number of online resources. By simply visiting [www.txstate.edu/slac](http://www.txstate.edu/slac), students can access the Learning Lab's tutoring schedule and hours, times and locations of Supplemental Instruction sessions, information regarding becoming a lab tutor or SI Leader, content area handouts, and test preparation materials. SLAC also maintains an Online Writing Lab (OWL), providing tutoring in an electronic format accessible via email.

## TESTING, RESEARCH-SUPPORT AND EVALUATION CENTER (TREC)

Lower Commons Hall

T: 512.245.2276 F: 512.245.2903

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

The Testing, Research-Support and Evaluation Center (TREC) includes a testing center offering a variety of academic tests, including those satisfying the Texas Success Initiative (TSI), which students must meet before enrolling in college-level coursework {see Texas Success Initiative Program (TSIP) in Academic Policies section}. To satisfy TSI requirements, students may take COMPASS, AccuPlacer, or THEA (offered in paper format as THEA Quick Test, or online as THEA-Internet Based Test, or IBT) in TREC's testing lab.

Initially, each student's math placement level is determined by her/his highest math score on the SAT and/or ACT. A student who does not achieve an SAT math score of at least 480 or an ACT math score of at least 21 will be required to complete at least one

developmental math course prior to enrolling in the core curriculum math course pertinent to her/his degree plan; however, any student who is concerned that the placement indicated by the SAT or ACT score is inappropriate may take the math portion of the COMPASS test to attempt to receive a higher placement level than indicated by the SAT or ACT score.

Furthermore, TREC's Testing Center offers Exams-for-Credit (EFC). This program recognizes that many students may have attained college-level proficiency in academic subjects independent of the college environment.

Students who pass a test considered by the relevant academic department at Texas State to indicate sufficient knowledge of the course material can earn credit for certain courses without enrolling in them. The following options are available:

1. The College Board's Advanced Placement Examination Program (APP),
2. College Level Examination Program (CLEP),
3. International Baccalaureate (IB) Program, and
4. Departmental examinations, where available.

Note that evidence of credit established by any of these means must be processed by TREC before it can be entered on the transcript. More detailed materials on this and other TREC programs are available at the TREC office. TREC is an open center for CLEP, COMPASS, and AccuPlacer testing and will test all examinees regardless of enrollment status.

Exams-for-Credit (EFC) satisfy degree requirements in the same way credit earned by passing courses does except that:

1. It does not count as credit earned in residence; and
2. Credit established in this manner through TREC will be recorded as "credit only" ("CR") on the transcript and will not affect the GPA, except that Texas State University-San Marcos recognizes superior scores for CLEP exams in French, German, and Spanish language by awarding not only credit, but also letter grades of A or B according to the Credit & Grade Awarding Table. Letter grades for the French, German, and Spanish language CLEP exams are optional. Students may choose to accept a "CR" (credit only) instead of a letter grade.

### **Academic Testing for Students with Disabilities**

The Academic Testing for Students with Disabilities (ATSD) office provides academic testing services for students who are currently registered for testing accommodations through the Office of Disability Services (ODS). Some examples of testing accommodations used by students are: extended time, reduced distraction environment, use of a computer or laptop, or use of a reader or scribe. Note that all testing accommodations have to be approved by ODS before a student can sign up to take a test at ATSD. ATSD works closely with ODS and TREC to provide all students registered with ODS with the most secure, up-to-date and quiet testing environment possible.