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ACADEMIC POLICIES

This section of the catalog contains information about SWT's general academic policies. All SWT students should review this information carefully when they enter the university.

Academic Honesty Statement

Learning and teaching take place best in an atmosphere of intellectual fair-minded openness. All members of the academic community are responsible for supporting freedom and openness through rigorous personal standards of honesty and fairness. Plagiarism and other forms of academic dishonesty undermine the very purpose of SWT and diminish the value of an education. Specific sanctions for academic dishonesty are outlined in *SWTexan*.

Registration

Schedule of Classes. The Schedule of Classes contains CATS registration instructions, dates, fee schedules, and a list of classes offered with meeting days, times, and locations. Also included are 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, are available on-line at <http://www.swt.edu/registrar>

Academic Advising. SWT 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. Advisers 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 SWT 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 if an undergraduate student, or the Graduate College if a graduate student. SWT is not responsible for loss of correspondence credits due to unreported name changes. Address changes can be done on-line using an SWT student computer account at https://www1.SWT.edu/app/self_address_changes

Privacy Act of 1974. The Family Educational Rights and Privacy Act of 1974 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 Family Educational Rights and Privacy Act Office concerning alleged failures by SWT to comply with the Act. University policy explains in detail the procedures to be used in complying with the act. The policy is printed in the Schedule of Classes distributed by the Registrar's Office. This policy is set forth on the internet at <http://www.swt.edu/irp/upps/upps-01-04-31-atl.html>. The policy is also contained in UPPS 07.08.01, "Access to Individual Student Data and Academic Records" and UPPS 01.04.31, "Access to Student Records Pursuant to the Family Educational Rights and Privacy Act of 1974," available in the Learning Resources Center. 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, 7-doctoral. The second digit indicates the number of semester credit hours the course carries. The last two digits usually indicate the location of the course in the department's curriculum. A letter (A, B, C, etc.) attached to a course number usually indicates a topics course. The numbers in parentheses following a course title indicate the clock hours per week spent in lecture and in laboratory, respectively. A course preceded by (WI) is writing intensive.

Independent Study Courses. When a student registers for an independent study course, the instructor and student must agree in writing upon a specific topic or area of study. A copy of the agreement must be filed in the departmental or division office.

Texas Legislative Requirements

Texas Academic Skills Program (TASP). The main component of this program is a test that measures skills in mathematics, reading and writing. All students, except those who are TASP Exempt, should take the TASP Test before their first semester in college at a Texas public institution of higher education. Students with disabilities who need reasonable accommodations should refer to the section of the TASP Registration Bulletin dealing with Special Testing Accommodations. Deaf students who are not TASP Exempt should take the Stanford Achievement Test, Advanced 2 Level, instead of the TASP Test.

Some students are exempt from this test requirement. A student will be identified as "TASP Exempt" when SWT has received official proof that he or she satisfies any one of the following:

1. earned a Bachelor's degree from a school whose accreditation is recognized by the Southern Association of Colleges and Schools;
2. passed 3 or more hours of college work before 9/1/1989 from a school whose accreditation is recognized by SACS;
3. earned a composite score of at least 23 on a recent ACT test with at least 19 on each of the English and Mathematics parts (ACT scores used for TASP Exemption must come from the same test date and the test can be no more than 5 years old.);
4. earned a Verbal plus Mathematics total of at least 1070 on a SAT Test with at least 500 on each of the two parts (SAT scores used for TASP Exemption must come from the same test date and the test can be no more than 5 years old.);
5. passed each part of the Exit Level TAAS test on the first attempt and scored at least 1770 on the Writing part, at least X-89 on the Reading part and at least X-86 on the Mathematics part (TAAS scores used for TASP Exemption can be no more than 3 years old.);
6. is deaf or blind and passed 3 or more hours before 9/1/1995 from a school whose accreditation is recognized by SACS.
7. graduated from an accredited high school within the last two years and who completed the Advanced or Recommended High School Curriculum with a GPA of at least 3.5 on a 4.0 scale.

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

If a student fails one or more parts of the TASP Test, that student will be required to be in a developmental program in at least one of the areas failed, every semester that the student is in school (including summer sessions) until the student has successfully completed all appropriate developmental course work. A student with a failing TASP score may not take any 3000 or 4000 level classes if the hours that student has earned plus the 3000 or 4000 level hours that student is trying to take add up to a number 60 or higher.

It is now possible to pass the TASP Test by earning grades of “A” or “B” in certain courses. There are conditions to be met. A student must fail a part of the TASP Test, complete a developmental program in that area and fail that part of the TASP Test again. If the area was writing and the student earns an “A” or “B” in English 1310 or 1320, then the student has passed writing. If the area was mathematics and the student earns an “A” or “B” in MATH 1315 or 1317, then the student has passed mathematics. If the area was reading and the student earns a grade of “A” or “B” in: ENG 2310, 2320, 2330, 2340, 2359, 2360; HIST 1310 or 1320; POSI 2310 or 2320; or PSY 1300, then the student has passed reading. It is necessary for a student to complete the appropriate developmental program before attempting to take any of these A/B courses. A student with a failing TASP score in writing and no grade of “CR” in ENG 1300 will be blocked from taking ENG 1310 and 1320. A similar thing will happen to the student with a failing TASP score in reading who has no grade of “CR” in RDG 1300 or a failing TASP score in mathematics who has no grade of “CR” in MATH 1311.

A student who is transferring course work from a private or out of state school may not need to take the TASP Test or may need to only take part of the TASP Test. This rule has many restrictions so please check with the TASP office before assuming it applies to you. The following statements apply to exact transfer courses and not to electives, ELNA courses. They also must have been taken at private or out of state schools. A student who transfers a grade of “A” or “B” in ENG 1310 or 1320 will be regarded as having passed the writing part of the TASP test. A student who transfers a grade of “A” or “B” in MATH 1315 or 1317 will be regarded as having passed the mathematics part of the TASP test. A student who transfers a grade of “A” or “B” in any one of the following will be regarded as having passed the reading part of the TASP Test: HIST 1310, 1320; POSI 2310, 2320; PSY 1300; ENG 2310, 2320, 2330, 2340, 2359 or 2360. If a student has passed some part of the TASP Test by grades, the student should take the remaining parts of the TASP Test prior to attempting to register for classes at SWT.

If you are an incoming student and you have taken the TASP Test and SWT does not have your scores, then go to the Academic Skills Program Office. For all questions about TASP or TASP Exemptions call the Academic Skills Program Office.

Requirements in History and Government. Texas law requires that every student graduating from a state-supported college or university must take six semester hours of American history and six semester hours of American government. Both of these requirements are included in SWT’s general education core curriculum. According to current law, up to three semester hours of credit in a junior or senior ROTC course may be applied to the history requirement and up to three hours to the government requirement.

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, Early Childhood Education, Engineering, Engineering Technology, Grades 4-8 Teacher Certification, and Music.

Each field of study will include the lower division courses that are required before a student may enroll in upper-division courses within the degree program, and may also offer guidelines and suggestions for appropriate general education core curriculum or elective courses in addition to the courses that actually compose the field of study curriculum itself. If a student successfully completes a field of study curriculum that block of courses may be transferred to a general academic teaching institution and must be substituted for that institution's lower division requirements for the degree program for the field of study into which the student transfers, and the student shall receive full academic credit toward the degree program for the block of courses

transferred. A student who transfers from one institution of higher education to another without completing the field of study curriculum of the sending institution shall receive academic credit from the receiving institution for each of the courses that the student has successfully completed in the field of study curriculum of the sending institution. Following receipt of the credit for these courses, the student may be required to satisfy further course requirements in the field of study curriculum of the receiving institution. A student concurrently enrolled at more than one institution shall follow the field of study curriculum of the institution in which the student is classified as a degree-seeking student. More information about field of study is available online at: http://www.thecb.state.tx.us/ctc/ip/core11_00/index.htm

Academic Regulations

Catalog Designation. The catalog designation a student receives when entering SWT 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 Texas senior or out-of-state institutions are assigned to the current catalog.
 - b. Students with college work during the last six years, solely from Texas junior colleges, are assigned to the SWT catalog which was in effect at the time of the student's initial junior college enrollment.
3. Former SWT students (those who leave for one or more long semesters and apply for readmission).
 - a. Former students whose initial SWT enrollment was more than six years ago are assigned to the current catalog.
 - b. Former SWT students whose initial SWT 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 SWT catalog designation.
 - c. Former SWT students whose initial SWT enrollment was within the last six years and who have completed 30 or more hours of college work elsewhere during the interim are assigned to the current catalog.
4. A college dean may change the catalog designation.

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

Fall or Spring Semester-those enrolled for 12 or more credit hours are considered full-time students. An average load for a student with a 2.00 or higher GPA is 15-17 credit hours; however, if such a student is enrolled in only five courses, as many as 18 credit hours is also considered an average load. Graduating seniors or students with a 3.00 or higher GPA may carry 19 credit hours. Those with a 3.75 or higher GPA may carry up to 22.

Summer Terms-the usual summer load is 6 credit hours per term. Students in good standing may take eight hours during a summer term without needing their dean's approval. Those with a 2.00 or higher GPA may carry 10 credit hours during each summer term. These limits do not include credit earned in the summer mini-term.

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

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

1. Faculty are encouraged to establish mandatory attendance requirements in each course.
2. Each faculty member will inform students of the course attendance policy at the initial class meeting.

3. Students are responsible for understanding the attendance policy for each course in which they enroll and for meeting the attendance requirements.
4. Failure to meet the attendance requirements in a course may lower a grade.

Religious Holy Days. A “Religious Holy Day” means a holy day that is observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. Religious Holy Day absence forms are kept in the Dean of Students’ office. The student should complete the form and present it to the Dean of Students or designee for approval. Students must present an approved form to each instructor by the 15th calendar day of the semester. Instructors must acknowledge the request by initialing and dating the form. Students must present the form again to the instructor two class periods prior to the absence. Instructors must note assignments on the form, give a completion date, and sign in the appropriate place. If the student completes the assignments as noted, the instructor will evaluate and record the grade.

Dropping Classes/Withdrawing from the University. Dropping a class is an official action whereby students inform SWT 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 SWT that he/she will cease attending all classes.

The deadline for dropping classes or withdrawing from SWT is two weeks preceding the beginning of final examinations during the fall and spring semesters, one week preceding final examinations during the summer sessions. Special deadline dates will be enforced for courses offered in a shortened format. When a student drops one or more classes or withdraws from SWT, either a “W” grade (withdrawn passing) or an “F” grade (failing) will be assigned for each course as follows:

1. A “W” grade will be assigned automatically if a student officially withdraws from SWT or officially drops one or more classes on/before the 14th class day during fall and spring semesters and 5th class day during summer sessions. This period shall be designated as the automatic “W” period. Courses officially dropped on/before the 12th class day during fall and spring semesters and 4th class day during summer sessions are not recorded on the student’s SWT transcript.
2. After the automatic “W” period, faculty assign grades to students who officially drop classes or withdraw from SWT. Faculty assign the “W” grade only to those students who have a passing average at the time the drop/withdraw action is officially completed. Otherwise, faculty assign the “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 CATS Telephone system and the University’s CATS website at the end of each regular semester and summer term. Students may request a grade mailer at the time they call to hear their grades or view them on-line. Time periods for requesting grade mailers will be printed in the schedule of classes. Automatic grade mailers will be sent to the following groups: PAS, Conditional Admissions, International Students, Probation/ Suspension Students, and Athletes.

Grade Symbols. Grades at SWT 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 SWT will not count as hours completed until another grade is assigned. Twelve months after an SWT “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 SWT 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). SWT 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 SWT GPA for all work attempted at SWT is used to determine whether a student is meeting minimum academic standards. Beginning in the fall of 1991, this SWT GPA will be calculated by the procedures described in the section titled “Repeating Courses” (see below).

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

Courses taken at other schools will not be included in the GPA at SWT. SWT 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 repeated more than once, the second grade (first repeat) and all subsequent grades (repeats) are included in computing the SWT hours attempted, grade-points earned and GPA. “W” and “I” grades are excluded. A course taken at SWT must be repeated at SWT 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 SWT counts towards the SWT GPA.

Change of Grade. An individual course grade may be changed when the involved faculty member certifies to the Registrar that an error was made in computing the original grade. The grade change must be approved by the department chair/school director and the appropriate college dean. Students who wish to protest a grade earned in a course should first discuss the grade with the instructor. If no resolution is reached, the student may appeal the grade to the department chair. If no satisfactory conclusion can be reached at this level, the student may appeal to the college dean whose decision is final. In accordance with SWT'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 SWT, 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 SWT. Moreover, continued failure to adjust such debt may result in the student's losing the privilege of attending class.

Probation and Suspension

Minimum Academic Standards. Students must meet minimum academic standards in work completed at SWT. 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 SWT are considered.

Academic Probation. Academic probation is an emphatic warning that the quality of the student's work has not met SWT's minimum academic standards and that the quality must improve during the probationary semester in order for the student to continue at SWT. A student will be placed on academic probation at the end of the fall or spring semester in which the SWT 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 SWT GPA is 2.00 or higher.

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

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

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

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

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

Readmission Following a First Academic Suspension. At the end of the one semester period for a first academic suspension, students may apply for re-admission to SWT (refer to Program D in the Admissions section). Students who re-enter SWT following an academic suspension do so on academic probation. For specific regulations, refer to paragraph on “Academic Probation”. If the SWT GPA is not raised at the end of the first probationary semester, or is less than 2.00 at the end of the second probationary semester, the student will be placed on second academic suspension.

Policies Governing Second Academic Suspension. Students who fail to meet the minimum academic standards defined above will be placed on academic suspension for a second time, for a period of two calendar years. If there are extenuating circumstances, students may appeal prior to the Monday of registration week to the appropriate college dean for reinstatement. If reinstatement is denied, students may then appeal to the Suspension Appeals Committee. If the appeal is approved, students may return to SWT on academic probation, subject to special conditions imposed by the dean or the Suspension Appeals Committee regarding course load limits, work load limits, counseling, etc. If reinstatement is allowed, students may apply for re-admission to SWT (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 SWT 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 SWT (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 SWT 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 SWT are calculated in determining probation-suspension status. Students who enroll for 30 or more semester hours at another institution while on suspension from SWT 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

Application for Degree Outline. After completing 45-60 semester hours, students should request a degree outline through the college academic advising center. When the outline is approved by the appropriate college dean, it will list all courses required for graduation. The outline should be used to determine which courses to take at each registration. Students receiving Veteran Administration Educational Assistance must provide the Office of Veteran Affairs with a copy of the degree outline in the semester following completion of 45-60 semester hours or completion of the core curriculum, whichever occurs first. The outline must be supplied before the student requests certification for subsequent semesters.

Application for Degree Summary. Students may apply for a degree summary from the appropriate college dean or college academic advising center according to their college guidelines. The summary will list the courses remaining to be taken as well as grade-point averages in all courses taken at SWT and in the major and minor fields of study. If any of the grade-point averages are below the minimums required for graduation, the summary can be used in deciding how to raise the averages in the remaining course work.

Application for Degree. Students must indicate their intent to graduate during registration for their last semester (summer session I for August graduation). A \$20.00 graduation processing fee must be paid along with the usual registration fees. The student must also complete the degree application in the office of the appropriate college dean or academic advising center. 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 require the issuance of a statement of completion and may delay the awarding of the diploma until the following graduation. Because of the problem of receiving official transcripts in a timely fashion, students taking off-campus courses in their final semester should delay their application for graduation until the following semester. Graduation eligibility in any given semester is determined one day prior to graduation. Therefore, official transcripts of all transfer course work applied to a degree must be received in the Undergraduate Admissions Office not later than one day prior to graduation.

Residency Requirements. To qualify for graduation with a bachelor's degree, a student must have been in residence at SWT for at least two long (fall or spring) semesters or 30 weeks in summer terms. A student must also complete at least 25 percent of the minimum number of semester hours required for the degree at SWT (at least 24 semester hours of which must be advanced). Additionally, at least 24 semester hours of the last 30 hours offered toward graduation must be taken at SWT. At least six hours of the advanced work included in the major must be done in residence.

Minimum Grade Requirements for Graduation. Before graduating from SWT, students must satisfy the following minimum grade requirements:

Degrees without Teacher Certification (SWT minimums; individual departments/schools may have higher requirements listed later in this catalog):

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

Degrees with Teacher Certification (minimums):

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

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

Maximum Elective Hours in Courses for the Major or Minor. No more than six semester hours within a major or a first teaching field may count as electives after the minimum requirements of the major or teaching field are fulfilled. Likewise, no more than six semester hours may be counted as electives in a minor or second teaching field once the minimums have been met. Approval of elective credit beyond these maximums must be granted by the appropriate college dean.

Requirements for a 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 not eligible for graduation with honors. 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 SWT'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.

Requirements for 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 outlines and summaries must be filed in the office of each college dean. Graduation will occur when the student has completed requirements for both degrees.

Requirements for Double Majors. A student who fulfills the specified requirements for two different major fields authorized under a single degree, prior to graduation, has completed a double major. Both fields are recognized as majors on the student's transcript.

Time Limit for Earning a Degree. Students may graduate under the requirements for the degree set forth in the SWT 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 an SWT 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 SWT. 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. SWT 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 program chair/department chair/school director will recommend to the college dean how the student will satisfy degree requirements.

Academic Honors

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

Graduation with Honors. Students earning a GPA of 3.40-3.59 will graduate *cum laude*; 3.6-3.79 will graduate *magna cum laude*; 3.8-4.0 will graduate *summa cum laude*. Calculation of the GPA to determine honors status is based on all SWT work applied to the first bachelor's degree, including work completed in the final semester. Transfer students who have earned at least 60 semester hours at SWT are eligible to graduate with honors if their SWT GPA meets the above criteria. Students earning second baccalaureate degrees are not eligible for graduation with honors.

Honor Societies. The following honor societies are open to qualified SWT students:

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 SWT GPA of 3.50 on at least 45 semester hours at SWT. Alpha Chi is the oldest honor society at SWT, founded in 1922. Membership in the honor society is indicated on the student's transcript. Members are also eligible to compete for Alpha Chi scholarships and fellowships. For further information please contact Dr. Elizabeth Blunk at (512) 245-2155.

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 3.5 (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. Members are eligible to compete for Alpha Lambda Delta awards and fellowships. For further information please contact Dr. Jeffrey Gordon at (512) 245-7952.

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 SWT 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 SWT, have filed a Member Data Form, and have paid the initiation and life membership fee. For further information please contact Dr. Glenn Tanner at (512) 245-3311.

For a complete list of all Honor Societies, see the Registered Student Organizations website at <http://www.studentorgs.swt.edu/>.