Dear Prospective Student:

Thank you for your interest in the nontraditional degree program through the Department of Occupational, Workforce, & Leadership Studies (OWLS). Hopefully, we can answer some of your questions. Others may be addressed in the enclosed materials.

First, a student needs to meet several criteria in order to become a major in our program. Those are as follows:

1. You must **attend an Information Session** for the BAAS degree. A schedule of information sessions can be found at [www.owls.txstate.edu](http://www.owls.txstate.edu) (click on Undergraduate Degree then Undergraduate Information Sessions).

2. You must **apply for admission** by going to [www.applytexas.org](http://www.applytexas.org) and submit official copies of all prior transcripts. Go to [http://www.admissions.txstate.edu/future/deadlines.html](http://www.admissions.txstate.edu/future/deadlines.html) for deadlines to apply for admission. If you have questions, the Undergraduate Admission’s phone number is 512/245-2364 or e-mail admissions@txstate.edu. Students must have a 2.25 overall grade point average to be accepted to the university excluding the grades earned on any technical/vocational course work.

3. You must attend a **Degree Planning Session** once you have been accepted to Texas State. At the session you and the advisor will complete the New Student Information Sheet and the unofficial degree plan to be submitted to the departmental office for clearance to register for OCED 4350. To schedule an appointment call:
   - San Marcos area - 512/245-1490 to schedule an appointment with Sean Stevens
   - Round Rock area – 512/716-4541 or e-mail Barbara Wilson at bw07@txstate.edu
   - San Antonio – 210/659-0954 or e-mail Betty Harkins at bh11@txstate.edu

4. You must successfully pass the OCED 4350 portfolio assessment class. This would likely be the first course you would take with Texas State. However, to enroll you must have an overall transfer GPA of 2.25, and if you have Texas State University coursework, a Texas State GPA of 2.25 is required.

**NOTE:** To enroll in OCED 4350 at the Round Rock Campus (RRC) you must attend the RRC Information Session, scheduled a New Student Advising Appointment (512-716-4040) once accepted to Texas State, attend the RRC Degree Planning Session, **AND you must have completed all of the core curriculum requirements and foreign language (if required).**

We very much look forward to having you as our student, and we urge you to carefully review these materials and our web site and to visit with one of our advisors. Thank you for your interest.

8/26/2013
PURPOSE
Texas State University-San Marcos (Texas State) has a proud history of serving the working adult student with nontraditional academic programs. It was one of the first institutions in the country to recognize this need and has one of the most-respected nontraditional programs in the country. Since 1973, more than 7,600 students have entered and completed the program.

The Bachelor of Applied Arts and Sciences (BAAS) is designed for mature adults who need individualized academic programs that award credit for nontraditional forms of learning.

The heart of a nontraditional academic program rests with its ability to provide quality access to quality programs. Often, institutional apathy toward the special needs of adult students makes it difficult to complete a college degree. Texas State offers courses at convenient times and locations for the working adult. You can also receive credit for knowledge and experience you already possess: up to 24 credit hours can be awarded. Others may have training conducted by business, industry, or the military that is recognized by the American Council on Education. These experiences may qualify you for up to 30 semester hours of credit. Lastly, an unlimited number of hours can be awarded for examinations (CLEP, DANTES).

Another significant aspect of the programs offered through OWLS is the opportunity to individualize the degree. Faculty advisors work with you in analyzing your strengths and weaknesses, and examining your future career goals. This analysis provides the basis for determining your options for completing degree requirements.

PROGRAM FEATURES
♦ Maximum of 24 semester hours may be awarded for work/life experience.
♦ Maximum of 30 semester hours may be awarded for training conducted by business or industry if recognized by the American Council on Education or approved agency.
♦ Unlimited number of hours may be awarded for examinations (CLEP, DANTES). Refer to “Credit by Examination” under the Undergraduate Degree section at www.owls.txstate.edu.
♦ Advisors are available in San Antonio, Round Rock, and on the Texas State campus in San Marcos by appointment.
♦ Some courses meet two nights a week for eight weeks or one night a week for sixteen weeks and distance learning courses are available, including hybrid courses that meet 3 times during the semester.
♦ Evening courses are offered at Alamo University Center in San Antonio, Round Rock Campus (RRC) and on-campus in San Marcos.

PROGRAM REQUIREMENTS
♦ Minimum of 120 semester hours of undergraduate work for degree completion.
♦ Minimum of 30 semester hours must be completed with Texas State (credit awarded for work/life experience and/or CLEP examinations does not count towards the requirement).
♦ 24 of the last 30 hours of the degree must be completed at Texas State.
♦ Minimum of 36 advanced hours must be completed.
♦ Minimum of 24 advanced (junior/senior hours) must be from Texas State (credit awarded for work/life experience and/or CLEP examinations does not count towards the requirement).
♦ Cumulative GPA of 2.00 required for graduation.
♦ Students must enroll in OCED 4350 to be eligible for OWLS and nontraditional learning credit.
♦ 66 semester hours can be transferred from junior colleges.
♦ Cumulative GPA of 2.25 is required in the professional development for graduation.
♦ Maximum of 6 years is allowed to finish the degree.
♦ Minimum of 9 hours of writing intensive courses (satisfied by OCED 4350, OCED 4360, OCED 4361).
♦ Program is normally a minimum of three semesters.

HOW TO GET ADDITIONAL INFORMATION
1. Call one of the following numbers to determine when Information Sessions will be given: 512-245-2115 (San Marcos), 512-716-4541 (Round Rock), 210-659-0954 (San Antonio) or visit our web site at http://www.owls.txstate.edu. The information session will provide detailed information regarding the program.
2. Submit your application for admission, official transcripts from each institution, and/or high school diploma prior to the deadline identified in the catalog.
3. Once you have received your letter of acceptance & evaluated transcripts, call one of the above numbers to attend a degree planning session. An unofficial degree audit will be developed to help with selection of courses during the first registration period.
THE BAAS DEGREE PLAN

The Bachelor of Applied Arts and Sciences degree is a modular degree program and contains six modules. The modules are:

I. Core Curriculum Components (46 hours) – for catalogs prior to Fall 2014

**Communication (9 hours)**
- English 1310 and 1320
- Communication Studies 1310

**Mathematics (3-4 hours)**
- Math 1315 or Math 1316 or Math 1317 or Math 1319 or Math 1329 or Math 2321 or Math 2417 or Math 2471
  (see Mathematics Department section of 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 College Algebra).

**Natural Sciences (7-8 hours).** (If both courses are from the same science, one course may be non-laboratory)
- Anth 2414 or Bio 1320 and Bio 1421 or BIO 1330/1130, 1331/1131 or Chem 1310 and 1340 or Chem 1341/1141 and 1342/1142 or Geol 1410 and Geol 1420 or Phys 1110, 1310, 1320 or Phys 1340, 1350, 1140 or PHYS 1315/1115, PHYS 1325/1125 or Phys 1430 and Phys 2425 or Geo 1305 and 1105.

**Humanities & Visual and Performing Arts (9 hours)**
- Art, Dan, Mu, Th 2313
- Phil 1305 or 1320
  - Choose one from: Eng 2310, 2320, 2330, 2340, 2359, 2360

**Social and Behavioral Sciences (15 hours)**
- Hist 1310 and Hist 1320
- Posi 2310 and Posi 2320
  - Choose one from: Anth 1312, Eco 2301, Geo 1310, Psy 1300, Soci 1310, Eco 2314

**Texas State Component (3-4 hours)**
- US 1100-University Seminar (for Freshman – 29 hours or less)
  - Choose two courses from: PFW 1101-1139, 1150-1164, 1166-1225:
  - OR Take one course from the above and one from: PFW 1140, 1149, 1165; Music 1111C, 2111C, 3111C, 4111C
  (If prior military, students can submit DD214 for physical education credit)

I. Core Curriculum Components (42-43 hours) – Effective Fall 2014

**Writing (6 hours)**
- English 1310 and 1320

**Communications (3 hours)**
- Communication Studies 1310

**Mathematics (3-4 hours)**
- Math 1312 or Math 1315 or Math 1316 or Math 1317 or Math 1319 or Math 1329 or Math 2321 or Math 2417 or Math 2471
  (see Mathematics Department section of catalog for minimum test scores and/or prerequisites required to enroll in these courses)

**Natural Science (6 hours)**
- Anth 2414 or Bio 1320 or Bio 1421 or BIO 1330 or BIO 1331 or Chem 1310 or and 1340 or Chem 1341 or Chem 1342 or Geol 1410 or Geol 1420 or Phys 1310 or Phys 1320 or Phys 1340 or Phys 1350 or PHYS 1315 or PHYS 1325 or Phys 1430 or Phys 2425 or Geo 1305

**Humanities & Visual and Performing Arts (9 hours)**
- Art, Dan, Mu, Th 2313
- Phil 1305 or 1320 or 3301
  - Choose one from: Eng 2310, 2320, 2330, 2340, 2359, 2360, 3341

**American History (6 hours)**
- Hist 1310 or Hist 1320 or Hist 3340 or Hist 3341

**Government/Political Science (6 hours)**
- Posi 2310 or Posi 2320 or POSI 3307 or POSI 3308 or POSI 3314

**Social & Behavioral Science (3 hours)**
- Choose one from: Anth 1312, Eco 2301 or 2314, Geo 1310, Psy 1300, Soci 1310 or Soci 3300

**Texas State Component (1 hours)** - US 1100-University Seminar (for Freshman – 16 hours or less)
II. Occupational Emphasis Module (48 hours) - This module relates to your prior or current career and/or college work. It can be completed with academic or technical/vocational transfer work or credit awarded for work/life experience, training, or examinations. OCED 4350 (Occupational Assessment) should be taken as early as possible in the program. You must have an overall transfer GPA of 2.25 and if you have Texas State coursework a Texas State GPA of 2.25 is required. Students enrolling in OCED 4350 are strongly encouraged to have completed Eng 1310 and 1320 due to the writing intensive nature of the course. Students at the Round Rock Campus (RRC) must have completed all core curriculum and the foreign language (if required) to enroll in OCED 4350 at the Round Rock Campus.

III. Professional Development Module (21 hours) - This sequence for the BAAS degree are interdisciplinary and individualized to the student's needs. All BAAS professional development sequences must have courses from three academic departments and be at the 3000 and/or 4000 level. These courses are selected during OCED 4350.

IV. Foreign Language (8 hours) - Students who have completed two years of the same foreign language in high school may be exempt from this requirement by submitting their official high school transcript. Students may also demonstrate this competency by taking sign language or testing out of the required foreign language courses.

V. Elective Module (varies) - The number of hours needed in electives is determined by the remaining number of hours needed to meet the 120 minimum requirement or to satisfy a rule pertaining to such issues as residency or advanced hours.

VI. Internship (6 hours) (this is a required independent activity done during the student’s last semester)
*Cooperative Occupational Education Readiness (OCED 4360)
*Practicum in Cooperative Occupational Education (OCED 4361) – prerequisite OCED 4360

2/28/14
1. **What degree can I earn in the program?**
   You may earn an interdisciplinary degree, the Bachelor of Applied Arts and Sciences (BAAS) with a major in Applied Arts and Sciences.

2. **What are interdisciplinary degrees?**
   They are degrees that focus on the development of broad generic skills applicable to a wide range of occupational opportunities. This is especially critical when one considers that the average worker will probably hold six jobs requiring different skills in a lifetime. If your academic preparation is too specialized it may not be applicable to some future jobs. Additionally, the knowledge explosion has caused specialized degrees to become dated. Therefore, interdisciplinary degrees emphasizing the development of skills that are not related to a single occupational path provide the greatest flexibility in career development. These broad generic skills are what really matter once a person starts advancing in a career. Interdisciplinary programs are not for everyone. They are best suited for the mature adult student who is motivated, able to learn independently, and has well-developed organizational skills.

3. **What is an individualized program?**
   An individualized program allows students to cooperatively select educational goals and academic courses that are related to their career and life objectives. Therefore, relevance and applicability to their career pattern is ensured. On the other hand, most traditional degree programs are "prescriptive" in nature. They specify what you must take and do not take into account what you have learned from experience or your career objectives. Generally, prescriptive programs are for traditionally-aged students and individualized programs are for more mature adults who want to assume active roles in determining their educational programs.

4. **What can I study in the program?**
   You can study a wide range of topics from many disciplines. Examples of these topics might be: psychology, technology, communication, planning and people skills, career and technical education. Remember, it is important to identify topics that have applicability to a variety of career or occupational options. Since the program is individualized, you have an almost unlimited option of curricular organizational patterns.

5. **What are the entrance requirements to enter the OCED 4350 assessment course?**
   Students must have a 2.25 overall GPA and if you have Texas State coursework a Texas State GPA of 2.25 is required. Students are strongly encouraged to have completed ENG 1310 and ENG 1320 due to the writing intensive nature of the course. OCED 4350 should be taken as soon as possible since it is designed to document your accomplishments and assist you in planning for your future.

6. **Is the degree accredited?**
   The institution (Texas State) is accredited by the Southern Association of Colleges and Schools, and the degree is approved by the Texas Higher Education Coordinating Board. Additionally, it is affiliated with Servicemembers Opportunity Colleges (SOC) and the Bachelor Degree for Soldiers (BDFS) Program.

7. **How long does each semester last?**
   Some courses meet two nights a week for eight weeks or one night a week for sixteen weeks and distance learning courses are available, including hybrid courses that meet 3 to 4 times during the semester.

8. **How much credit can be awarded for nontraditional learning experience?**
   The undergraduate degree requires completion of 120 semester hours. A maximum of 24 semester hours can be awarded for work/life experience, 30 semester hours for training sponsored by business, industry, and military, and an unlimited number of hours for credit by exam programs approved by the American Council of Education.

9. **How can I get credit for my experience?**
   You must first have attended an Information Session, been admitted to the University, attended a Degree Planning session or have met with an undergraduate advisor if in the San Antonio or San Marcos area, received approval to register for OCED 4350, then registered for the Occupational Assessment course (OCED 4350). As a product of OCED 4350, you will develop a portfolio of experiences that will be assessed by a work review board. Block credit will be awarded during your second semester of matriculation.

10. **How much does the program cost?**
    Texas State is a state supported institution, so tuition and fees should be somewhat less than those at private schools. Consult the current University schedule of classes for tuition and fees.
11. How many semester hours can be transferred from another accredited institution?
A maximum of 66 semester hours can be transferred from a community college. All applicable work from an accredited college or university will be transferred. Remember that each plan is individualized and courses must be evaluated by the department to be placed on a degree plan.

12. What is the residency requirement?
To qualify for graduation a student must complete 30 semester hours with Texas State for the degree at Texas State University-San Marcos. Additionally, 24 of the last 30 hours toward your degree must be from Texas State University-San Marcos. On-line courses and Correspondence study from Texas State University-San Marcos counts as resident credit, as do Texas State courses taken at the Alamo University Center in San Antonio, or the Round Rock Campus, as well as through Certified Public Manager Program.

13. What services are provided to students at off-campus sites?
Some courses are offered in San Antonio and at the Round Rock Campus (RRC). Note: core curriculum courses are not offered at the Round Rock campus. Advising and degree planning are also provided in San Antonio, Round Rock, and San Marcos, as well as on the web.

14. What do I need to do to be admitted?
1) Complete an application for admission, 2) Attach a high school transcript or GED equivalency if you have fewer than 30 college hours, 3) Ask for official transcripts from each college or university you have attended to be sent to Texas State University-San Marcos, 4) Contact the Office of Undergraduate Admissions (512)245-2364 for additional information or go online at www.txstate.edu and click on Admissions – Undergraduate under Prospective Students.

15. What kind of reputation does the program have?
Program quality and reputation is based upon several factors. First, the degree at Texas State is the oldest nontraditional adult degree in Texas. Secondly, it has been used as a model by other institutions. Thirdly, since its inception, approximately 7,600 students have completed the program. These students have enjoyed career mobility, salary incentives, and the opportunity to attend graduate school. Some of our most successful students have completed law school or have received doctoral degrees from prestigious institutions or have gained positions of very high authority and compensation.

17. Can I be certified to teach through this program?
A person can take courses for Career and Technical Education certification in Trade and Industry Education only. Example of such teaching area is trades and industrial education (ex: criminal justice, cosmetology, electrical trades, etc.). If an individual wants the certification for academic areas such as English, History, etc., or for elementary education, he/she must go through the Department of Curriculum and Instruction.

18. How can I receive advisement services regarding the program?
Information sessions are held to acquaint prospective students with the program. Prospective students are required to attend an information and degree planning session prior to individual counseling. To obtain a schedule of information sessions call (210) 659-0954 (San Antonio), Round Rock (RRC) (512)716-4541, or (512)245-2115 in San Marcos. A schedule can also be obtained on our web site at www.owls.txstate.edu, click on Undergraduate Degree, then Undergraduate Information Sessions.

8/26/13
Texas State
ADMISSION CHECK SHEET FOR
OCCUPATIONAL EDUCATION (OCED 4350)
FOR
BACHELOR OF APPLIED ARTS AND SCIENCES

Please check off each item you have completed in order to determine eligibility for OCED 4350. Remember, you may be advised by OWLS advisors and you may declare your major prior to enrollment in OCED 4350, or even before you actually enroll in courses at Texas State.

PRIOR TO ACCEPTANCE TO TEXAS STATE

1. _____ Attended an information session on or off-campus for the BAAS degree (call 210/659-0954 in San Antonio, 512/245-2115 in San Marcos, or 512/716-4541 in Round Rock for session times). A schedule of information sessions can be found at www.owls.txstate.edu, click on Undergraduate Degree, then Undergraduate Information Sessions.

2. _____ Applied to the University and received an acceptance letter along with evaluated transcript. Deadlines to apply for admission to the university are: May 1st for Fall (freshman), July 15th for Fall (transfers), November 15th for Spring, and May 1st for Summer I. Apply online at: www.applytexas.org. (You should indicate College of Applied Arts: Applied Arts and Sciences as your first choice school and major on the application).

   Undergraduate Admissions (512/245-2364)
   Texas State University-San Marcos
   429 N. Guadalupe St.
   San Marcos, Texas 78666

AFTER ACCEPTANCE TO TEXAS STATE

3. _____ Complete the New Student Orientation (NSO) Requirements as outlined by the Admission’s Office http://www.admissions.txstate.edu/admitted/orientation.

4. _____ Scheduled an appointment with an advisor or attend a Degree Planning Session. This is mandatory. You and the advisor will draft your degree plan and submit to the departmental office in order for you to receive approval to register for OCED 4350. You must have an overall transfer GPA of 2.25 and if you have Texas State coursework, a Texas State GPA of 2.25 is required.

5. _____ Applied for a PIN. Admissions provided you with your Texas State ID (A0……). Follow the instructions that were given to you by Admissions to set up your new PIN that will allow you to access Texas State Self-Service where you can access registration, view degree plan, final grades, financial aid status, etc.

6. _____ Established Texas State e-mail account. Go to http://catsweb.txstate.edu, then click on “Students” then “Set Up My Texas State ID” that is under Online Services.

6/13/14