

TEXAS  STATE <sup>®</sup>

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DISTANCE AND  
EXTENDED LEARNING

MEMBER **THE TEXAS STATE UNIVERSITY SYSTEM**

Correspondence Studies  
Student Handbook

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Texas State University

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This handbook includes all pertinent information related to the policies and procedures for Texas State Correspondence Studies. This handbook was prepared on the basis of policies in place at the time of publication. Therefore, all information is subject to change without notice or obligation. This publication is for informational purposes only.

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by Texas State University-San Marcos on any basis prohibited by applicable law, including, but not limited to, race, color, age, national origin, religion, sex, sexual orientation, or disability.

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 cultural 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, age, gender, religion, disability, or sexual orientation is inconsistent with the purposes of the university.

Texas State University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (1866 Southern Lane, Decatur, Georgia 30033-4097, Telephone number 404-679-4501) to award bachelor's, master's and doctoral degrees.

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### **Correspondence Study Policy on Academic Freedom**

Texas State University defends the rights of its faculty and students to express views on a full spectrum of issues. This principle of academic freedom is especially important in courses containing controversial subject matter. It extends to the correspondence studies curriculum as well as to on-campus classes.

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## Texas State & Correspondence Studies

We at the Texas State Office of Distance and Extended Learning are happy you have chosen to enroll in our program. Our goal is to provide our students with superior service and academic support. To this end, we have created this handbook as a comprehensive reference, covering all correspondence policies and services from enrolling in a course to obtaining transcripts with your final grade. The first several pages cover information important to know before enrolling in a correspondence course. If you have already enrolled in your course, you may want to skip ahead to page ten to the section entitled **Course Materials**.

## Welcome to Texas State 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 Southwest Texas State Normal College, Southwest Texas State Teachers College, Southwest Texas State College, Southwest Texas State University, Texas State University – San Marcos, and in 2013, to Texas State University. 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. It became renowned for carrying out this mission, but today it does far more.

Texas State's more than 36,000 students choose from 105 Bachelor's, 89 Master's and 12 doctoral degree programs. As an Emerging Research University, Texas State offers opportunities for discovery and innovation to faculty and students.

## About the Program

Since 1954, Texas State has offered correspondence courses to students. Currently, the Office of Distance and Extended Learning offers more than fifty accredited graduate and undergraduate university courses in a variety of subjects. Texas State correspondence courses are developed and taught by Texas State faculty and are comparable in content and quality to on-campus Texas State courses.

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Enrollment in a correspondence course does not require formal acceptance to Texas State and does not constitute admission to the university. In fact, you need not be enrolled in a college or university to take a course through this office. Courses are open to all those who meet departmental and course prerequisites and Texas Success Initiative Program requirements. Correspondence study is self-directed and self-paced, yet the courses parallel those taught in the traditional classroom. You can take courses from any location and may enroll in courses at any time during the academic year.

## Prerequisites

**Course Prerequisites:** Individual course prerequisites are listed in the course descriptions on our website at [correspondence.txstate.edu/students/course-offerings.html](https://correspondence.txstate.edu/students/course-offerings.html). If you are a non-Texas State student and your course requires a prerequisite, you will be required to submit an official transcript before you will be able to apply for the course. Official transcripts must be mailed to the Office of Distance and Extended Learning at 302 Academic Services Building-North, 601 University Drive, San Marcos, TX 78666. Texas State academic departments will determine if the course satisfies the prerequisite requirement.

**Texas Success Initiative Program:** Texas residents and students seeking credit at any Texas public institution must comply with Texas Success Initiative Program (TSIP) requirements. If you are exempt from TSIP requirements, you can expedite your enrollment by submitting documentation of your exemption with your application. Students attending private institutions may verify their exempt status by submitting a copy of their latest semester transcript or grade report, or a letter of good standing from their university. For more information on TSIP guidelines, contact the Texas State TSIP Office ([www.txstate.edu/tsip/](http://www.txstate.edu/tsip/)) at 512.245.3942.

## Enrolling in a Correspondence Study Course

**In-State Students:** All in-state students who meet any course prerequisite requirements are eligible to take Texas State correspondence courses. Please note that all coursework must be completed in Texas or in a state in which Texas State is in compliance with applicable state authorization rules. Refer to the State Authorization for Distance or Correspondence Education web page at [distancelearning.txstate.edu/state-authorization.html](https://distancelearning.txstate.edu/state-authorization.html) for additional information.

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**Out-of-State Students:** Out-of state students may take Texas State correspondence courses if Texas State University is in compliance with applicable state authorization rules. If you do not reside in Texas, before considering a Texas State correspondence course, refer to the State Authorization for Distance or Correspondence Education web page at [distancelearning.txstate.edu/state-authorization.html](http://distancelearning.txstate.edu/state-authorization.html) for important information.

**Applying:** You may apply for a correspondence course at any time by submitting an enrollment application online. Submit the online enrollment application, TSIP exemption certification (Texas residents), an official transcript (if a non-resident of Texas or a non-Texas State student), and third-party documentation (i.e., Hazlewood, DARS, Texas Tomorrow Fund, etc.), if applicable. Mail official transcripts to the Texas State University Office of Distance and Extended Learning at 302 Academic Services Building-North, 601 University Drive, San Marcos, TX 78666. TSIP exemption certification and third party documentation may be scanned and uploaded with your application. Visit [correspondence.txstate.edu](http://correspondence.txstate.edu) to submit your application.

**Registration and Payment:** After you submit your enrollment application online, the Office of Distance and Extended Learning will process your application within seven business days and will then e-mail you instructions for registering and paying for your class. Payment will be due when you register for your class. Acceptable forms of payment are electronic checks, American Express, Discover, MasterCard, or Visa.

**Walk-In:** The Office of Distance and Extended Learning is open from 8 a.m. to 5 p.m., Monday–Friday. If you do not have access to a computer to submit your application online, you may use a computer in our office to apply. See the map in the back of this handbook for the office location, 302 Academic Services Building-N ([www.maps.txstate.edu/campus/buildings/asb.html](http://www.maps.txstate.edu/campus/buildings/asb.html)).

## Course Fees & Other Charges

**Course Fees:** All fees must be paid in full at the time of registration. You will not be able to register and submit payment until the Office of Distance and Extended Learning has processed your application. Once the application is processed and you are admitted, you will receive instructions for completing the registration process and paying for classes.

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Course fees for all correspondence study courses are \$238.68 per credit hour for undergraduate courses and \$288.68 per credit hour for graduate courses.

*Students enrolled in online courses will pay an additional online fee of \$10 per credit hour.*

- **Three credit hour print-based course** \$716.04 undergraduate/ \$866.04 graduate
- **Three credit hour online course** \$746.04 undergraduate/ \$896.04 graduate
- **Four credit hour print-based course** \$954.72 undergraduate/ \$1,154.72 graduate
- **Four credit hour online course** \$994.72 undergraduate/ \$1,194.72 graduate

**Miscellaneous Fees & Charges:** The Office of Distance and Extended Learning offers a variety of services, including express mail delivery and international mailing. The following is a list of miscellaneous fees and charges:

- **International Postage Charge:** \$75 per course (if you live outside the U.S.). Payment must be submitted via Marketplace ([https://secure.touchnet.com/C24322\\_tsa/web/login.jsp](https://secure.touchnet.com/C24322_tsa/web/login.jsp)). These charges do not apply to persons with APO and FPO addresses.
- **Withdrawal Fee:** 15% of tuition if you withdraw within 30 days (no tuition refund after 30 days)
- **Administrative Fee: \$55**

**Returned Checks:** If a check (including e-check) is returned unpaid for any reason (such as insufficient funds, account closed, no account found), you must pay with a cashier's check, money order, or credit card (American Express, Discover, MasterCard, or Visa) immediately. A \$30 service fee will be assessed for each returned check. A late fee may also be assessed.

Refer to the Student Business Services website

([www.sbs.txstate.edu/students/returned\\_items.html](http://www.sbs.txstate.edu/students/returned_items.html)) for more information.

## Family Educational Rights & Privacy Act (FERPA)

The **F**amily **E**ducational **R**ights and **P**rivacy **A**ct (FERPA) protects the privacy of students' education records and guarantees students' access to their own records. For the Office of Distance and Extended Learning to release or discuss your academic record with a specified third party, you must submit a *Grant Access to Student's Record Form*, available at

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[registrar.txstate.edu/persistent-links/ferpa.html](http://registrar.txstate.edu/persistent-links/ferpa.html). If you choose to release your information to a specified third party, submit this form either with your application or at any point during your enrollment period. The Office of Distance and Extended Learning does not have access to FERPA forms provided to Texas State University.

## Students with Disabilities

The Office of Distance and Extended Learning is committed to helping students with disabilities achieve their educational goals. A disability is not a barrier to correspondence study, and we strive to provide reasonable accommodations to individuals in coursework and test taking. If you require special accommodations, you need to provide verification of your disability to the Office of Disability Services ([ods.txstate.edu](http://ods.txstate.edu)), located in Suite 5-5.1, LBJ Student Center. Their number is 512.245.3451 (voice/TTY). Then, notify the Office of Distance and Extended Learning of any disability-related accommodation needs before course enrollment to avoid a delay in accommodations.

## Financial Aid

**Federal Financial Aid:** All U.S. federal financial aid programs require that students be enrolled in programs leading to a degree or some other educational credential to be eligible for financial aid. Students enrolled solely in correspondence study courses are not eligible for financial aid. However, Texas State students who think they qualify for aid should contact the university's Office of Financial Aid ([finaid.txstate.edu](http://finaid.txstate.edu)) at 512.245.2315. Non-Texas State students should contact the financial aid office at their university.

**DANTES:** Financial aid opportunities exist for active military personnel enrolled in correspondence courses. Texas State is one of the regionally accredited institutions offering collegiate-level correspondence courses through the Defense Activity for Non-Traditional Education Support (DANTES) program. Several categories of military assistance are available under DANTES. Each branch of the service maintains its own payment policy. To learn more about the military's financial assistance, contact an education officer or the nearest education center. Course and registration listings are available in the DANTES Independent Study Catalog, available online at [dodmou.com/TADECIDE/](http://dodmou.com/TADECIDE/).

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**Hazlewood Act:** The purpose of the Hazlewood Exemption (Hazlewood Act) is to provide an education benefit to honorably discharged or separated Texas veterans and to eligible dependent children and spouses of Texas veterans. Under the Hazlewood Act, certain Texas veterans are exempt from enrollment costs for college courses taken at any publicly funded higher education institution in Texas. This legislation allows payment exemption only if the course applies toward the student's approved degree plan and the Texas Veterans' Association has determined eligibility. Veterans who are granted their first Hazlewood exemption beginning fall, 2011 must reside in Texas during the semester or term for which the exemption is claimed. This requirement does not apply to veterans who received the exemption prior to the 2011-2012 academic year. For more information, visit the Texas Veterans Commission website at [tvc.texas.gov/Hazlewood-Act.aspx](http://tvc.texas.gov/Hazlewood-Act.aspx).

*As a self-funded program operating at Texas State University, we receive no state funding for granting a Hazlewood exemption. A 50% tuition exemption is extended as a courtesy to our Hazlewood-eligible Texas veterans.*

To claim the Hazlewood exemption, you must have been accepted by a degree-granting institution in Texas; have an approved, current degree plan on file; and have the courses taken via distance learning approved by the degree-granting Texas institution. The dean/advisor and the Office of Veterans' Affairs at your home university must sign a Hazlewood Verification of Eligibility and Course Acceptability form, which states that you have satisfied the previously noted requirements. Submit this form to our office with your online application.

To obtain a Hazlewood eligibility packet and learn more about the Hazlewood exemption, call the university's Office of Veterans' Affairs at 512.245.2641 or visit the Veterans' Affairs website at [va.txstate.edu](http://va.txstate.edu).

**Employee Assistance:** Many companies offer employee assistance for college courses. Contact your Human Resources Department for information. Employees who work for a company or agency that has agreed to pay for enrollment in a correspondence course must submit a letter, purchase order, or voucher from this employer stating that the company will cover the cost of enrollment with the application. The Office of Distance and Extended Learning

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will invoice the company after enrollment. Classes offered by the Office of Distance and Extended Learning are not eligible for the Texas State Employee Tuition and Fee Waiver.

**Texas Guaranteed Tuition Plan (Texas Tomorrow Fund):** If you are the beneficiary of a Texas Guaranteed Tuition Plan contract, you may use these funds toward correspondence study. Be sure to submit a copy of your Texas Guaranteed Tuition Plan I.D. card with your online application. The Office of Distance and Extended Learning will invoice the agency after you enroll.

Any balances remaining after your Financial Aid is applied/paid are your responsibility and must be cleared before a final course grade will be issued.

## Website

The online home for Texas State Correspondence Studies is [correspondence.txstate.edu](http://correspondence.txstate.edu). Our website contains complete information on the policies and procedures of our office. Be sure to visit the site regularly for important announcements and to learn about new course offerings and services.

## External Degrees

The Office of Distance and Extended Learning does not offer a complete degree program. However, there are several Texas State degree programs that may be completed online. For more information on degrees that may be completed entirely or partially online, contact the academic department in your area of interest.

If you are taking a correspondence course to satisfy a degree requirement at another institution, check with your university to make sure the credit will apply to your degree.

## Course Materials

Nearly all courses require a textbook. The Internet is required to access online correspondence courses, and a study guide is required for print-based courses. Some courses also require calculators, video materials, or audio materials. The Office of Distance and Extended Learning

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does not supply course materials beyond what is included in the printed study guide or on a course's corresponding TRACS site.

For instructions on locating course materials for your specific course, refer to the course listing for your course, under the Course Offerings web page at [correspondence.txstate.edu/students/course-offerings](http://correspondence.txstate.edu/students/course-offerings).

Please keep in mind that all materials for your course should be purchased at the time of your enrollment since materials may become unavailable without notice.

## Course Completion Guidelines

Course enrollment is for nine months and begins the day after your course payment has been submitted via Flexible Registration. If you do not recall the date of your registration, you may also double-check your course expiration date in Flexible Registration (<https://ssb.txstate.edu/flexibleregistration/index.jsp?frc=CORR>). It is your responsibility to understand the individual course's time constraints to complete a course within your personal timeline (i.e., graduation, employer deadline, etc.). A course is completed when the final exam is submitted, or for courses without a final exam, when the final assignment is submitted.

**Grades and Deadlines:** Texas State students taking the final exam on the Texas State campus in San Marcos or Round Rock should schedule the exam a minimum of four weeks before they need the course grade to be posted to their transcript. Students who have a final exam proctored off-campus should allow five weeks for the final grade to be reported to the Texas State Registrar. However, please note that U.S. Postal Service delivery time may affect the receipt of a final exam.

The Syllabus or Introduction of each course's website or study guide lists specific course requirements related to assignment submission that may affect course completion. By following these guidelines, you should be able to complete a course and have the grade posted to your transcript in time to meet deadlines. Factors such as university holidays/breaks and teaching schedules will affect the grading time of assignments.

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## Incomplete Courses

You may drop a course at any time before your course expiration date using Flexible Registration. Please note that in order to receive a partial refund, you must drop a class within the first 30 days. If you drop a course using Flexible Registration ([ssb.txstate.edu/flexibleregistration/index.jsp?frc=CORR](http://ssb.txstate.edu/flexibleregistration/index.jsp?frc=CORR)) before your nine-month enrollment period expires, no grade will be reported to the Registrar, the course will not appear on your transcript, and the course will not be included in attempted hours calculations. To drop your course, follow the directions on the Course Procedure web page at [correspondence.txstate.edu/students/course-procedure.html](http://correspondence.txstate.edu/students/course-procedure.html) - 359.

*If you do not drop or complete your course prior to your course expiration date, a “W” will automatically be applied to your transcript. Courses with a “W” will be included in attempted hours.* For further implications of receiving a “W,” refer to the Course Procedure web page at [correspondence.txstate.edu/students/course-procedure.html](http://correspondence.txstate.edu/students/course-procedure.html) - 359. If you do not have Internet access, you may call the Office of Distance and Extended Learning for additional information.

## Drop Refund Schedule

Based on a 3-credit-hour undergraduate course.

Days Enrolled	Percent Refunded	Amount Withheld	Amount Refunded
1 - 30	85%	\$111.91 online/ \$107.41 print	\$634.13 online/ \$608.63 print
31 or more	0%	-	-

## Transcripts

A course grade is issued upon completion of the course. You may also obtain a course grade on an official Texas State transcript. Transcripts are available from the Office of the University Registrar, 111 J.C. Kellam Building, please visit their website at [registrar.txstate.edu/our-services/transcriptsCR](http://registrar.txstate.edu/our-services/transcriptsCR) for information regarding transcript requests and costs. No official transcript can be released if there is any financial obligation to Texas State. For more information, refer to the website of the Texas State Registrar’s Office, [registrar.txstate.edu](http://registrar.txstate.edu). If you want to see an unofficial copy of your transcript, you may access it via Catsweb at [https://ssb.txstate.edu/prod/twbkwbis.P\\_WWWLogin](https://ssb.txstate.edu/prod/twbkwbis.P_WWWLogin).

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## Getting Started

As previously stated, your enrollment in a correspondence course begins the day after course payment is submitted. You should then purchase course materials. If you are enrolled in a print-based course, a study guide containing all the instructions and lessons for your course will be provided to you. If you are enrolled in an online course, you need not purchase a study guide; all course information is found on the course website in TRACS. Whether print-based or online, each course contains a set number of lessons or learning modules.

Begin your course by reading the introductory content before the first lesson, including the Introduction or Syllabus, and making note of all course objectives. Once you are familiar with what is expected of you in the course, begin Lesson One. When you reach an assignment to be submitted for grading, follow the directions provided for completing and submitting that assignment and also refer to assignment submission procedures given in your course's Syllabus or Introduction.

## Submitting Assignments

***Be sure to save a copy of all work you complete and of all assignments you submit.***

Completed work, whether submitted online, in person, or via mail or on-campus drop box, can be lost for various reasons. The best protection you have against delays and extra work is to save and retain duplicate copies of your work.

Whether you submit assignments online, in person, or via mail or on-campus drop box, instructors are given up to one week to grade assignments. You should normally wait for your instructor to grade any previous assignment before submitting the next assignment. Some students—either because of deadlines or because they have an excellent understanding of the course material—may wish to submit assignments at a faster rate. *Unless the course study guide or TRACS site states otherwise, you may submit no more than two assignments per week.*

Refer to your course Syllabus or Introduction for directions on how to submit assignments for your course. Depending on the correspondence course in which you are enrolled, you may submit assignments online, in person, or via mail or on-campus drop box.

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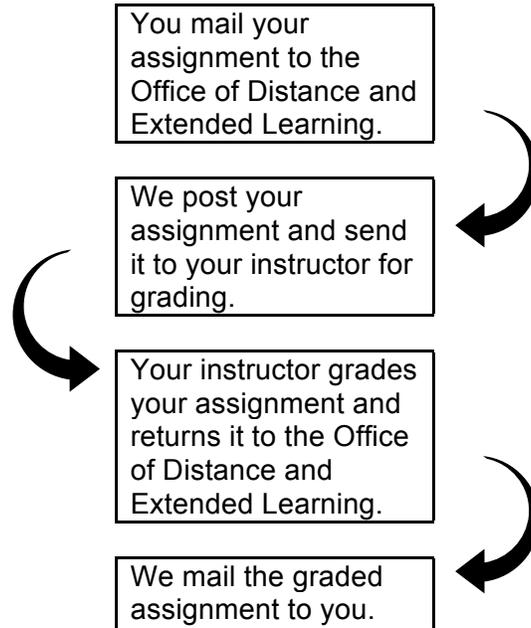
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## Assignments Submitted Online, in TRACS

Online courses normally require you to submit assignments online through TRACS. All print-based courses also have a companion TRACS site in which you may submit assignments. Follow the directions in your course for online assignment submission. Please note that even if an online assignment includes objective questions that TRACS automatically scores upon submission, your grade on an assignment is not official until your instructor reviews and grades all portions of your assignment.

## Mailed Assignments

Assignments submitted by mail will follow the routing procedure shown below:



If you submit your assignment by mail and would rather pick up your graded assignment in the Office of Distance and Extended Learning, write “For Pick Up” in the address box on the assignment cover sheet.

### Postage

You are responsible for paying the postage on assignments sent to the Office of Distance and Extended Learning. When the postage required exceeds the postage attached to the

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assignments you submit, you must pay the Office of Distance and Extended Learning the postage due. Students who live outside of the U.S. must pay an additional \$75 per course to cover international shipping costs. Payment must be submitted via Marketplace ([https://secure.touchnet.com/C24322\\_tsa/web/login.jsp](https://secure.touchnet.com/C24322_tsa/web/login.jsp)). These charges do not apply to persons with APO and FPO addresses. A detailed list of postage fees may be found under **Course Fees & Other Charges**.

## Assignments Submitted in Person or via On-Campus Drop Box

You may submit assignments at the Office of Distance and Extended Learning, located in 302 Academic Services Building-North ([www.maps.txstate.edu/campus/buildings/asb.html](http://www.maps.txstate.edu/campus/buildings/asb.html)), during regular business hours, 8 a.m. to 5 p.m., Monday through Friday. In addition, you may use one of the following drop boxes:

**The Office of Distance and Extended Learning:** The drop box is located on the first floor outside the entrance of the Academic Services Building-North. This box is checked daily, Monday through Friday.

J.C. Kellam Building ([www.maps.txstate.edu/campus/buildings/jck.html](http://www.maps.txstate.edu/campus/buildings/jck.html)): A campus mail drop box is located on the first floor of the J.C. Kellam Building in room 104A. Make sure that all assignments are sealed in an envelope and addressed to the Office of Distance and Extended Learning. No postage is necessary for items sent through campus mail.

Assignments submitted in person or via on-campus drop box will be routed to your instructor for grading, sent back to our office, and then mailed to you. If you would rather pick up your graded assignment in the Office of Distance and Extended Learning, write "For Pick Up" in the address box on the assignment cover sheet.

## Receiving Grades on Assignments

Keep in mind that correspondence courses are taught by faculty in addition to their regular teaching load. Instructors are given up to a week to grade assignments.

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On average, it takes two weeks from the time you place assignments in the mail for items to be graded and returned to you. Assignments submitted online, in person, or via on-campus drop box are usually graded and returned in a shorter amount of time than assignments submitted via mail. Turn-around time is usually longer around Christmas, Spring Break, and semester breaks, when faculty members take time off. Take this circumstance into account when devising your correspondence study schedule.

Every assignment, including online assignments, will be graded by your instructor and either returned to you with an accompanying grade and any comments from your instructor or made available for your review online. If you leave a segment of the assignment unfinished or misunderstand the directions, the instructor may give you a failing grade on the assignment, or return the assignment ungraded and ask that you resubmit it with the appropriate changes.

Pay close attention to the instructor's comments on graded assignments. This practice is one of the primary ways that learning takes place in correspondence study.

## Exams

Most Texas State correspondence courses require you to take one or more exams. Because exams are the primary indicator of your mastery of a correspondence course, exams for most correspondence courses must be taken in an approved, supervised location. If your course has a cumulative final exam, you must score 60 percent or higher on that exam to pass the course. For courses in which the final exam is not cumulative, the average grade on all exams must be at least 60 percent for you to pass the course. An explanation of a specific course's grading criteria can be found in that course's Syllabus or Introduction. Exams will not be mailed to testing sites or administered on the Texas State campus until we have received all required assignments and grades due before the exam and received any previously administered exams. If you submit assignments online or if specifically required for your course, the Office of Distance and Extended Learning must receive official grades from your instructor for all prerequisite assignments before your exam will be mailed to a proctor or administered. If you take a final exam, you are acknowledging that your course work is complete as submitted. All assignments received by your instructor to date will be factored into the calculation of your final course grade, and no further submissions will be permitted.

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You are responsible for arranging the time and location of your exam(s). Exam request forms and instructions for enlisting a proctor and scheduling an exam are available on the course website (for online courses) or in the study guide (for print-based courses).

Students who live in or near San Marcos must take exams on the Texas State campus, at the Testing, Research-Support, and Evaluation Center (TREC). To schedule an exam, fill out the Test Request Form available online from the TREC website ([www.txstate.edu/trec/other/CorrespondenceTesting.html](http://www.txstate.edu/trec/other/CorrespondenceTesting.html)). If you do not have Internet access, you may call the Office of Distance and Extended Learning to schedule your exam. A minimum of 48 hours notice is required to set up an exam with TREC. For testing lab hours, refer to the TREC website or call TREC at 512.245.2276.

Students who live in or near Round Rock may take exams at the Texas State University Round Rock Campus Testing Center. To schedule an exam, fill out the Test Request Form available online from the Round Rock Campus Testing Center at [rrc.txstate.edu/resources/osc/testing/correspondence-testing.html](http://rrc.txstate.edu/resources/osc/testing/correspondence-testing.html). A minimum of 48 hours notice is required to set up an exam with the Round Rock Campus Testing Center. For testing lab hours, refer to the Round Rock Campus Testing Center website or call the Round Rock Campus Testing Center at 512-716-4020.

Students who do not live in or near San Marcos may use other testing sites; however, the Office of Distance and Extended Learning must approve sites in advance. A list of testing sites in Texas can be found on our website ([correspondence.txstate.edu/students/testing-sites.html](http://correspondence.txstate.edu/students/testing-sites.html)) or requested from our office.

Proctors may be located in other correspondence or independent study offices and in college testing centers or private testing centers. Librarians and military educational service officers may also act as exam proctors. You are responsible for paying any proctor fees required at the testing location you choose. Out-of-country students may contact the closest U.S. school or embassy. If you need assistance locating an acceptable site, you may contact the Office of Distance and Extended Learning for assistance. We reserve the right to reject any exam proctor.

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When taking an exam at a location other than TREC or the Texas State University Round Rock Campus Testing Center, allow five additional weeks to meet any deadline. The Office of Distance and Extended Learning will send an exam to another location only after receiving a completed exam request form, verifying the proctor and testing site, receiving all assignments (and receiving grades from the instructor if specifically required for the course), and receiving from your proctor any exam previously taken. Regardless of location, you must present a valid photo I.D. before you will be allowed to take an exam.

After an exam has been graded, you will receive an exam grade report with any instructor comments. On average, it takes four weeks from the time a non-Texas State proctor places an exam in the mail for the exam to be graded and for you to receive a grade. Exams taken on campus at TREC/Round Rock Campus Testing Center are usually graded in a shorter amount of time than exams taken at a testing center away from the San Marcos campus. Turn-around time is usually longer around Christmas, Spring Break, and semester breaks, when faculty members take time off. Take this circumstance into account when devising your correspondence study schedule.

## The Texas State Library

All Texas State students, including correspondence students, receive library support services from Alkek Library, located on the main campus. The Library website, [library.txstate.edu](http://library.txstate.edu), is your essential portal to resources and services. Distance learning students are also eligible for additional assistance (including document delivery) from the Distance Services Librarian. Some library resources may require a Texas State username and password, which was provided to you upon acceptance. Please contact the library for more information on specific library services:

Reference Desk—512.245.2686

Distance Librarian—866.255.3511

[studyanywhere.txstate.edu](http://studyanywhere.txstate.edu)

512.245.2322 or 800.511.8656

## Tutoring with Smarthinking

Texas State correspondence study students receive up to three hours of free tutoring in mathematics, writing, and grammar from Smarthinking for courses they are enrolled in through the Office of Distance and Extended Learning. Limited tutoring is also available for Spanish.

Smarthinking enables you to:

- Drop in and work with a Smarthinking “e-structor” during live tutoring hours;
- Submit a piece of writing for your course to the Online Writing Lab and have it reviewed by an e-structor and returned to you, usually within twenty-four hours, and guaranteed within seventy-two hours;
- Pre-schedule an online appointment with one of the e-structors;
- Submit a question and get a response, usually within twenty-four hours, and guaranteed within seventy-two hours; and
- Use Smarthinking’s online study resources.

For detailed information about Smarthinking, refer to the Online Tutoring web page on our website: [correspondence.txstate.edu/students/tutoring.html](http://correspondence.txstate.edu/students/tutoring.html). Call our office or e-mail [corrstudy@txstate.edu](mailto:corrstudy@txstate.edu) and ask for a username and password to begin using Smarthinking.

## Tutoring with the Texas State Writing Center

The Texas State Writing Center’s online tutoring service allows you to work with a writing tutor in real-time in an online environment. During the online tutorial, both you and the tutor are able to see your work on screen and can speak to one another via chat and/or microphone. Just as in regular Writing Center appointments, the tutor can help with any stage of the writing process—from brainstorming to various drafts to polishing the final draft.

To make an online tutoring appointment, go to the Writing Center’s website, [writingcenter.txstate.edu](http://writingcenter.txstate.edu), and follow the instructions.

## Tutoring with the Texas State Math Lab or SLAC

*If you are a currently enrolled, degree-seeking student at Texas State, you are eligible to receive free in-person tutoring on the Texas State campus, through the Texas State Math Lab*

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([math.txstate.edu/resources/lab.html](http://math.txstate.edu/resources/lab.html)) or at the Student Learning Assistance Center (SLAC, [txstate.edu/slac/](http://txstate.edu/slac/)); you may also receive online tutoring through SLAC's Online Writing Lab ([tim.txstate.edu/slacowl](http://tim.txstate.edu/slacowl)). If you are a Texas State correspondence study student but are not a currently enrolled, degree-seeking student at Texas State, we recommend you take advantage of the free tutoring available through Smarthinking and the Texas State Writing Center.

## University Honor Code

The Texas State University Honor Code establishes the following:

- Instructor responsibilities
- Student responsibilities
- Procedures for cases of academic misconduct (including rules about hearings and appeals)

The university expects both faculty and students, including correspondence students, to respect and follow the Honor Code.

As stated in University Policy and Procedures Statement 07.10.01,

Violation of the Honor Code includes, but is not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials.

"Cheating" in general, but not limited to, means engaging or attempting to engage in any of the following activities:

- copying from another student's test paper, laboratory report, other report, computer files, data listings, programs, or from any electronic device or equipment;
- using, during a test, printed, audio, or electronic materials not authorized by the person giving the test;
- collaborating, without authorization, with another person during an examination or in preparing academic work;
- knowingly, and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing, in whole or in part, the content of an un-administered test, or other academic products (i.e., study guides, etc.);

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512.245.2322 or 800.511.8656

- substituting for another student or permitting another person to substitute for oneself in taking an examination or preparing academic work;
- bribing or coercing another person to obtain an unadministered test or information about an unadministered test or other academic products;
- purchasing, or otherwise acquiring and submitting as one's own work, any research paper or other writing assignment prepared by an individual or firm. This section does not apply to the word processing of the rough or final versions of an assignment by a professional service;
- submitting the same essay, thesis, report, or another project, without substantial revision or expansion of the work, in an attempt to obtain credit for work submitted in another course;
- falsifying data.

“Plagiarism” in general, but not limited to, means the appropriation of another’s work and the inadequately or inappropriately acknowledged incorporation of that work in one’s own written work, oral work, visual work, or the performance of an original act or routine that is offered for credit.

“Collusion” in general, but not limited to, means the unauthorized collaboration with another person in preparing any work offered for credit.

“Abuse of resource materials” in general, but not limited to, means the mutilation, destruction, concealment, theft, or alteration of materials provided to assist students in the mastery of course content.

## Tips for Success in Correspondence Study

- Develop a reasonable study plan and stick to it.
- Work on assignments and take exams while the material is fresh in your mind.
- Take notes as you study, particularly with material you find difficult. You can refer to these notes when completing your assignments.
- Don’t skip a planned study session. Once you develop a routine, it’s important not to break it.

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- Be assertive. If you don't understand something, ask. You may not be in a classroom, but you do have an instructor who wants you to succeed. Your instructor is the single best resource for helping you understand challenging material.
- Form a study group. If you know someone who is taking the same course, study together. While the work you submit must be your own, it helps to discuss the material and get feedback from someone else.
- Make the material relevant to you. Read related articles, watch related TV programs, and discuss what you are learning with others.
- If you find that you have a problem staying motivated, review your study skills. Decide what works and what does not. Then, make necessary changes in your study routine.
- Remain positive. It is easy to get discouraged when you're trying to learn something new. Remember all the resources available to you and put them to use.

## A Final Note

Our goal is to offer a comprehensive course curriculum and superior service and support to our students. If you have any comments for improvement or suggestions for new course offerings, please let us know. Any recommendations or requests would be greatly appreciated. E-mail comments to [corrstudy@txstate.edu](mailto:corrstudy@txstate.edu). Service evaluations are available upon request.

We wish you success in your correspondence study!

## Correspondence Faculty

### Undergraduate

Art 2313 .....	Camp, Shawn
Business Law 2361 .....	Hale, Janet
Criminal Justice 3329, 4365 .....	Spencer, David
English 1310 .....	Needham, Keith
English 1320, 3311 .....	Noll, Michael
English 2340, 3322, 3368.....	Hammett, Chad
English 2359 .....	Margrave, Chris
English 2360 .....	Coates, Jason
English 3315 .....	Blair, John
English 3335, 3338 .....	Hill, John
English 3385 .....	Gravitt, Sandra
Health Info. Mgmt. 2360 .....	Biedermann, Sue
History 1310, 1320 .....	Etienne-Gray, Trace'
History 2310, 2320, 3315, 3316 .....	Mann, Bryan
History 3377, 4376 .....	Lannon, Deirdre
Mass Communication 4382L .....	Weill, Susan
Math 1315.....	Jones, Theresa
Math 1317, 2358 .....	Snyder, David
Math 1319.....	Peterson, Shawn
Philosophy 1305 .....	McKinney, Audrey
Philosophy 1320 .....	Fischer, Robert
Political Science 2310, 2320 .....	Sullivan, Alfred
Political Science 3322, 4356 .....	Gorman, Bob
Psychology 1300 .....	Wilson, Christopher
Psychology 2311, 3300.....	Ogletree, Shirley
Psychology 3315 .....	Seay, Ollie
Psychology 3331, 3333 .....	Holland, Sara
Psychology 4391 .....	Osborne, Randall
Sociology 1310, 3328, 3337 .....	Whitehawk, Michael
Spanish 1410.....	Mendez, Alberto

Spanish 1420 ..... Limage-Montesinos, Lupita  
 Spanish 2310, 2320 ..... Perro, JoAnn

**Graduate**

Math 5304 ..... Gronberg, Sharon

## University Administration

Denise M. Trauth ..... President  
 Gene Bourgeois ..... Provost and Vice President for Academic Affairs  
 Vicki Brittain ..... Special Assistant to the President  
 Barbara Breier ..... Vice President for University Advancement  
 William Nance ..... Vice President for Finance and Support Services  
 Joanne Smith ..... Vice President for Student Affairs  
 C. Van Wyatt ..... Vice President for Information Technology  
 Michael Heintze ..... Associate Vice President for Enrollment Management and Marketing  
 Debbie Thorne ..... Associate Vice President for Academic Affairs

## Academic Deans

Jaime Chahin ..... College of Applied Arts  
 Denise T. Smart ..... Emmett and Miriam McCoy College of Business Administration  
 Stan Carpenter ..... College of Education  
 John Fleming ..... College of Fine Arts and Communication  
 Ruth Welborn ..... College of Health Professions  
 Michael Hennessy ..... College of Liberal Arts  
 Robert Habingreither..... College of Science and Engineering  
 Heather Galloway ..... Honors College  
 Daniel Brown ..... University College  
 Andrea Golato ..... The Graduate College

## Texas State University System Board of Regents

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