

## ACADEMIC POLICIES

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

### Honor Code

As members of a community dedicated to learning, inquiry, and creation, the students, faculty, and administration of our University live by the principles in this Honor Code. These principles require all members of this community to be conscientious, respectful, and honest.

**WE ARE CONSCIENTIOUS.** We complete our work on time and make every effort to do it right. We come to class and meetings prepared and are willing to demonstrate it. We hold ourselves to doing what is required, embrace rigor, and shun mediocrity, special requests, and excuses.

**WE ARE RESPECTFUL.** We act civilly toward one another and we cooperate with each other. We will strive to create an environment in which people respect and listen to one another, speaking when appropriate, and permitting other people to participate and express their views.

**WE ARE HONEST.** We do our own work and are honest with one another in all matters. We understand how various acts of dishonesty, like plagiarizing, falsifying data, and giving or receiving assistance to which one is not entitled, conflict as much with academic achievement as with the values of honesty and integrity.

#### THE PLEDGE FOR STUDENTS

Students at our University recognize that, to insure honest conduct, more is needed than an expectation of academic honesty, and we therefore adopt the practice of affixing the following pledge of honesty to the work we submit for evaluation:

"I pledge to uphold the principles of honesty and responsibility at our University.

#### THE PLEDGE FOR FACULTY AND ADMINISTRATION

Faculty at our University recognize that the students have rights when accused of academic dishonesty and will inform the accused of their rights of appeal laid out in the student handbook and inform them of the process that will take place.

"I recognize students' rights and pledge to uphold the principles of honesty and responsibility at our University."

#### ADDRESSING ACTS OF DISHONESTY

Students accused of dishonest conduct may have their cases heard by the faculty member. The student may also appeal the faculty member's decision to the Honor Code Council. Students and faculty will have the option of having an advocate present to insure their rights. Possible actions that may be taken range from exoneration to expulsion.

### 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, is available at [www.txstate.edu/registrar](http://www.txstate.edu/registrar).

**Academic Advising.** Texas State encourages all students to seek academic advising before each registration and at other times when academic questions arise. In some departments, schools, or colleges and for some students, this advising may be mandatory. Students who are undecided about their major are advised through the University College, others through their major department or school and/or in the appropriate college advising center. Advisors help students understand academic requirements and plan schedules to meet those requirements as well as address the choice of majors and career preparation issues.

**Correct Data.** All students are responsible for making certain Texas State has correct demographic data. Changes in name, local and/or permanent address, telephone number, marital status, etc. should be reported immediately to the Registrar's Office. Texas State is not responsible for loss of correspondence credits due to unreported name changes. Address changes can be done using a Texas State student computer account at [http://www.txstate.edu/app/self\\_address\\_changes](http://www.txstate.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 Texas State to comply with the Act. University policy explains in detail the procedures to be used in complying with the act. The policy is printed in the Schedule of Classes distributed by the Registrar's Office, and available at <http://www.txstate.edu/effective/upps/upps-01-04-31.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 and/or master's, 7-doctoral. The second digit indicates the number of semester credit hours the course carries. The last two digits usually indicate the location of the course in the department'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 Success Initiative Program (TSIP).** The main component of this program is an initial assessment that measures skills in mathematics, reading and writing. All students, except those who are TSI-Exempt, should take an initial assessment test before their first semester in college at a Texas public institution of higher education. Students with disabilities who need reasonable accommodations should contact the Office of Disability Services.

### Approved Assessment Instruments

- ASSET (41R, 38M, 40R)
- COMPASS (81R, 39M, 59W)
- ACCUPLACER (78R, 63M, 80W)
- THEA (230R, 230M, 220W)
- Passing score on essay portion of all tests is 6 (or 5 if the student passes writing multiple choice).

### Re-Test Requirements

You must re-test either before or after completion of developmental coursework or labs if you initially score below:

- ASSET (35R, 30M, 35W)
- COMPASS (64R, 23M, 44W)
- ACCUPLACER (61R, 42M, 62W)
- THEA (201R, 206M, 205W)
- 5 on essay and therefore not meet the writing objective (multiple choice) standard

### TSI Exemptions

Some students are exempt or partially exempt from assessment. A student will be identified as "TSI-Exempt or partially exempt" when Texas State has received official proof that he or she satisfies any one of the following:

- Earned an Associate or Bachelor's degree from an institution of higher education whose accreditation is recognized by the Southern Association of Colleges and Schools (SACS);
- Earned a composite score of at least 23 and at least 19 on each of the Mathematics and/or English components of an ACT Test which is no more than five years old;
- Earned a total of at least 1070 on a SAT test that is less than five years old, with a minimum score of 500 on each of the Mathematics and Verbal components;
- Earned minimum scale scores of 2200 on each of the Mathematics and/or Language Arts sections (with a writing composition score of at least 3) on an eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) test that is no more than three years old;
- Previously attended any institution and has been determined to have met readiness standards by that institution;
- Serving on active duty as a member of the armed forces of the United States and has been serving for at least three years preceding enrollment;

- Was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States on or after August 1, 1990.

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

#### Remediation

If the student fails one or more parts of the initial assessment test, he or she will be required to participate in an individualized developmental education program that will prepare the student for freshman-level coursework in the area of deficiency. The program may require re-testing, enrollment in developmental courses, and/or participation in lab-based remediation. There are several ways to meet the requirements of the Success Initiative. The student and a Success Initiative Program representative will jointly determine successful completion of the program.

#### Out-of-State/ Private School Transfers

A student who is transferring coursework from a private or out-of-state school may not need to take an assessment test. This rule has many restrictions, so please check with the Success Initiative Program Office. 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", "B", or "C" in Mathematics 1315 or 1317 will be regarded as having passed the Mathematics part of the assessment test. A student who transfers a grade of "A", "B", or "C" in any one of the following will be regarded as having passed the reading part of the assessment test: History 1310, 1320; Political Science 2310, 2320; Psychology 1300; English 2310, 2320, 2330, 2340, 2359, 2306. If a student has passed some part of the assessment test satisfactorily, he or she should take the remaining parts of the test prior to attempting to register for classes at Texas State.

If you are an incoming student and you have taken an assessment test but we do not have your scores, then go to the Success Initiative Program Office for additional information. For all questions about the Success Initiative or exemptions, please call the Success Initiative Program Office at (512) 245-3942.

**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 Texas State'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 core curriculum history requirement (HIST 1310 or 1320) and up to three hours to the core curriculum government requirement (POSI 2320 only).

**Field of Study.** Field of Study means a set of courses that will satisfy the lower division requirements for a bachelor's degree in a specific academic area. Field of study curricula were mandated in Senate Bill 148 (75th Texas Legislature) and are intended, along with general education core curricula, to facilitate the free transferability of lower-division academic course credit among public colleges and universities throughout Texas. As found in Texas Education Code Chapter 61, Subchapter S, Section 61.821-61.829, field of study curricula are developed in accordance with the policies and procedures of the Texas Higher Education Coordinating Board, along with the assistance of advisory committees composed of representatives of institutions of higher education. To date, field of study curricula have been developed in the following academic areas: Business, Computer Science, Communications, Criminal Justice, Early Childhood Education, Engineering, Engineering Technology, Grades 4-8 Teacher Certification, and Music.

Each field of study will include the lower division courses that are required before a student may enroll in upper-division courses within the degree program, and may also offer guidelines and suggestions for appropriate general education core curriculum or elective courses in addition to the courses that actually compose the field of study curriculum itself. If a student successfully completes a field of study curriculum that block of courses may be transferred to a general academic teaching institution and must be substituted for that institution's lower division requirements for the degree program for the field of study into which the student transfers, and the student shall receive full academic credit toward the degree program for the block of courses transferred. A student who transfers from one institution of higher education to another without completing the field of study curriculum of the sending institution shall receive academic credit from the receiving institution for each of the courses that the student has successfully completed in the field of study curriculum of the sending institution. Following receipt of the credit for these courses, the student may be required to satisfy further course requirements in the field of study curriculum of the receiving institution. A student concurrently enrolled at more than one institution shall follow the field of study curriculum of the institution in which the student is classified as a degree-seeking student. More information about field of study is available online at: [http://www.theccb.state.tx.us/ctc/ip/core11\\_00/index.htm](http://www.theccb.state.tx.us/ctc/ip/core11_00/index.htm).

## Academic Regulations

**Catalog Designation.** The catalog designation a student receives when entering Texas State determines the curriculum and other academic policies that apply to the student. Catalog designations are made according to the following guidelines:

1. Students with no prior college work are assigned to the current catalog.
2. Students with prior college work:
  - a. Students with prior college work from out-of-state or private institutions are assigned to the current catalog.
  - b. Students with prior college work during the last six years, solely from Texas public institutions of higher education, are assigned to the Texas State catalog which was in effect at the time of the student's initial college enrollment.
3. Former Texas State students (those who leave for 12 or more consecutive months and apply for readmission).
  - a. Former students whose initial Texas State enrollment was more than six years ago are assigned to the current catalog.
  - b. Former Texas State students whose initial Texas State enrollment was within the last six years and who have completed fewer than 30 hours of college work elsewhere during the interim retain their initial Texas State catalog designation.
  - c. Former Texas State students whose initial Texas State enrollment was within the last six years and who have completed 30 or more hours of college work elsewhere during the interim are assigned to the current catalog.
4. A college dean may change the catalog designation.

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

*Fall or Spring Semesters:* Those enrolled for 12 or more credit hours are considered full-time students. An average load for a student with a Texas State GPA of 2.00 or higher 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 Texas State GPA of 3.00 or higher may carry 19 credit hours. Those with a Texas State GPA of 3.75 or higher may carry up to 22 credit hours.

*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 Texas State GPA of 2.00 or higher 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 Texas State, the course load limitations apply to all work attempted, whether at Texas State or elsewhere.

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

1. Faculty are encouraged to establish mandatory attendance requirements in each course.
2. Each faculty member will inform students of the course attendance policy at the initial class meeting.
3. Students are responsible for understanding the attendance policy for each course in which they enroll and for meeting the attendance requirements.
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 Texas State that they will cease attending a class in which they are enrolled while remaining enrolled in at least one other course. Withdrawing is an official action whereby a student informs Texas State that he/she will cease attending all classes.

The deadline for dropping classes or withdrawing from Texas State 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 Texas State, 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 Texas State 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 12<sup>th</sup> class day during fall and spring semesters and 4<sup>th</sup> class day during summer sessions are not recorded on the student’s Texas State transcript.
2. After the automatic “W” period, faculty assign grades to students who officially drop classes or withdraw from Texas State. 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 report by contacting the Registrar’s office.

**Grade Symbols.** Grades at Texas State are indicated by the following symbols: "A"-excellent; "B"-good; "C"-average; "D"-passing; "F"-failing or withdrawn failing; "CR"-credit. A grade of "PR" which is temporary and non-punitive, may be assigned in selected courses where the required clock hours needed to complete requirements extend beyond the regular semester or summer session. The "I" grade may be assigned when, due to unusual circumstances beyond the student's control, a significant portion of a course, such as a term paper or final examination, has not been completed. If a student needs to repeat a course or a significant portion of a course, a "W" or "F" grade should be assigned according to regulations governing the assignments of such grades. A "W" grade cannot be assigned if the student has not officially dropped the course within the semester deadlines. An "I" grade from Texas State will not count as hours completed until another grade is assigned. Twelve months after a Texas State "I" grade is assigned, it will automatically change to an "F" if the course work has not been completed. An "I" grade transferred from another institution remains as "I" on the Texas State record until an updated transcript is received from the other institution. A grade of "W" is assigned if a student drops a course by the Automatic "W" Drop/Withdrawal Deadline (see University Calendar in this catalog). After the Automatic "W" Drop/Withdrawal Deadline, an "F" or "W" will be assigned depending on whether the student is passing ("W") or failing ("F") the course at the time the drop/withdrawal action is officially completed.

**Grade-Point Average (GPA).** Texas State utilizes the four-point system. The GPA is the total number of grade points earned divided by the number of semester hours attempted. Semester grade symbols have the following values: "A" = 4 points; "B" = 3 points; "C" = 2 points; "D" = 1 point; "F" = 0 points. Neither hours nor grades are calculated for "I", "CR", "PR", or "W". To maintain an average of "C", grade points divided by semester hours attempted must equal at least 2.00.

The Texas State GPA for all work attempted at Texas State is used to determine whether a student is meeting minimum academic standards. Beginning in the fall of 1991, this Texas State GPA will be calculated by the procedures described in the section titled "Repeating Courses" (see below).

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

Courses taken at other schools will not be included in the GPA at Texas State. Texas State GPA will be the only GPA calculated.

**Repeating Courses.** Effective fall 1991, a student may repeat a course, but cannot receive credit for the course more than once unless the course description in the catalog specifically provides that the course may be repeated for credit. When a course is repeated more than once, the second grade (first repeat) and all subsequent grades (repeats) are included in computing the Texas State hours attempted, grade points earned and GPA. "W" and "I" grades are excluded. A course taken at Texas State must be repeated at Texas State to be counted as a repeat. A course taken for transfer credit must be repeated as transfer credit to count as a repeat.

The first time that a course is repeated, fall 1991 or after, it will be calculated as if it were the first repeat of the course. Any additional repetitions will be counted as second or greater repeats. If the last grade in a repeated course is lower than an earlier grade, the last grade is used to determine whether the course fulfills university requirements.

Courses repeated prior to fall 1991 will follow the repeat policy enforced at the time the courses were taken. Prior to fall 1991, the last grade of a repeat counts, "W" and "I" grades excluded. If the last time a course is taken is from another school, that course will meet degree requirements, but the last grade at Texas State counts towards the Texas State GPA.

**Change of Grade.** An individual course grade may be changed when the involved faculty member certifies to the Registrar that an error was made in computing the original grade. The grade change must be approved by the department chair/school director and the appropriate college dean. Students who wish to protest a grade earned in a course should first discuss the grade with the instructor. If no resolution is reached, the student may appeal the grade to the department chair. If no satisfactory conclusion can be reached at this level, the student may appeal to the college dean whose decision is final. In accordance with Texas State's records retention policies, a student appeal for a change of grade must be filed no later than 2 years after the grade is issued.

**Student Indebtedness.** All University property in a student's possession must be returned and all debts to Texas State, including past due indebtedness to loan funds, must be satisfactorily adjusted before the student is eligible to receive a statement of good standing, an official transcript of credit, graduation, or re-admission to Texas State. Moreover, continued failure to adjust such debt may result in the student's losing the privilege of attending class.

## Probation and Suspension

**Minimum Academic Standards.** Students must meet minimum academic standards in work completed at Texas State. Those who fail to do so are placed on academic probation or academic suspension, as appropriate. In determining whether a student is placed on probation or suspension, only grades earned at Texas State are considered.

**Academic Probation.** Academic probation is an emphatic warning that the quality of the student's work has not met Texas State's minimum academic standards and that the quality must improve during the probationary semester in order for the student to continue at Texas State. A student will be placed on academic probation at the end of the fall or spring semester in which the Texas State GPA is less than 2.00. A student will be removed from academic probation at the end of any long semester or summer term if the Texas State GPA is 2.00 or higher.

Students placed on academic probation must raise their Texas State GPA during the first probationary semester, e.g., if a student is placed on academic probation because the Texas State GPA has fallen to 1.85, at the end of the first probationary semester the Texas State GPA must be 1.86 or higher, or the student will be placed on first academic suspension. If the student raises the Texas State 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 Texas State 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 Texas State may not be reinstated by the dean of another undergraduate college. Deans may, at their discretion, impose conditions regarding course load limits, work load limits, counseling, etc. If the dean denies reinstatement, the student may then appeal to the Suspension Appeals Committee. If reinstatement is allowed, the suspension notation will remain on the student's transcript. The transcript will also show "Reinstated for\_\_\_, Enters on Academic Probation."

Unless other special conditions are imposed by the dean or the Suspension Appeals Committee, students granted reinstatement and re-admitted on academic probation, must raise their Texas State GPA at the end of the first probationary semester or be placed on academic suspension. If students raise their Texas State 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 Texas State GPA is less than 2.00, the student will be placed on second academic suspension.

Students who are placed on first academic suspension from Texas State at the end of the spring semester will be reinstated by the registrar on academic probation for the following fall semester if they (1) attend both summer terms at Texas State, (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 Texas State 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 are automatically reinstated and may register for the subsequent semester. Following an absence from Texas State of one year or more, students may apply for readmission to Texas State (refer to Program D in the Admissions section). Students who re-enter Texas State following an academic suspension do so on academic probation. For specific regulations, refer to paragraph on “Academic Probation”. If the Texas State GPA is 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 Texas State on academic probation, subject to special conditions imposed by the dean or the Suspension Appeals Committee regarding course load limits, work load limits, counseling, etc. If reinstatement is allowed, students may apply for re-admission to Texas State (refer to Program D in the Admissions section). The suspension notation will remain on the student’s transcript, which will also show “Reinstated for \_\_\_, Enters on Academic Probation.” In addition to any special conditions imposed by the dean or the Suspension Appeals Committee, students must meet the conditions under “Academic Probation” explained previously. At the end of the second probationary semester, if the Texas State GPA is less than 2.00, the student will be placed on academic suspension.

**Readmission Following a Second Academic Suspension.** At the end of the two-year period for a second academic suspension, students may apply for re-admission to Texas State (refer to Program D in the Admissions section).

**Effect of Suspension on Correspondence or Extension Courses.** While on suspension, students may complete a correspondence course in which they enrolled prior to suspension. Students may not enroll in an extension or correspondence course from Texas State while on suspension.

**Registering at Another Institution During Suspension.** Students who have been placed on academic suspension are not prohibited from registering at another institution; however, such academic work will not change the GPA used for calculating probation and suspension, since only those grades earned at Texas State are calculated in determining probation-suspension status. Students who enroll for 30 or more semester hours at another institution while on suspension from Texas State will be considered transfer students if they return and will be required to have a 2.25 GPA in that work for re-admission.

**Exceptions.** Cases in which the circumstances are not covered by the above regulations shall be handled at the discretion of the Director of Undergraduate Admissions and the college dean.



## Degree and Graduation Policies

**Application for Degree Audit.** After completing 45-60 semester hours, students should request a degree audit through the college academic advising center or through their major department, as determined by college guidelines. When the audit is approved by the appropriate college dean or dean's representative, it will list all courses required for graduation. Students also have the option to run their own unofficial audit at any time before seeing their advisor. The audit should be used to determine which courses to take at each registration.

It is highly recommended that students see their Academic Advisors to review their degree audits when within their last 30 hours prior to graduation. Students need to see that they have the appropriate grade-point averages in all courses taken at Texas State and in the major and minor fields of study. If any of the grade-point averages are below the minimums required for graduation, the degree audit can be used in deciding how to raise the averages in the remaining course work.

**Application for Degree.** Students must indicate their intent to graduate by applying for graduation within the first two weeks of their final long semester or summer session I for August graduation. The student must also complete the degree application using the online application on CatsWeb [http://catsweb.txstate.edu/catsweb/ad/adwbadgra\\_instructions.htm](http://catsweb.txstate.edu/catsweb/ad/adwbadgra_instructions.htm). 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 Texas State for at least two long (fall or spring) semesters or 30 weeks in summer terms. A student must also complete, through Texas State coursework, at least 25 percent of the minimum number of semester hours required for the degree; within this requirement, at least 24 semester hours must be advanced and at least six hours of the advanced work must be completed in the major at Texas State. Additionally, at least 24 semester hours of the last 30 hours completed that are required for the degree must be taken at Texas State. Correspondence, extension, and off-campus coursework completed through Texas State may be applied toward residency requirements. Credit-by-examination may not be applied toward residency.

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

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

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

Degrees with Teacher Certification (minimums):

1. A Texas State 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 Texas State's general education core curriculum. However, requirements associated with particular degrees, e.g., completion of the second semester of a modern language for a Bachelor of Arts degree, or Legislative requirements, e.g., History and Government course requirements, must be included in an approved program for a second baccalaureate degree.

**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 audits must be filed in the office of each college advising center. 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 Texas State catalog in force during the session in which they first enroll, provided they graduate within six years from the end of the session. Transfer students who have been assigned a Texas State catalog based on their first semester at a Texas junior college have six years from the end of the semester upon which their catalog designation was based to graduate, not six years from their initial semester at Texas State. After the expiration of such a period of time, students may have to meet requirements outlined in the current catalog. "Requirements for the Degree" refers to the pattern of courses and grade-point averages required for graduation. It does not include other rules and regulations such as probation and suspension criteria, requirements for admission to courses or programs, etc.

**Transfer Credit from Two-Year Colleges.** Texas State will apply to a degree up to 66 hours from an accredited junior/community college. (At the approval of the individual college dean, 6-8 hours may be added.) At the time of transfer, all transferable work attempted at a junior/community college will be recorded on the official transcript. If the number of hours transferred from a junior college exceeds 66, the student's 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 Texas State 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 Texas State are eligible to graduate with honors if their Texas State 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 Texas State 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 Texas State GPA of 3.50 on at least 45 semester hours at Texas State. Alpha Chi is the oldest honor society at Texas State, founded in 1922. Membership in the honor society is indicated on the student's transcript. Members are also eligible to compete for Alpha Chi scholarships and fellowships. For further information please contact the Campus Activities and Student Organizations (CASO) Office at (512) 245-3219.

*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 the Campus Activities and Student Organizations (CASO) Office at (512) 245-3219.

*Golden Key National Honor Society.* Golden Key recognizes and encourages scholastic achievement and excellence in all undergraduate fields, supports the faculty and administration in developing and maintaining high academic standards, provides economic assistance by means of annual scholarships, and promotes altruistic conduct through volunteer service to Texas State and community. The *Golden Key National Honor Society* accepts students who have a minimum cumulative GPA of 3.40, have completed 60 college hours, 25 of which must have been taken at Texas State, have filed a Member Data Form, and have paid the initiation and lifetime membership fee. For further information please contact the Campus Activities and Student Organizations (CASO) Office at (512) 245-3219.

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