

Texas State University-San Marcos

Graduate Catalog 2011-2013

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American Chemical Society
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National Recreation and Park Association
Southern Association of Colleges and Schools
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American Association of Colleges for Teacher Education
American Association of State Colleges and Universities
American Association of State Colleges of Agriculture and Renewable Resources
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Association of State Colleges and Universities
Association of Texas Colleges and Universities
Association of Texas Graduate Schools
Coalition of Urban and Metropolitan Universities

College Reading and Learning Association
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Great Plains Regional Honors Council
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National Association of Industrial Technology
National Association of State University Land Grant Colleges
National Collegiate Honors Council
Society of Manufacturing Engineers
Texas Association for Schools in Engineering Technology
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General Information

Setting

Located in San Marcos at the foot of the Texas Hill Country, where blackland prairies turn into beautiful hills, Texas State University-San Marcos (Texas State) enjoys a setting that is unique among Texas universities. The beauty of the crystal clear San Marcos River and many sprawling cypress and pecan trees on the campus add to the charm of this picturesque locale. Although major metropolitan centers are not far away, San Marcos has managed to retain the charm of a smaller community, and Texas State still has a real university atmosphere - a place where faculty and students take the processes of teaching and learning seriously.

History

Texas State University-San Marcos was established in 1899 by the Twenty-Sixth Legislature as "Southwest Texas State Normal School." Opening its doors in 1903 with only 303 students, Texas State has expanded from a two-year normal school to a multipurpose university with an enrollment of over 26,000.

Since its founding, the University has grown and developed in terms of enrollment, curriculum, and stature. Its widened scope has matched legislative action that has changed its name through four distinct phases of development.

In 1918, the school became "Southwest Texas State Normal College" and in 1923, the school became "Southwest Texas State Teachers College." In 1959, the word "Teachers" was dropped from its title. In 1969, the Sixty-First Legislature changed the name to "Southwest Texas State University". On June 18, 2003, the governor signed a bill changing the school's name to Texas State University-San Marcos effective on September 1, 2003, recognizing that Texas State has become a first-class regional, state, and national institution of higher learning.

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

Authorization

The establishment of a Graduate College at Texas State University-San Marcos was authorized by the Board of Regents at its meeting on June 15, 1935. Graduate courses were first offered during the summer of 1936, and the first Master of Arts degree was conferred at the 1937 spring commencement.

Mission Statement

“The noblest search is the search for excellence.”

-Lyndon B. Johnson

Thirty-Sixth President of the United States, 1963-1969

Texas State University-San Marcos Class of 1930

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

Shared Values Statement

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

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

Organization

The University is organized into the College of Applied Arts, the Emmett & Miriam McCoy College of Business Administration, the College of Education, the College of Fine Arts and Communication, the College of Health Professions, the College of Liberal Arts, the College of Science, the Honors College, the University College, and the Graduate College.

Objectives of the Graduate College

The purpose of the Graduate College is to provide the means for continued intellectual growth through advanced and specialized education. The ultimate aim is to develop leaders that will make significant professional contributions to their fields of specialization. More explicitly, the Graduate College has adopted the following objectives that will add both breadth and depth to the academic and professional preparation received at the undergraduate and master's degree levels:

- To reinforce and extend students' academic and professional experience as a means of improving professional competence;
- To afford students with the opportunity to undertake original research in their areas of specializations, both independently and in collaboration with the faculty;
- To provide students with the ability and resources to integrate their research into the community of scholars and professionals in a particular academic discipline;
- To challenge students intellectually, to develop their powers of independent thought, and to direct them toward positions of intellectual leadership in their personal and professional lives.

Characteristics of Graduate Study

Graduate study affords students of exceptional academic ability many opportunities to continue their intellectual growth and development. Doctoral study in particular seeks to integrate students into the professional community of scholars in a manner that emphasizes the completion, presentation, and publication of original creative research.

Graduate education differs from study at the undergraduate level in at least the following respects:

- Graduate students are expected to assume greater responsibility and demonstrate more self-initiative in meeting their academic goals;
- More extensive reading, emphasizing primary source material in a specialized field, is expected;
- Students are expected to become familiar with the current literature in their fields, with emphasis on recently published developments in research methods and results;
- Doctoral students are expected to assume responsibility for the planning, completion, and presentation of original scholarly research;
- Doctoral programs utilize seminar courses that stress active participation by students in intellectual exchange with both faculty and peers and in the critique of published research;
- Doctoral course work underscores integrating student research into the norms of an academic discipline.

Albert B. Alkek Library

The Alkek Library collection is composed of some 1.5 million volumes of books, documents, and periodicals. The library receives over 56,000 unique electronic journals and provides access to 900,000 E-books, and 379 databases covering all subjects. In addition, the collection includes nearly 42,000 non-print (AV) titles and 247,000 volume equivalents in microform.

The library hosts eCommons (<http://ecommons.txstate.edu/>), a digital archive of scholarship produced by the faculty, students, and staff of the university. The library is home to the University Archives and The Wittliff Collections, including the Southwestern Writers Collection, a literary archive

reflecting the culture of the Southwestern United States, and the Southwestern & Mexican Photography Collection: <http://www.thewittliffcollections.txstate.edu/>.

The library is open 104.5 hours per week during the fall and spring semesters with extended hours during exam periods and an abbreviated summer schedule. An online catalog accessible via the Internet provides information on the library's holdings.

Interlibrary loan and document delivery services are provided. Cooperative borrowing agreements with other libraries are maintained. Through TexShare, a statewide library resources sharing program, Texas State faculty, students, and staff can obtain a TexShare library card which grants library privileges at most of the public university and community college libraries in Texas.

Library support facilities include laptop computers connecting to a wireless network that may be checked out for building use, and a computer lab with IBM compatible and Macintosh workstations, along with laser printers, adaptive equipment for individuals with disabilities, and scanners. Coin-operated photocopying machines, public telephones, vending machines, and a lounge are also available.

An extension of the library is located at the Round Rock Campus (RRC). The full range of library services is provided at this location.

More information about the library is available through the Alkek Library's website found at <http://www.library.txstate.edu/>

Round Rock Campus (RRC)

Texas State University-San Marcos opened a location in Round Rock, fall 2005, to serve the higher educational needs of North Austin and Williamson County residents. Students can earn bachelor's or master's degrees, take coursework to earn a professional teaching certificate, or prepare for certification exams without traveling to San Marcos. Quality instruction enhanced with technology are the same level of rigor and quality of classes as those offered in San Marcos, walk-in computer labs, and convenient parking are just some of the features that make this site so attractive.

The RRC offers 11 master's degree programs, upper-division (junior and senior level) courses for 9 bachelor's degree programs, and 7 post baccalaureate certificate programs through Texas State University-San Marcos. Students can complete their lower level classes towards their bachelor's degree at Texas State in San Marcos or at another school such as a community college. For the convenience of working professionals most classes are scheduled during the late afternoon or evening, and some classes are available on Saturdays or online and for additional flexibility, students can enroll in hybrid courses that combine online instruction with up to three on-site meetings per semester. RRC students must meet the same admission requirements as those attending in San Marcos. Students pay the same tuition for RRC classes, but fees may be slightly less.

For a full description of degree programs, detailed course requirements, the Getting Started process, schedule of classes, available services, calendar of events and much more, visit <http://www.rrc.txstate.edu/> . Contact the RRC at 512-716-4001, rrcstudentservices@txstate.edu, or visit in person at 1555 University Boulevard, Round Rock, Texas 78665.

Scholarships

The scholarships listed below are competitively-based and are available to qualified students, who are regularly admitted, through the Graduate College. Students who are not Texas residents and receive a Texas State competitive scholarship of at least \$1,000 may be eligible to pay resident tuition.

Texas State Celebrity Classic Scholarships. Scholarships are awarded competitively each year through the Texas State Celebrity Classic Scholarship. A minimum enrollment of six graduate hours of course work (5000 level or above) per semester is required. Eligibility requirements are posted on the Graduate College website and the application deadline is March 1.

Graduate College Scholarships. The seven academic colleges have scholarships available to qualified graduate students as selected by a committee from each college. A minimum enrollment of six graduate hours of course work (5000 level or above) per semester is required. Eligibility requirements and application deadlines vary by college.

For additional information regarding scholarship eligibility, criteria, application deadlines, and the application process, visit our website at http://www.gradcollege.txstate.edu/Prospect_Students/Fin_Grad_Ed/Scholarships.html. Information about additional scholarships, as well as teaching and research assistantships, may be available through the academic departments.

Financial Aid

Access to a post-secondary education should not be limited by the ability of a student and/or parent to provide for necessary educational expenses. Texas State participates in a variety of federal, state, and institutional financial aid programs that may provide assistance if students do not otherwise have sufficient funds available to defray educational costs.

Scholarships and graduate assistantships for graduate students are handled primarily through the Office of the Graduate College or through the academic departments. Students who are not Texas residents and receive a Texas State competitive scholarship of at least \$1,000 may be eligible to pay resident tuition.

Financial Aid and Scholarships process student loans and a limited number of need-based grants and scholarships for graduate students. Awards are based on financial need. Early completion of the Free Application for Federal Student Aid will enhance your ability to receive assistance.

Application for Financial Aid. A student must complete the Free Application for Federal Student Aid (FAFSA) to be considered for aid during the academic year (fall and spring). The FAFSA is available on-line at <http://www.fafsa.ed.gov/>. Please remember to include Texas State by adding our school code 003615.

To be considered for aid in the summer, the student must complete the FAFSA **and** an institutional Summer Financial Aid Application. Summer Financial Aid Applications are available (typically December through February) via Financial Aid and Scholarships at www.finaid.txstate.edu.

Note: Students may access their financial aid information on-line via *Texas State Self Service* at <https://ssb.txstate.edu>.

International Students are not eligible to participate in federal financial aid programs.

Meeting the application priority dates is important. There is a limited amount of aid to be awarded. Applications completed by the priority dates will be considered first. To ensure priority consideration, applications and all required documentation must be on file with Financial Aid and Scholarships by the following dates:

Fall and Spring	March 15
Summer	March 1

Veteran's Benefits. Eligible students may qualify for Veterans Education benefits as well as federal financial aid. Veteran's benefits can affect the amount of federal financial aid a student may receive. Students who are veterans should contact the Texas State University-San Marcos Veterans Affairs Office in the J.C. Kellam Administration Building, room 111, phone 512-245-2641 or by e-mail at veteransaffairs@txstate.edu.

Requirements for Maintaining Financial Aid

Enrollment Status. Students receiving assistance from any of the above financial aid programs must be enrolled at least half-time. Half-time enrollment is 5 semester hours during a semester (fall, spring or summer) for a graduate student. Financial aid recipients who withdraw from Texas State will be required to repay a portion of the financial aid received based upon U.S. Department of Education guidelines.

Academic Progress Requirements. Federal regulations require financial aid recipients to be making Satisfactory Academic Progress (SAP) toward a degree or eligible certification program. Satisfactory Academic Progress is evaluated at the end of each academic year (i.e., end of spring semester). There are three standards a student must meet to maintain satisfactory academic progress: GPA, maximum hours allowed, and completion rate (pace of completion). Please refer to <http://www.finaid.txstate.edu> under *Graduate Aid, Maintain My Eligibility* for specifics.

Texas State E-Mail Account. Every new student enrolling at Texas State is provided with an e-mail account. The student Texas State e-mail account is our primary method of communicating with the student regarding financial aid. Therefore, it is important to check the student Texas State e-mail account daily for important financial aid information.

Other Financial Assistance

Short-Term Loan Assistance. Students who need short-term/emergency assistance may borrow from \$50 to \$400 to be repaid within the semester. Students must be enrolled at least half-time, have a Texas State GPA of at least 2.0, and have no holds on their records and no defaults on previous short-term loans. Students who need assistance in paying tuition at registration may apply for the Emergency Tuition and Fees Loan Program (ETLP) through Student Business Services.

Important Information Regarding Application of Financial Aid Funds toward Registration Fees by Student Business Services:

- Students who have sufficient aid to cover 100% tuition, fees, room and board are not required to take action.
- Students who DO NOT have sufficient financial aid to cover 100% of tuition, fees, room and board must either pay the difference in full or enroll in an installment plan by the due date.
- Tuition payment can be made in person at the Student Business Services window 188 J.C. Kellam Building or on the web at <http://www.sbs.txstate.edu/>.

Financial Aid Disbursement

To receive financial aid, a student must meet all eligibility requirements. Once aid is ready for disbursement, it will be applied to a student's account with Student Business Services no earlier than ten calendar days prior to the start of classes. After that point, aid will be applied to a student's account within 24 hours of it being ready for disbursement.

Completing Registration Payment

For questions about completing the registration payment, please contact Student Business Services at 512-245-2544.

Refunds

For questions about any refunds once the aid has been applied to a student's account, please contact Student Business Services at 512-245-2544.

Return of Title IV Funds Policy

If a student totally withdraws from Texas State, he or she may be required to return all or a portion of the federal funds awarded to the student. The student may also be eligible for a refund for part of tuition and fees and/or room and board paid to Texas State for the semester. Any refund amount will first be applied toward the repayment due to the federal government.

To Withdraw. The student must complete the form entitled *Texas State Official Withdrawal Request* from the Registrar's Office. The withdrawal date is the date the student begins the withdrawal process or indicates their intent to withdraw by notifying the Registrar's Office.

Two different refund calculations are applicable for a federal financial aid recipient who withdraws. These two refund calculations are the school refund calculation and the Department of Education refund calculation.

Institutional Refund. Texas State's refund policy exists for calculating the refund of institutional charges. Texas State's Tuition and Fee Refund Policy can be found in the Refunds and Withdrawal section of the current semester's Schedule of Classes. If the amount of charges actually paid, either at registration or installment, is greater than the amount owed to Texas State at the time of withdrawal, students who withdraw from Texas State may receive a refund of tuition and refundable fees. Contact Residence Life for information on the room and board refund schedule.

Federal Financial Aid Refund. The federal *Return of Title IV Funds* formula exists for calculating the amount of Federal Title IV aid that must be returned to the federal government. This is financial aid which the student is not entitled to retain per federal regulations. The federal formula is applicable to students who receive federal financial aid and totally withdraw on or before the 60% point of the semester. The federal formula requires that the unearned portion of Title IV funds be returned to the government if the student receives federal financial assistance including a Federal Direct or Stafford loan. Students that withdraw unofficially will be withdrawn as of the 50% point of the semester. Worksheets used to determine the amount of refund or Return of Title IV aid are available upon request.

Contact Information. Financial Aid and Scholarships is located in room 240, J.C. Kellam Administration Building. Information about office hours and deadlines can be obtained at our website: <http://www.finaid.txstate.edu/>, or by calling 512-245-2315

Unofficial Withdrawals for all F's. If the student fails to earn a passing grade in at least one of his/her courses (i.e., all F's, all I's or a combination of all F's, W's or I's) during a semester, he/she is considered to have, for purposes of federal Title IV funds, unofficially withdrawn from the university. As a result, a withdrawal calculation must be performed to determine the amount of Title IV funds that the student must repay. The only exception is when an institution can document that the student was enrolled after the 60-percent point of the semester (e.g., professor's verification of class attendance, taking an exam, etc.)

Once semester grades post, and if the student fails to earn a passing grade in at least one of his/her courses, Financial Aid and Scholarships will contact his/her professors. If no professor confirms the student was engaged:

- In an academically-related activity after the 60-percent point of the semester, but were engaged at some point during the semester, the student (as an unofficial withdrawal) is eligible to have earned federal Title IV aid only up to the 50-percent point of the semester. As a result, the student must repay any aid received beyond that amount.

- At any point during the semester, the student is considered by the federal government to have not attended. As a result, the student must repay all of the federal aid received.

Once the amount the student must repay is determined, Financial Aid and Scholarships will mail a letter with the repayment details.

However, if at least one of the student's professors can confirm that he/she was engaged in an academically-related activity after the 60-percent point of the semester, the student is considered to have earned financial aid (and no repayment of funds will be required).

Veterans Benefits

Students attending Texas State while receiving educational assistance under one of the public laws for veterans and/or their dependents must contact the Texas State Office of Veterans Affairs, J.C. Kellam Administration Building, in room 111, or at 512-245-2641 to complete the required forms. Information and forms are also available on our website at <http://www.va.txstate.edu/>.

Students applying for educational benefits under the U.S. Department of Veteran's Affairs for the first time must provide the Office of Veterans Affairs with a photocopy of member four (4) of DD Form 214, "Certificate of Release or Discharge from Active Duty" and Certificate of Eligibility from the VA. Reserve and National Guard members applying for Chapter 1606 benefits must provide DD 2384 form: "Notice of Basic Eligibility." Chapter 1607 applicants must provide a copy of their orders to active duty and a copy of their DD-214. Active duty military and dependents are exempt from submission of the DD Form 214 and military transcript requirements. All veterans must submit their DD Form 214 to Undergraduate Admissions as well for evaluation of military academic credit.

Benefit payments are made at the **end of each month**. Any student enrolling under any of the provisions for VA educational benefits should **bring sufficient funds to defray the initial cost of tuition, fees, and living expenses for approximately three (3) months**. Chapter 33, Post 9/11, applicants registering during late registration should be prepared to cover initial tuition payments to avoid cancellation of courses pending tuition payment from the VA.

A graduate student receiving veteran benefits must file with the Office of Veterans Affairs an official master's Degree Audit, a certification deficiency plan, or other similar documentation showing the requirements needed to accomplish your objective. **It is the student's responsibility to notify the Office of Veterans Affairs of any adds, drops, course, or program changes.**

Dependents of Texas veterans and veterans who have exhausted VA educational benefits, should check with the Office of Veterans Affairs for information about the Hazlewood Exemption. Applications and information sheets for the Hazlewood Exemption may be obtained at the J.C. Kellam Administration Building, in room 111, or on our website at <http://www.va.txstate.edu/>.

Multicultural Policy Statement

Texas State believes that freedom of thought, innovation, and creativity are fundamental characteristics of a community of scholars. To promote such a learning environment, the University has a special responsibility to seek 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, religion, sex, sexual orientation, age, or disability are inconsistent with the purposes of the University.

Disability Services

Texas State does not discriminate on the basis of disability in the recruitment and admission of students to the University. Students with disabilities must meet the same admission requirements as other students.

The Office of Disability Services (ODS) at Texas State assists students with disabilities to independently achieve their educational goals and enhance their leadership development by providing reasonable and appropriate accommodations. ODS facilitates access to university programs, services, and activities in the most integrated setting appropriate. In order to qualify for services, a student must provide ODS with verification of disability. Students with learning disabilities must provide an evaluation that has been completed within the last five years. To ensure a timely review of documentation and provision of support services, students are requested to provide verification of disability at least thirty days prior to attendance at Texas State. Students needing sign language or oral interpreting services for admissions counseling or academic advising should contact ODS one week prior to the event to ensure interpreter availability. Students who have concerns or complaints should contact the Director of Disability Services at 512-245-3451 or the Texas State ADA Coordinator at 512-245-2278.

Texas State has established a grievance procedure for the prompt and equitable resolution of complaints related to illegal discrimination on the basis of disability. This grievance procedure is described in UPPS No. 04.04.46, Prohibition of Illegal Discrimination or Harassment Based on Race, Color, National Origin, Age, Sex, Religion, Disability, or Sexual Orientation. A copy is available in the University library, Office of Disability Services, and most other University offices.

For more information on services for students with disabilities at Texas State visit the ODS website at <http://www.ods.txstate.edu/>, call 512-245-3451, or write 601 University Drive, Suite 5-5.1 LBJ Student Center, San Marcos, TX 78666.

International Office

The International Office supports international students, J-1 exchange visitors, and international faculty by providing advising, assistance, and referrals related to immigration regulations and cultural issues. It serves as an advocate for international students and scholars and as liaison with the Department of Homeland Security and the Department of State in various immigration matters. It assists the University in maintaining compliance with federal regulations as they relate to non-immigrant students in the F-1 category. The Office assists Human Resources and academic departments when hiring international faculty, students, and scholars. It also promotes internationalization at Texas State by facilitating international agreements and by sponsoring International Education Week each November. For information, call 512-245-7966, fax 512-245-8264, or send an e-mail to: International@txstate.edu.

Correct Data and Name Change

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 updated immediately. Texas State is not responsible for loss of correspondence due to unreported name changes or outdated addresses.

A student's name will appear on official records as it is stated on the application for admission. If a student has previously attended Texas State University-San Marcos under a different name, the student may be asked to provide proof of name change. Students should contact the Registrar's Office for a Personal Information Update Form.

Family Educational Rights and Privacy Act of 1974 (FERPA)

FERPA protects the privacy of educational records, establishes the right of students to inspect and review their educational records, and provides guidelines for the correction of inaccurate or misleading data. Students also have the right to file complaints with the FERPA Office concerning alleged failures by Texas State to comply with the Act. University policy explains in detail the procedures to be used in complying with the act. The policy is available at <http://www.registrar.txstate.edu/persistent-links/ferpa.html>.

Students' Rights, Privileges, and Expectations

Texas State believes that the primary purpose of higher education is to promote learning and stimulate inquiry for truth in an atmosphere of freedom. The University is committed to the value of racial and ethnic diversity. Accordingly, the University encourages students to exercise the rights of citizenship. However, these rights are subject to reasonable limitations necessary for the orderly operation of the University. The University expects students to accept their responsibilities as citizens and members of a scholarly community. Paramount among these responsibilities are respect for the rights of others, academic and personal integrity, and adherence to federal, state, and local laws, as well as University regulations.

The faculty and administration are genuinely concerned with the physical and ethical welfare of students. To that end, the University has established rules of conduct and has published these in a Code of Student Conduct. These regulations guide students in achieving personal and academic goals and help the University function in an orderly way. Since students voluntarily associate themselves with the University, they should know that these rules are honestly and faithfully enforced. The rules include clear prohibitions against sexual or racial harassment.

The administration and faculty encourage students to participate in managing the University through its system of advisory councils and committees. Students are invited to serve as voting members of many of these groups, and are expected to contribute actively to their success. Students may submit recommendations for changes in policy, not only through the committee structure, but also through their student government.

Student Right-to-Know and Campus Security Act

Texas State's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings, owned or controlled by Texas State, and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. The Texas State campus security report is available through the University Police Department (UPD) website at <http://www.police.txstate.edu/>, in the Undergraduate Admissions Office, the Office of the Graduate College, the Human Resources Department, or the University Police Department. Call 512-245-2890 to have a copy mailed free of charge.

Abandoned and Unclaimed Personal Property

Abandoned and unclaimed personal property discovered on a system university campus shall be turned over to the University Police Department for safekeeping and standardized handling. Property shall be considered abandoned if it appears from the circumstances under which the University comes into possession of the property that the owner has thrown it away, has voluntarily left it, or has lost it without any intent or expectation to regain it.

Abandoned and unclaimed personal property acquired by the police department of a system university shall be held for a minimum of one hundred and twenty (120) days from the time the department acquires the property. If the property is reclaimed during that time, the University may charge the owner a reasonable storage fee. The University Police Department will develop appropriate procedures to facilitate the return of unclaimed personal property to the proper owners. A reasonable effort will be made to notify the owner.

After one hundred and twenty (120) days the property will be declared abandoned. After appropriate property checks that reflect the value of the property have been made, the property may be sold as part of a normal surplus property sale. For specifics on the handling and processing of abandoned and unclaimed property, please refer to UPPS 05.01.20.

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Graduate Council 2012 - 2013

Dr. Michael Willoughby, Dean, The Graduate College, Chair

Dr. Audwin Anderson, Associate Professor, Sociology (2000-2015)
 Dr. Andy Batey, Chair and Associate Professor, Engineering Technology (1988-2014)
 Dr. Mary Jo Biggs, Associate Professor, Social Work (2012-2015)
 Dr. Chad Booth, Associate Professor, Chemistry and Biochemistry (2009-2015)
 Dr. David Butler, Professor, Geography (2004-2013)
 Dr. Mary Ellen Cavitt, Professor, Music (2011-2014)
 Dr. Debra Charlton, Assistant Professor, Theatre and Dance (2005-2014)
 Dr. Paul Cohen, Professor, English (2000-2013)
 Dr. Christina Conlee, Associate Professor, Anthropology (2010-2013)
 Dr. Robert A. Davis, Professor, Computer Information Systems and Quantitative Methods (2005-2014)
 Dr. David Donnelly, Chair and Professor, Physics (2006-2013)
 Dr. Kevin Fall, Professor, Counseling, Leadership, Adult Education and School Psychology (2011-2014)
 Dr. Valarie Fleming, Assistant Professor, Communication Disorders (2012-2015)
 Dr. Karen Gibbs, Associate Professor, Physical Therapy (2011-2014)
 Dr. Paul Hart, Associate Professor, History (2012-2014)
 Dr. Catherine Jaffe, Professor, Modern Languages (1995-2013)
 Dr. Michelle Lane, Associate Professor, Family and Consumer Sciences (2009-2014)
 Dr. David Lemke, Professor, Biology (2006-2015)
 Dr. Vincent Luizzi, Chair and Professor, Philosophy (2001-2013)
 Dr. Roque Mendez, Professor, Psychology (2007-2013)
 Dr. Roselyn Morris, Chair and Professor, Accounting (2012-2015)
 Dr. Doug Morrish, Associate Professor, Agriculture (2006-2015)
 Dr. Hee Hiong (Anne) Ngu, Professor, Computer Science (2010-2013)
 Dr. Michael Nowicki, Director and Professor, Health Administration (2007-2013)
 Mr. Matthew Painter, Senior Lecturer, Management (2011-2014)
 Dr. Greg Passty, Professor, Mathematics (2007-2013)
 Dr. Richard Radcliffe, Associate Professor, Curriculum and Instruction (2006-2015)
 Dr. Dianne Rahm, Professor, Political Science (2012-2015)
 Dr. Sandhya Rao, Professor, Journalism and Mass Communication (2000-2015)
 Ms. Claudia Roeschmann, Assistant Professor, Art and Design (2010-2013)
 Dr. Philip Salem, Professor, Communication Studies (2009-2014)
 Dr. Stephen Springer, Program Chair and Associate Professor, Occupational Education (1980-2014)
 Dr. Mark Stafford, Professor, Criminal Justice (2010-2013)
 Dr. David Wiley, Professor, Health and Human Performance (2003-2015)
 Dr. Ha Chin Yi, Associate Professor, Finance and Economics (2011-2014)
 Dr. Gail Zank, Associate Professor, Marketing (2002-2014)

Ex Officio:

Ms. Lloydean Eckley, University Registrar, Registrar's Office
 Dr. Eugene J. Bourgeois, Provost and Vice President for Academic Affairs
 Dr. Denise M. Trauth, President

18 / GRADUATE COUNCIL

Function:

Recommends The Graduate College policies to the Dean of The Graduate College, who in turn administers the policies or submits recommendations to the Provost and Vice President for Academic Affairs and the President's Cabinet. The Graduate Council also reviews standards for Admissions, retention and enrollment patterns, in concurrence with the Dean. The Graduate Council also approves membership standards for graduate faculty.

Admission Information

General Admission Policies

The requirements set forth on the following pages are the minimum for admission to the Graduate College. Meeting these requirements does not necessarily ensure acceptance into a graduate program. Many programs have established admission standards more stringent than the minimum requirements. Some programs recommend that applicants arrange a personal interview with the appropriate graduate advisor. Since admission policies vary from program to program, prospective students should check the admission requirements per program on the Graduate College website at http://www.gradcollege.txstate.edu/Prospect_Students/Pgms_Apps.html.

After all required admission application documents have been received by the Office of the Graduate College, the grade point average will be calculated and an admission recommendation will be made by the graduate advisor. Final admission decisions are made by the Dean of the Graduate College and the Office of the Graduate College will notify the applicant of the admission decision. A student is considered accepted to the Graduate College only after the Office of the Graduate College has issued an official letter of acceptance to the student under one of the admission categories outlined in this section. For most programs, an admission decision will follow within three to four weeks from the time all application materials have been received by the Graduate College. The number of applicants for a particular program influences the response time. Applicants are encouraged to check the status of their application online. Applicants will receive an email notification when admitted to a program. Degree seeking applicants will also receive a letter via U.S. mail. Applicants are encouraged to check their email settings to ensure that communications are received from the Office of the Graduate College.

Applications are for specific semesters. Applicants wishing to change their application to a future semester will be required to submit a new application and pay the application fee. Students who have been admitted into a degree program and do not enroll for the semester of acceptance are not guaranteed acceptance for future semesters.

Students who are currently on probation or suspension at other colleges or universities are **not eligible** for admission consideration by the Texas State Graduate College. The Dean of the Graduate College may refuse admission to any applicant, regardless of whether or not the applicant meets the admission requirements, if the Dean of the Graduate College judges that such action is in the individual's or the University's best interest. The University reserves the right to deny admission to any prospective or former students who have criminal records including any conviction of a felony, offenses involving moral turpitude, or other offenses of a serious nature.

Application Deadlines

All required application materials should be submitted to the Office of the Graduate College no later than the following deadline dates to ensure processing for the desired semester:

U.S. Citizen Deadlines

For enrollment in:	Application material must be received by:
Fall Semester	June 15
Spring Semester	October 15
Summer	April 15
Summer Midterm	June 1

International Student Deadlines - No international student applications will be processed after the published deadlines.

For enrollment in:	Application material must be received by:
Fall Semester	June 1
Spring Semester	October 1
Summer	March 15
Summer Midterm	May 1

Deadline dates are subject to change and some programs have earlier deadlines than the ones indicated above. Prospective students are encouraged to contact their proposed major department or check our website at http://www.gradcollege.txstate.edu/Prospect_Students/Pgms_Apps.html for specific deadlines. Many programs strictly enforce the published deadlines and applications received after the deadline will not be considered for admission. For other programs, applications for domestic applicants received after the published deadline dates will be processed on a time-available basis only. The Office of the Graduate College will make every effort to process late applications for programs not enforcing the published deadline, but there are no guarantees that an applicant's file will be processed if the applicant has missed the deadline.

Master's & Doctoral Degree-Seeking Applicants

Applicants applying for a master's or doctoral degree must at least hold a four-year baccalaureate degree from an acceptable regionally accredited institution. All applicants must have fulfilled the residency requirement of their degree-granting institution.

Application Requirements for U.S. Citizens. Students who want to apply for admission for a graduate level program must submit the following to the Office of the Graduate College:

1. An official application for admission available on ApplyTexas..
2. A non-refundable application fee of \$40.00, which is required of all degree-seeking students.
3. Non-Texas State graduates must submit one official transcript from each senior level post-secondary institution attended. Some programs also require transcripts to be submitted from community colleges. Check for specific program requirements at http://www.gradcollege.txstate.edu/Prospect_Students/Pgms_Apps.html.

Although the Graduate Record Examination (GRE) is not a Graduate College requirement, some programs will continue to require the GRE or the Graduate Management Admission Test (GMAT).

See the "Admission Documents" section for more information on preferred scores and additional admission details as well as the departmental sections for additional application requirements.

Regular Admission Requirements. Regular degree-seeking admission, for most programs, may be granted if an applicant:

1. Has a minimum grade-point average (GPA) of 2.75* or higher on a 4.0 scale calculated on:
 - a. The last 60 semester hours of undergraduate work at a four-year college or university before the bachelor's degree, or,

- b. The last 60 semester hours of undergraduate work at a four-year college or university before the bachelor's degree plus any graduate course work taken at an accredited college or university,
2. **AND**, meets any special requirements imposed by the graduate program for which an application is made.

*Some graduate programs have higher GPA/GRE requirements and/or specific subject GPA requirements and international students (non-U.S. citizens) have additional requirements. Applicants should refer to the individual departmental sections of the catalog or consult with the prospective department directly for additional information.

Only courses with letter grades or numerical equivalents will be used in calculating the grade-point average. Only work earned in resident credit is evaluated, and the resident credit must be earned at the school granting the degree(s). Regents' external degrees will be reviewed on an individual basis by departments for admission consideration.

Conditional Admission. The graduate advisor in the degree program that an applicant seeks to enter may recommend to the Dean of the Graduate College that the individual be "conditionally" admitted even though he or she may or may not meet the minimum requirements for admission. This recommendation is based on evidence that an applicant can successfully pursue graduate study and is governed by the stated admission policies in the prospective program. (Conditional admission is not available for all programs.)

If a student is conditionally admitted to a graduate degree program, the graduate advisor, with the approval of the Dean of the Graduate College, will impose certain requirements. Each semester the graduate advisor or department chair will review the student's conditional status. When the student has met the conditions of his or her admission, he or she will be eligible for regular admission consideration to the program. If a student has not satisfied the conditions of admission, the graduate advisor and Dean of the Graduate College will discontinue his or her enrollment.

Graduating Seniors. If a student is a senior at Texas State, has a superior academic record and lacks 12 or fewer semester hours toward graduation, the student may apply for graduate admissions to a degree seeking program during the final semester of undergraduate study for courses. Graduate course(s) taken under this status will be applied to the student's prospective master's degree. The following requirements must be met:

1. The student must fulfill all graduate program admission requirements as stated for regular admission.
2. The graduate advisor in the student's proposed major program must submit a recommendation to the Dean of the Graduate College requesting that the student be admitted into the proposed major program of study as a Graduating Senior.

Since concurrent registration in an undergraduate and graduate program may affect financial aid awards, students should contact a financial aid officer prior to seeking Graduate Senior status.

Application Requirements for International Applicants. An international applicant is defined as an applicant who is not a citizen or permanent resident of the United States. All international applicants fall under regulations of the Bureau of Citizenship and Immigration Services of the United States Department of Homeland Security. Federal law governs University rules regarding non-U.S. citizens; hence, admission requirements for international students, including permanent residents, differ from those for United States citizens.

In addition to meeting the Application Requirements for U.S. citizens listed above, international applicants must submit:

1. A non-refundable international/evaluation fee of \$50.00. International students who have completed all post-secondary coursework exclusively in the US and earned a bachelor's degree from a U.S. institution do not have to pay the \$50.00 international/ evaluation fee.

2. An official diploma or degree certificate, along with an English translation, showing the type of degree earned and the date the degree was conferred, verified by the Registrar of the university with their official signature and seal affixed to the copies. The copies need to be placed in a university-sealed envelope, with the university stamp affixed to the envelope and mailed directly to the Office of the Graduate College.
3. **Two (2)** official transcripts: one translated in English and one in the student's native language in sealed envelopes from each college or university attended, mailed directly from the schools to the Office of the Graduate College. Texas State graduates are not required to request Texas State transcripts. The Office of the Graduate College will provide them for the student. However, students must order transcripts for any college or university not listed on the Texas State transcript.
4. The Test of English as a Foreign Language (TOEFL) if English is not the student's native language. The following are the minimum acceptable scores: 78 overall total score and section scores of: 19/reading, 19/listening, 19/speaking and 18/writing. Please note that some programs only require the overall score of 78. For a full list, please visit our website at http://www.gradcollege.txstate.edu/Prospect_Students/Intl_Info.html and click on "TOEFL/IETLS Examination Requirements and Exemptions". If the student takes the paper-based TOEFL (only available to current Texas State students), then a minimum score of 550 must be met. The student may submit the International English Language Testing System (IELTS) instead of the TOEFL with a (academic) score of 6.5 or higher with minimum individual module scores of 6.0. The score must be on file in the Office of the Graduate College before the student's application can be evaluated. If the score is below the minimum required, but falls between 500-547 (paper-based) or internet-based test 59-77 total score with 4 out of 4 minimum section scores of 14 or above or the IELTS with a score between 5.5-6.0 (academic), the student is eligible to participate in Texas State Intensive English Language Bridge Program (TSIE). (See "Categories of Admission, 'Texas State Intensive English Language Program (TSIE)'" section for more information.)
5. International students who plan to attend Texas State on an F-1 student visa must furnish proof of sufficient financial resources for their educational and personal expenses. For the 2012-2013 academic year, students must provide an affidavit of support with a bank letter from the sponsor showing financial solvency of \$26,390 USD. The financial affidavit is available on our website. Financial support documents (including bank statements) must be dated no earlier than six months prior to initial attendance date. Please note the file will not be reviewed for academic consideration until the appropriate documents have been submitted. After all academic and financial requirements have been met, Texas State will issue a Form I-20 to qualified international applicants. A permanent resident alien is not required to furnish proof of financial support and is not issued a Form I-20. **Note:** If a student attended Texas State as an undergraduate (baccalaureate) student, the individual must update his or her financial support verification with the International Office located at the Thornton International House on campus. Contact the Office of the Graduate College at 512-245-2581 for more information.
6. Admission requirements are subject to change. Please visit http://www.gradcollege.txstate.edu/Prospect_Students/Pgms_Apps.html for more details.

See "Admission Documents," and relevant departmental sections for more information on preferred scores and additional admission details and requirements.

International Students Transferring from Other Institutions in the United States.

International students transferring from other institutions in the United States must plan carefully and allow adequate time for submission of application materials and evaluation of credentials because of

new immigration regulations governing school transfers. Students must follow the procedures outlined below. Failure to plan carefully may require students to leave the United States and return before transferring to Texas State.

1. Students transferring to Texas State from another SEVIS (Student and Exchange Visitor Information System) institution in the United States should verify the procedures to transfer out with the appropriate Designated School Official (DSO) at their current school. A Texas State "Status Verification Form" must be completed by you and a DSO from the current school and forwarded to Texas State. The DSO in the international student office of the current school will assign a release date to the SEVIS record for students who have decided to attend Texas State.
2. Following the release date, the Texas State International Office will be able to issue a SEVIS Form I-20. Please contact the International Office as soon as you receive your admission letter and have submitted the "Status Verification Form" to arrange to have your I-20 created. According to immigration regulations, students must transfer to Texas State within 60 days of completing studies at the current school.
3. Students are required to start classes at Texas State during the semester indicated in the admission letter issued by the Admissions Office and within five months from the release date. Students unable to begin classes at Texas State within the five-month limit are required to leave the United States and may reenter within 30 days before the program start date indicated on the Texas State I-20.
4. New Texas State transfer students are required to report to the Texas State International Office no later than 15 days after the program start date listed on the I-20 and in the admission letter issued by the Admissions Office.
5. After new transfer students have enrolled in classes at Texas State, the DSO at Texas State will update the student's SEVIS record to reflect their enrollment and current address.
6. Finally, immigration regulations and procedures change frequently. Therefore, students should contact the DSO at the current school and at Texas State for any updates in transfer procedures.

If you have any questions regarding transfer procedures, please contact the Texas State International Office at International@txstate.edu or call 512-245-7966.

Non-Degree Seeking Applicants

Applicants must hold a four-year baccalaureate degree from an acceptable accredited institution and must have fulfilled the residency requirement of their degree-granting institution.

If an applicant wishes to take courses but does not want graduate degree credit, he or she may enroll as a non-degree seeking student. For example, an applicant may wish to take courses solely for personal enrichment or to fulfill background requirements. To enroll as a non-degree seeking student, an applicant must:

1. Submit an application for admission to the Graduate College at:
<https://www.applytexas.org>.
2. Pay a \$10.00 non-refundable application fee.

3. Submit an official transcript that shows the highest degree earned.
4. Complete and sign the Non-degree Seeking Student Form that is available in the Office of the Graduate College or the Graduate College website:
http://www.gradcollege.txstate.edu/Prospect_Students/Pgms_Apps.html. The applicant will also need to obtain departmental concurrence when applicable. This form must be completed prior to enrollment each semester.

International Non-degree Seeking Applicants. An international applicant is defined as an applicant who is not a citizen or permanent resident of the United States. In addition to meeting the above requirements, international students seeking entry under the non-degree seeking student admission category must:

1. Pay a \$50.00 non-refundable international/evaluation. International students who have earned a bachelor's degree from Texas State do not have to pay the \$50.00 international evaluation fee.
2. Submit two copies of official transcripts indicating that a baccalaureate degree was awarded: one copy translated in English and one copy in the student's native language from every college or university attended. If the applicant's transcript does not indicate the degree earned, he or she will need to submit a copy of the diploma or degree certificate, along with an English translation, showing the type of degree earned and the date the degree was earned.
3. Provide financial support verification if student needs an F-1 visa. For the 2012-2013 academic year, students must provide an affidavit of support with a bank letter from the sponsor showing financial solvency of \$26,390 USD. The financial affidavit is available on our website. Financial support documents (including bank statements) must be dated no earlier than six months prior to initial attendance date. Please note the file will not be reviewed for academic consideration until the appropriate documents have been submitted. After all academic and financial requirements have been met, Texas State will issue a Form I-20 to qualified international applicants. A permanent resident alien is not required to furnish proof of financial support and is not issued a Form I-20. **Note:** If a student attended Texas State as an undergraduate (baccalaureate) student, the individual must update his or her financial support verification with the International Office located at the Thornton International House on campus. Contact the Office of the Graduate College at 512-245-2581 for more information.
4. Submit an official TOEFL or IELTS score. For students with a TOEFL score between 500-547 (paper-based), 59-77 (internet-based) with 4 out of 4 minimum section scores of 14 or above, or the IELTS with scores between 5.5 and 6.0 (academic), there are options to take academic classes while enrolled in TSIE classes. Refer to the Texas State Intensive English section in this chapter for more information about those options.
5. If a student gains entrance to the U.S. under an F-1 student visa, then the student must be enrolled full-time in the fall and spring semesters. Some immigration requirements do not apply during the summer. If a student's initial enrollment is during the summer semester and the student gained entrance under an F-1 visa, then he or she must be enrolled full-time during the summer semester.
6. In addition to the Non-degree Seeking Student Form, F-1 students must also submit the Non-degree Graduate Study Approval Form located on our web site under:
http://www.gradcollege.txstate.edu/Prospect_Students/Pgms_Apps.html

Visiting Student Applicants

If a student is currently pursuing a graduate degree at another institution, the student may enroll in graduate courses at Texas State with the permission of the Dean of the Graduate College and the graduate advisor. **Courses taken at Texas State under the Visiting Student status may not be counted toward a graduate degree at Texas State should the student later decide to enter a degree program.**

A visiting student must:

1. Submit an application for admission to the Graduate College at <https://www.applytexas.org>.
2. Pay a \$10.00 non-refundable application fee.
3. Complete a Visiting Student Form.
 - a. Obtain approval from the institution granting the degree giving the student permission to transfer the course(s).
 - b. Obtain approval from the department(s) at Texas State offering the course(s) on the Visiting Student Form.
4. Return the Visiting Student Form signed and completed with all signatures for the Texas State Graduate Dean's approval to the Office of the Graduate College two weeks prior to registration. This form must be completed prior to enrollment each semester.

International Visiting Student Admission. An international applicant is defined as an applicant who is not a citizen or permanent resident of the United States. In addition to the requirements above, international students seeking entry under the visiting student admission category must:

1. Submit a letter from their primary university advisor stating that they are maintaining their immigration status. This letter is to be submitted to the International Office.
2. Submit a copy of their official TOEFL score of 550 (paper-based), 78 (internet-based) with minimum section scores of 19/reading, 19/listening, 19/speaking and 18/writing, or an IELTS (academic) score of 6.5 or higher with minimum individual module score of 6.0, to the Office of the Graduate College.

International students may be expected to meet additional admission requirements, including the English proficiency requirement.

Texas State Certificate Program Applicants

Texas State offers a number of Certificate Programs (see chart for listings on page 60 of the catalog). Applicants who hold baccalaureate degrees from acceptable accredited institutions must apply through the Graduate College. All certificate course work must be completed within four years of initial enrollment.

Applicants must adhere to the following application procedure:

1. Submit an application for admission to the Graduate College at <https://www.applytexas.org>.
2. Pay a \$10 non-refundable application fee.
3. Submit an official transcript from each senior level post-secondary institute attended.

International Certificate Applicants. An international applicant is defined as an applicant who is not a citizen or permanent resident of the United States. In addition to meeting the above requirements, international students seeking entry into a Texas State certificate program must:

1. Pay a \$50.00 non-refundable international/evaluation. International students who have completed all post-secondary coursework exclusively in the US and earned a bachelor's degree from a US institution do not have to pay the \$50.00 international/ evaluation fee.
2. Submit two copies of official transcripts indicating that a baccalaureate degree was awarded: one copy translated in English and one copy in the student's native language from every college or university attended. If the applicant's transcript does not indicate the degree earned, he or she will need to submit a copy of the diploma or degree certificate, along with an English translation, showing the type of degree earned and the date the degree was earned.
3. Provide financial support verification if student needs an F-1 visa. . For the 2012-2013 academic year, students must provide an affidavit of support with a bank letter from the sponsor showing financial solvency of \$26,390 USD. The financial affidavit is available on our website. Financial support documents (including bank statements) must be dated no earlier than six months prior to initial attendance date. Please note the file will not be reviewed for academic consideration until the appropriate documents have been submitted. After all academic and financial requirements have been met, Texas State will issue a Form I-20 to qualified international applicants. A permanent resident alien is not required to furnish proof of financial support and is not issued a Form I-20. **Note:** If a student attended Texas State as an undergraduate (baccalaureate) student, the individual must update his or her financial support verification with the International Office located at the Thornton International House on campus. Contact the Office of the Graduate College at 512-245-2581 for more information.
4. Submit official TOEFL or IELTS score. For students with a TOEFL score between 500 and 547 (paper-based), 59-77 (internet-based) with 4 out of 4 minimum section scores of 14 or above (Please note that some programs only require the overall score of 78. For a full list, please visit our website at http://www.gradcollege.txstate.edu/Prospect_Students/Intl_Info.html and click on "TOEFL/IELTS Examination Requirements and Exemptions"), or the IELTS with scores between 5.5 and 6.0 (academic) there are options to take academic classes while enrolled in TSIE classes. Refer to the Texas State Intensive English section in this chapter for more information about those options.
5. If a student gains entrance to the U.S. under an F-1 student visa, then the student must be enrolled full-time in the fall and spring semesters. Some immigration requirements do not apply during the summer. If a student's initial enrollment is during the summer semester and the student gained entrance under an F-1 visa, then he or she must be enrolled full-time during the summer semester.

Certification or Licensure Program Applicants

Licensure or Non-Teacher Certification. If an applicant is seeking certification or licensure rather than seeking a graduate degree, and holds at least an acceptable baccalaureate degree, the applicant may gain admission as a "Post-Baccalaureate" or "Post-Graduate." Applicants must hold a four-year baccalaureate degree from an acceptable accredited institution and must have fulfilled the residency requirement of their degree-granting institution. As a post-baccalaureate or post-graduate student, the applicant must:

1. Submit an application for admission to the Graduate College at <https://www.applytexas.org>.
2. Pay a \$10.00 non-refundable application.
3. Submit an official transcript that shows the highest college degree earned.

4. Fulfill any other departmental program admission requirements, such as GPA or entrance score requirements. Applicants should consult with the prospective program for specifics.

International Licensure or Non-Teacher Certification Program Applicants. An international applicant is defined as an applicant who is not a citizen or permanent resident of the United States. In addition to meeting the above requirements, international students seeking entry under the post-baccalaureate or post-graduate licensure or non-teacher certification program must:

1. Pay a \$50.00 non-refundable international/evaluation fee. International students who have completed all post-secondary coursework exclusively in the US and earned a bachelor's degree from a US institution do not have to pay the \$50.00 international/evaluation fee.
2. Submit two copies of official transcripts indicating that a baccalaureate degree was awarded: one copy translated in English and one copy in the student's native language from every college or university attended. If the applicant's transcript does not indicate the degree earned, he or she will need to submit a copy of the diploma or degree certificate, along with an English translation, showing the type of degree earned and the date the degree was earned.
3. Provide financial support verification if student needs an F-1 visa. For the 2012-2013 academic year, students must provide an affidavit of support with a bank letter from the sponsor showing financial solvency of \$26,390 USD. The financial affidavit is available on our website. Financial support documents (including bank statements) must be dated no earlier than six months prior to initial attendance date. Please note the file will not be reviewed for academic consideration until the appropriate documents have been submitted. After all academic and financial requirements have been met, Texas State will issue a Form I-20 to qualified international applicants. A permanent resident alien is not required to furnish proof of financial support and is not issued a Form I-20. **Note:** If a student attended Texas State as an undergraduate (baccalaureate) student, the individual must update his or her financial support verification with the International Office located at the Thornton International House on campus. Contact the Office of the Graduate College at 512-245-2581 for more information.
4. Submit official TOEFL or IELTS score. For students with a TOEFL score between 500 and 547 (paper-based), 59-77 (internet-based) with 4 out of 4 minimum section scores of 14 or above (Please note that some programs only require the overall score of 78. For a full list, please visit our website at http://www.gradcollege.txstate.edu/Prospect_Students/Intl_Info.html and click on "TOEFL/IELTS Examination Requirements and Exemptions"), or the IELTS with scores between 5.5 and 6.0 (academic), there are options to take academic classes while enrolled in TSIE classes. Refer to the Texas State Intensive English section in this chapter for more information about those options.
5. Be enrolled full-time in any long semester. Some immigration requirements do not apply during the summer. If a student's initial enrollment is during the summer and the student gained entrance under an F-1 visa, then he or she must be enrolled full-time during the summer.

Teacher Certification

Applicants may apply for admission to the University to pursue certification in grades EC-6, 4-8, 8-12, EC-12, or one of several professional educator certifications.

Teacher Certification. If an applicant is seeking initial or additional teacher certification and holds at least a baccalaureate degree, the individual must apply for admission through the Graduate College. Applicants should adhere to the following procedure:

1. Submit an application for admission to the Graduate College at <https://www.applytexas.org>.
2. Pay a \$10.00 non-refundable application fee. Submit an official transcript from each college or university attended.
3. Go to the following website to learn the new admission requirements in the Teacher Preparation Program:
<http://www.education.txstate.edu/oep/students/post-baccalaureate-seeking-teaching-certification.html>
4. Apply for the appropriate Certification Plan in the Office of Educator Preparation **after** you have been accepted in the Teacher Preparation Program (ED 2016). The Office of Educator Preparation will determine acceptance eligibility.
5. Students who hold teacher certificates and are seeking additional teacher certification must submit a copy of their certificate directly to the Office of Educator Preparation.

NOTE: Applicants must have an overall GPA of at least 2.75 on all college/university work or a 2.75 GPA on the last 60 hours of transcript work or an advanced degree from a regionally accredited institution. If one of these conditions for admission is met, the Office of Educator Preparation upon receipt of the required fee will prepare a Certification Plan.

International Teacher Certification Applicants. An international applicant is defined as an applicant who is not a citizen or permanent resident of the United States. In addition to meeting the above requirements, international students seeking entry under the post-baccalaureate or post-graduate teacher certification admission category must:

1. Pay a \$50.00 non-refundable international/evaluation fee. International students who have completed all post-secondary coursework exclusively in the US and earned a bachelor's degree from a US institution do not have to pay the \$50.00 international/evaluation fee.
2. Submit two copies of official transcripts indicating that a baccalaureate degree was awarded: one copy translated in English and one copy in the student's native language from every college or university attended. If the applicant's transcript does not indicate the degree earned, he or she will need to submit a copy of the diploma or degree certificate, along with an English translation, showing the type of degree earned and the date the degree was earned.
3. Provide financial support verification if student needs an F-1 visa. For the 2012-2013 academic year, students must provide an affidavit of support with a bank letter from the sponsor showing financial solvency of \$26,390 USD. The financial affidavit is available on our website. Financial support documents (including bank statements) must be dated no earlier than six months prior to initial attendance date. Please note the file will not be reviewed for academic consideration until the appropriate documents have been submitted. After all academic and financial requirements have been met, Texas State will issue a Form I-20 to qualified international applicants. A permanent resident alien is not required to furnish proof of financial support and is not issued a Form I-20. **Note:** If a student attended Texas State as an undergraduate (baccalaureate) student, the individual must update his or her financial support verification with the International Office located at the Thornton International House on campus. Contact the Office of the Graduate College at 512-245-2581 for more information.
4. Submit official TOEFL or IELTS score. For students with a TOEFL score between 500 and 547 (paper-based), 59-77 (internet-based) with 4 out of 4 minimum section scores of

14 or above (Please note that some programs only require the overall score of 78. For a full list, please visit our website at http://www.gradcollege.txstate.edu/Prospect_Students/Intl_Info.html and click on “TOEFL/IETLS Examination Requirements and Exemptions”), or the IELTS with scores between 5.5 and 6.0 (academic), there are options to take academic classes while enrolled in TSIE classes. Refer to the Texas State Intensive English section in this chapter for more information about those options.

5. If a student gains entrance to the U.S. under an F-1 student visa, then the student must be enrolled full-time in the fall and spring semesters. Some immigration requirements do not apply during the summer. If a student’s initial enrollment is during the summer semester and the student gained entrance under an F-1 visa, then he or she must be enrolled full-time during the summer semester.

Professional and Master Teacher Certification

Professional and Master Teacher certifications are available in the following education areas: principal, master reading teacher, master mathematics teacher, master science teacher, master technology teacher, counselor, superintendent, reading specialist, and educational diagnostician. Each certification requires a master’s degree and teaching experience in Texas public schools. Refer to each individual departmental section of this catalog for specific information or contact the department.

If you are seeking a Professional or Master Teacher Certification, you must apply for admission through the Graduate College and adhere to the following procedure:

1. Submit an application for admission to the Graduate College.
2. Pay a \$10.00 non-refundable application.
3. Submit an official transcript that shows your highest college degree earned.
4. For principal, superintendent, and counselor certification, contact the Educational Administration and Psychological Services Department (EAPS) at 512-245-3083 for admission information and eligibility requirements.

For master mathematics teacher admission information and eligibility requirements, contact the Math Department at 512-245-2551.

For master reading teacher and master technology teacher admission information and eligibility requirements, contact the Curriculum and Instruction Department at 512-245-2042.

For master science teacher admission information and eligibility requirements, contact the Biology Department in the College of Science at 512-245-2178.

For reading specialist and educational diagnostician certification, please apply for a Certification Plan in the Office of Educator Preparation at the following link:

<http://www.education.txstate.edu/oep/students/post-baccalaureate-seeking-teaching-certification.html>

International Professional and Master Teacher Certification Applicants. An international applicant is defined as an applicant who is not a citizen or permanent resident of the United States. In addition to meeting the above requirements, international students seeking entry under the post-baccalaureate or post-graduate certification or licensure student admission category must:

1. Pay a \$50.00 non-refundable international/evaluation. International students who have completed all post-secondary coursework exclusively in the US and earned a bachelor’s degree from a US institution do not have to pay the \$50.00 international/ evaluation fee.
2. Submit two copies of official transcripts indicating that a baccalaureate degree was awarded: one copy translated in English and one copy in the student’s native language from every college or university attended. If the applicant’s transcript does not indicate

the degree earned, he or she will need to submit a copy of the diploma or degree certificate, along with an English translation, showing the type of degree earned and the date the degree was earned.

3. Provide financial support verification if student needs an F-1 visa.
4. Submit official TOEFL or IELTS score. For students with a TOEFL score between 500 and 547 (paper-based), 59-77 (internet-based) with 4 out of 4 minimum section scores of 14 or above (Please note that some programs only require the overall score of 78. For a full list, please visit our website at http://www.gradcollege.txstate.edu/Prospect_Students/Intl_Info.html and click on “TOEFL/IETLS Examination Requirements and Exemptions”), or the IELTS with scores between 5.5 and 6.0 (academic), there are options to take academic classes while enrolled in TSIE classes. Refer to the Texas State Intensive English section in this chapter for more information about those options.
5. If a student gains entrance to the U.S. under an F-1 student visa, then the student must be enrolled full-time in the fall and spring semesters. Some immigration requirements do not apply during the summer. If a student’s initial enrollment is during the summer semester and the student gained entrance under an F-1 visa, then he or she must be enrolled full-time during the summer semester.

Holders of Valid Out-of-State Certificates

The State Board for Educator Certification, not the Texas Education Agency (TEA), now reviews the out-of-state teacher certificates. Contact the State Board for Educator Certification at 888-863-5880.

Texas Certified Public Manager (CPM) Program

The Texas Certified Manager (CPM) Program is offered by the Texas State University-San Marcos William P. Hobby Center for Public Service through the Office of Continuing Education. The CPM Program offered by Texas State is accredited by the National Consortium of Certified Public Managers. It offers a systematic training program to enhance the quality, efficiency, effectiveness, and professionalism of government managers. Individuals may enroll at any time during the year; programs are held 1 and ½ days a month on the Texas State University campus in San Marcos and 1 day a month at the Texas State University Round Rock Campus and Lackland Air Force Base in San Antonio. Admission to the University is not required. Courses offered through the CPM Program may not apply for degree credit in the Political Science Department without the approval of the appropriate program advisor.

For additional information about the CPM Program, contact the director of the CPM Program at 512-245-3453; fax 512-245-3173; e-mail hb02@txstate.edu; or access the program website at <http://www.txstate.edu/cpm/>.

Reapplication Policy Procedure

Applicants wishing to change their application to a future semester will be required to submit a new application and pay the application fee. This policy also applies to students who are accepted into a degree program and fail to enroll.

Students who have been accepted into a degree program and fail to enroll for the semester of acceptance are not guaranteed acceptance for future semesters. Any student failing to enroll within a one year period will be required to submit a new application and application fee. Students should review additional enrollment requirements which relate to their program of study.

Applicants Seeking a Second Graduate Degree or Changing Majors

If a student wishes to pursue a second simultaneous or subsequent graduate degree or change a major, the student must submit an application for admission and comply with instructions as identified earlier under the degree-seeking admission requirements. This procedure must be completed in ample time to meet the admission deadlines, usually at least six weeks in advance (see “Admission Information, ‘Application Deadlines’” section). Acceptance in one program does not guarantee acceptance in another program. No courses applied toward one graduate degree may be applied toward another graduate degree.

Students on probation may not change programs without a recommendation and special request from the prospective department. The Dean of the Graduate College will review the request when making the final decision. For additional information, please contact the Office of the Graduate College.

Changing From Certification/Certificate/Non-Degree Status to Degree-Seeking Status

If a student has been granted admission as a post-baccalaureate or post-graduate student and wishes to apply for admission to a degree program, the student must submit an application for admission and comply with instructions as identified earlier under the degree-seeking admission requirements. This procedure must be completed in ample time to meet the admission deadlines, usually at least six weeks in advance (see “Admission Information, ‘Application Deadlines’” section).

After a student is regularly admitted to a graduate degree program, he or she may be permitted to utilize some of the courses taken under the post-baccalaureate or post-graduate status toward their graduate degree. At the recommendation of the student’s graduate advisor and with approval of the Dean of the Graduate College, up to six hours of graduate-level courses taken under the post-baccalaureate or post-graduate status with a grade of “B” or better may be petitioned for degree credit.

Applicants Seeking a Second Baccalaureate Degree

Students seeking a second baccalaureate degree may apply online at <http://www.applytexas.org> or by contacting the Office of Undergraduate Admissions.

After a student obtains a second baccalaureate degree and if the student wishes to apply for admission to the Graduate College, the grade-point average will be calculated on the applicant’s last 60 undergraduate semester hours, including those on the second baccalaureate degree (except for applicants to the Master of Business Administration or Master of Accountancy programs). This is the only circumstance in which undergraduate credit hours taken beyond the initial baccalaureate degree are used in admission evaluation. Additionally, if a student has any graduate or professional work, these hours may also be used in conjunction with the applicant’s last 60 undergraduate semester hours to arrive at the admission GPA.

Graduate Student Advisement

Professional academic counseling for students is handled through the student’s major department (or minor department if applicable) after the student has received formal acceptance to the Graduate College. This method of advisement ensures that students will receive sound academic counseling from faculty in their chosen field of study.

Communications

Most university offices use Texas State email as the official means of communication. Students are expected to set up and read their Texas State email frequently.

Admission Documents

All admission materials must be filed with the Office of the Graduate College. The address is as follows:

**The Graduate College
Texas State University-San Marcos
601 University Drive
San Marcos, TX 78666
Phone: 512-245-2581
Fax: 512-245-8365
URL: gradcollege@txstate.edu**

With few exceptions, applications and supporting documents for master's and doctoral programs should be forwarded to this address and not to any specific department. **All materials submitted become the property of the University and cannot be released, except in accordance with the federal Family Educational Rights and Privacy Act or the state Public Information Act.** Incomplete application files are kept for only one year.

Application for Admission

An application for admission to the Graduate College must be submitted online through ApplyTexas. Applications are for specific semesters. Applicants wishing to change their application to a future semester will be required to submit a new application and pay the application fee. This policy also applies to students who are accepted into a degree program and fail to enroll. Students who have been admitted into a degree program and fail to enroll for the semester of acceptance are not guaranteed acceptance for future semesters.

Application Fee

A non-refundable application fee of \$40. is required for all degree-seeking students. International students also will need to pay a non-refundable international/evaluation fee, which is \$50.00. International students who have completed all post-secondary coursework exclusively in the US and earned a bachelor's degree from a US institution do not have to pay the \$50.00 international/evaluation fee. No application will be processed until the necessary fees are paid. A \$10 non-refundable application fee is required of individuals seeking certification, certificate, non-degree, or visiting student status. An additional \$25 non-refundable application fee is required for applicants to the Doctor of Physical Therapy program.

Official Transcripts

An applicant for a graduate degree program at Texas State must have one official transcript from each senior level post-secondary institute attended sent to the Office of the Graduate College. Transcripts from community colleges may be required for some programs. Check for specific program requirements at http://www.gradcollege.txstate.edu/Prospect_Students/Pgms_Apps.html.

Applicants applying for a master's or doctoral degree must at least hold a four-year baccalaureate degree from an acceptable regionally accredited institution. All applicants must have fulfilled the residency requirement of their degree-granting institution.

Transcripts must be mailed directly from the university or college attended or submitted in a sealed university envelope with the university's registrar's signature on the back of the envelope. The transcript must reflect all college work attempted and any degree(s) conferred. Please check with the Texas college or university attended to determine if the transcripts can be submitted electronically to Texas State. Texas State transcripts will be supplied.

International Students. All international students are expected to provide transcripts and diplomas according to the following guidelines. To ensure acceptance of your documents please read carefully. All documents are required before your application will be processed.

Applicants must have the U.S. equivalent of a baccalaureate degree from an acceptable accredited institution either abroad or in the United States.

Diploma - The Office of the Graduate College requires **two official copies of your diploma:** one translated into English and one in the native language. To ensure acceptance of the diploma as official, please make sure that the **University Registrar** verifies the original diploma with their official signature and university seals. The official diploma needs to be placed in a **university sealed envelope** with the university stamp affixed to the envelope and sent directly to the Office of the Graduate College.

Transcripts – The Office of the Graduate College requires **two official transcripts** from every college or university attended: one translated into English and one in the native language. Transcripts may include any additional legend that will assist in their evaluation. To ensure acceptance of transcripts as official, please make sure the **University Registrar** verifies the transcripts with their official signature and university seals. The official transcripts need to be placed in **university sealed envelopes** with the university stamp affixed to the envelope and sent directly to the Office of the Graduate College.

Graduate Record Exam (GRE)

Although the Graduate Record Examination (GRE) is not a requirement of the Graduate College, effective fall 2007, the GRE score is required to be on file in the Graduate College prior to admission consideration for some programs. Check for specific program requirements at http://www.gradcollege.txstate.edu/Prospect_Students/Pgms_Apps.html. The GRE may be required by other programs if the grade point average (GPA) is below the minimum required GPA. For more information, visit our website at http://www.gradcollege.txstate.edu/Prospect_Students/Pgms_Apps.html

Applicants who are required to take the GRE for admission consideration should take the general portion (verbal and quantitative sections) of the GRE. The writing section is also required for some programs. Subject examinations are not accepted. Some certification programs, such as Counseling and School Psychology, require the GRE scores be on file (unless the student holds a master's degree) before admission can be granted to students under post-graduate status.

If an individual has taken the GRE some years ago and the Educational Testing Service is no longer able to report the official GRE score, the individual must retake the GRE so that a current valid score can be submitted. GRE score reports that bear the designation of "applicant's copy" or "institutional examinations" are not considered official scores for admission purposes.

GRE information bulletins and application forms may be obtained from the Educational Testing Service, P.O. Box 6000, Princeton, New Jersey 08541-6000, U.S.A.; the University Testing Center at Texas State University-San Marcos; the Office of the Graduate College; or <http://www.ets.org/gre>. Please allow adequate time for the examination results to reach the University prior to the admission application deadline.

Graduate Management Admission Test (GMAT)

All applicants for the graduate business programs and the Master of Accountancy degree programs are required to take the Graduate Management Admission Test (GMAT). The official results of the GMAT must be on file in the Office of the Graduate College before the application for admission will be considered.

If an individual has taken the GMAT some years ago and the Educational Testing Service can no longer report an official GMAT score, the individual must retake the GMAT so that a current valid score can be submitted. GMAT score reports that bear the designation of “applicant’s copy” are not considered official scores for admission purposes.

GMAT information bulletins and test application forms may be obtained from the Educational Testing Service, P.O. Box 6103, Princeton, New Jersey 08541-6103, U.S.A.; the University Testing Center at Texas State University-San Marcos; the Office of the Graduate College; or <http://www.mba.com/>

Test of English as a Foreign Language (TOEFL)/International English Language Testing System (IELTS)

All international applicants and US citizens whose native language is not English must meet proficiency requirements in the English language and are required to have the official results of the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) sent before the application for admission will be considered. The TOEFL internet-based test with 78 total score is required for admission as a graduate student. Please note that some programs require 4 out of 4 minimum section scores of: 19/speaking, 19/listening, 19/reading and 18/writing. . Texas State students can submit paper-based TOEFL scores of at least 550 for regular admission consideration. Students may also submit the International English Language Testing System (IELTS) instead of the TOEFL with a (academic) score of 6.5 or higher with minimum individual module scores of 6.0. For students with a TOEFL score between 500-547 (paper-based), 59-77 (internet-based) with 4 out of 4 minimum section scores of 14 or above or the IELTS with scores between 5.5-6.0 (academic) there are options to take academic classes while enrolled in TSIE or Bridge classes. Refer to the Texas State Intensive English section in the Categories of Admissions chapter of this catalog for more information about those options. Native speakers of English may receive an exemption from taking the TOEFL or the IELTS. The TOEFL or IELTS requirements may be waived if an applicant already possesses a bachelor’s degree from an American university located in the United States. However, the TOEFL or IELTS requirements vary among programs. The Educational Testing Service (ETS) must mail the score directly to the Office of the Graduate College. Some applicants may be required to provide further evidence of proficiency in the English language depending upon program requirements.

Official TOEFL or IELTS scores more than two years old are not released by the Educational Testing Service; therefore, if an applicant has taken the TOEFL or IELTS more than two years before the semester for which he or she is applying, the applicant must retake the TOEFL or IELTS so that a current valid score can be submitted. TOEFL or IELTS score reports that bear the designation of “applicant’s copy” or “institutional TOEFL scores” are not considered official scores for admission purposes.

The TOEFL and IELTS are administered at various centers in the United States and abroad at least six times each year. Application forms and information bulletins may be obtained from the Educational Testing Service, P.O. Box 6151, Princeton, New Jersey 08541-6151; the University Testing Center at Texas State University-San Marcos; the Office of the Graduate College; or <http://www.ets.org/>. For information on the IELTS go to the website at <http://www.ielts.org/>.

International/Evaluation Fee

If your application is considered for admission based on foreign credentials, you must submit a non-refundable international/evaluation fee of \$50.00 in addition to the \$40.00 application with the ApplyTexas application. No application will be considered until the necessary fee is paid. International students who have completed all post-secondary coursework exclusively in the US and earned a bachelor's degree from a US institution do not have to pay the \$50.00 international evaluation fee.

F-1 Visa

International students who will attend Texas State on an F-1 student visa must furnish proof of sufficient financial resources for educational and personal expenses. For the 2012-2013 academic year, students must provide an affidavit of support with a bank letter from the sponsor showing financial solvency of \$26,390 USD. The financial affidavit is available on our website. Financial support documents (including bank statements) must be dated no earlier than six months prior to initial attendance date. Please note the file will not be reviewed for academic consideration until the appropriate documents have been submitted. After all academic and financial requirements have been met, Texas State will issue a Form I-20 to qualified international applicants. An international student on an immigrant visa is not required to furnish proof of financial support and is not issued an I-20 Form.

Mandatory Health Insurance for International Students

International students are responsible for any medical expenses incurred while in the United States. As a non-resident, the student may not be eligible for any of the public assistance medical plans offered in the U.S. All non-immigrant international students are required to have medical insurance during the entire school year as a condition of enrollment at Texas State (UPPS 07.09.04 International Student Health Insurance). Medical insurance must have the following minimum benefits: 1) \$50,000 per illness/injury, 2) \$10,000 for medical evaluation, 3) \$7,500 for repatriation of remains, and 4) \$500 maximum deductible. International students who are enrolled in educational programs that are less than a semester in length are required to have medical insurance throughout the period of that program. The fee for the Texas State international student insurance plan is automatically added to the tuition and fee bill at the time of registration. International students will be billed the health insurance premium twice a year and it must be paid in full by the fall and spring tuition payment deadlines. Fall insurance coverage will be billed prior to the fall semester and spring/summer coverage will be billed prior to the spring semester. International students who wish to have the insurance premium waived must present proof of comparable insurance (including medical, evacuation, and repatriation) to the Student Health Center for approval prior to the registration payment deadline for each semester or educational program. Insurance waiver information and forms may be obtained by visiting the Student Health Center website at <http://www.healthcenter.txstate.edu/international.html>, e-mailing requests to healthcenter@txstate.edu, or calling the Medical Records Department at 512-245-2161. International students may obtain insurance coverage for a spouse and/or dependent children. For more information, contact the Texas State Student Health Center at 512-245-2161.

Admission document requirements vary from program to program. Be sure to check individual departments for additional document requirements.

Documentation of Meningitis Immunization

Starting January 2012, universities in Texas are required by state law to collect proof of bacterial meningitis vaccination, or proof of an exemption, for all new incoming students **under the age of thirty**. Texas State University is working with Magnus Health Student Medical Records (SMR) to collect, review and confirm our students' bacterial meningitis vaccination information. Newly-admitted students are required to submit this documentation, through Magnus Health SMR, to ensure enrollment is not delayed. (For more information on this requirement, please visit www.healthcenter.txstate.edu/meningitis.) Contact Magnus Health SMR customer service at 877-461-4831 or service@magnushealthportal.com.

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Registration and Course Credit

Registration

Since applications are for specific semesters, an applicant should notify the Office of the Graduate College as soon as possible if he or she will not be enrolling in the semester of admission.

Texas State utilizes an online registration system referred to as **Self-Service Banner**. **Self-Service Banner** provides step-by-step instructions on how to register online and information on how to search for courses. For more information, students should access the Registrar's website at <http://www.registrar.txstate.edu>. Registration in the Graduate College beyond the first semester depends on satisfactory progress in fulfilling any admission conditions that may have been imposed and maintaining satisfactory academic progress.

Registration Termination. The Dean of the Graduate College may terminate the registration of any student who fails to comply with Graduate College and/or other appropriate university regulations.

Course Load and Overloads

Course Load. At the graduate level, the full-time course load during the fall, spring, and summer is nine semester hours. Seven hours is considered $\frac{3}{4}$ time and five hours is half-time. Students may take up to fifteen hours during the fall and spring semesters and up to twelve hours during the summer.

An international student on an F-1 visa must register as a full-time student each fall and spring semester. As a graduate student, an international student must carry a minimum of nine semester credit hours, as required by immigration regulations, to be considered full-time.

The department or operating unit will determine the permissible course load of employees of the University under their supervision. Graduate Assistants should refer to the "Grading and Academic Policies" information.

Overloads. Course loads up to eighteen hours require written approval. Only the Dean of the Graduate College may authorize an overload. To request an overload, you must make a request to your major department advisor to submit a written request to the Dean of the Graduate College at least three days before registration for the dean's review and approval.

Course Load Verification

Verification of students enrolled in the Graduate College varies by semester. Nine hours is considered full-time, seven hours is $\frac{3}{4}$ time, and five hours is half-time. **A student receiving VA benefits must check with the Veterans Affairs Office for enrollment requirements at 512-245-2641.**

Continuing Education Study

With a wide range of learning opportunities, the Office of Continuing Education offers programs that extend the resources of Texas State and contribute to the professional and economic development of Texas. Enrollment is open to all interested persons on a non-credit hour basis, therefore

the courses are not offered through the Graduate College and do not apply toward a graduate degree, nor are they considered for regular admission. For information about continuing education programs go to <http://www.txstate.edu/continuinged/>

Extended and Distance Learning

The University offers many courses and programs via distance learning and at the San Marcos campus and at extended hours on evenings and weekends.

All graduate courses and programs offered to distance learners carry the same course number, title, and description as those offered at the San Marcos campus. Courses offered at a distance are identified each semester in the Texas State Schedule of Classes and on Cats Web. For more information on Extended and Distance Learning at Texas State, visit <http://www.studyanywhere.txstate.edu/>.

Correspondence Study

Correspondence study is another option for students to earn college credit. When factors such as family, jobs, business travel, etc. compete for time, and students find that it is difficult to schedule their on-campus classes, correspondence study offers a solution. Courses are offered through various disciplines including art, humanities, science, health-related fields, mathematics, psychology, and modern languages. Courses are revised frequently, so students are encouraged to contact the Office of Correspondence Studies for current course offerings.

Students may enroll in courses at any time of the year and take up to nine months to complete them. A three-month enrollment extension is available for a nominal fee. Instruction is provided by means of a study guide and textbooks, and when appropriate, may include CD-ROMs, videos, audio CDs, and additional reference and instructional material. Many courses allow e-mail submission of assignments, and some courses are now available online.

The Office of Correspondence Studies offers graduate and undergraduate courses. It is up to the individual academic departments/graduate schools at a student's university to determine if these courses may be applied to a graduate degree. Therefore, any student who wishes to apply a graduate-level course offered through the Office of Correspondence Studies toward a degree should determine prior to enrolling if that course will be accepted.

Enrollment in a correspondence course does not constitute acceptance to the University nor to any of its graduate programs. **Correspondence course work cannot be used toward a doctoral degree at Texas State.** For more information on Correspondence Studies at Texas State and a current list of course offerings, visit <http://www.studyanywhere.txstate.edu/>.

Extension Courses

Texas State's Office of Extension Studies serves those persons who are unable to come to campus and who wish to earn degree credit or to pursue in-service training, as well as those who wish to enroll in college courses not normally offered through the academic departments. Extension courses are offered on campus and at various off-campus locations. The times and locations for such courses depend on student need, faculty availability, and demand. In the past, courses have been offered in San Antonio at USAA, in Seguin at Motorola, and at a number of school districts in Travis and Williamson Counties, as well as in several foreign countries.

Extension courses are from the regular Texas State curriculum. Registration for an extension class is completed through the Office of Extension Studies and does not constitute acceptance as a regular student at Texas State.

Degree Credit for Extension Course Work. The department chair and the Dean of the Graduate College must approve extension work for it to be credited toward a graduate degree. Students must meet the admission requirements as identified under the “Categories of Admission ‘Degree-Seeking Applicants’” section and be accepted in a degree program before extension work can receive degree credit. **Extension course work cannot be used toward a doctoral degree at Texas State.**

A maximum of 12 semester hours of graduate credit may be earned in extension courses offered by Texas State.

Extension Transfer Credit. Up to three semester hours of the total allowable six hours of transfer credit for a degree may be earned through extension courses from another accredited institution. Students admitted on “Conditional Admission” or students on “Probation/Suspension” will not receive credit for transfer work taken under the aforementioned status.

For more information on Extension Studies at Texas State, visit <http://www.studyanywhere.txstate.edu/>.

Study Abroad

The study-abroad experience expands students’ intellectual and personal development as they become immersed in other cultures. Students gain a critical self-awareness, an appreciation for a multicultural world, and a clearer understanding of their own culture. Study abroad prepares students to assume their role as responsible world citizens and to succeed professionally in today’s global economy.

The Office of Study Abroad Programs offers students the opportunity to participate in a variety of study abroad programs at locations around the world. The credit students earn may be applied toward a degree at Texas State. Some of these programs involve direct enrollment in an institution abroad, while other programs are led by Texas State faculty.

Through Texas State Study Abroad Programs, students can spend from three weeks to a full academic year in another country either learning another language, concentrating their studies related to a specific topic in their field of study, or participating in an internship. Texas State Study Abroad Programs include a variety of activities that allow students to learn and experience the culture of the host country. In some of these programs students have the opportunity to live with a host family to become totally immersed in the culture of the host country for a more comprehensive learning experience.

Program locations vary each year but typically include such countries as Belize, Chile, China, England, France, Germany, Holland, Ireland, Italy, Japan, Mexico, Nicaragua, Spain, Sweden, and Switzerland. Students may learn more about these programs by visiting the Study Abroad Library. In addition to information about Texas State’s Study Abroad Programs, the Study Abroad Library houses a wealth of information about programs available from other universities and study-abroad companies. For more information on Texas State Study abroad, visit <http://www.studyanywhere.txstate.edu/>.

Adds and Drops/Schedule Changes

Information regarding schedule changes can be found on the Registrar’s website at <http://www.registrar.txstate.edu/>. Schedule changes and withdrawal dates are published each semester in the official University calendar that can be found at the following website: <http://www.registrar.txstate.edu/persistent-links/academic-calendar.html>.

For assistance, contact the Office of the Registrar.

Auditing a Course

To audit a course, a student must be admitted to the Graduate College. After the student has registered on CATS web, he or she must contact the Registrar's Office in person by the 4th class day in the summer or by the 12th class day in the fall or spring. Check the University Academic Calendar for the exact date. A student will pay the same fees as if the course were taken for credit and the course will be entered on his or her transcript record, but the student will not receive credit for the course.

Senior citizens, 65 or older, may audit courses without payment of a fee if space is available. Registration is permitted just prior to the start of the semester, with reduction made by the tuition adjustment clerk, Student Business Services (JCK Administration Building 188), before registering.

Course Numbers

Texas State follows 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-graduate and post-graduate, and 7-doctoral. Courses numbered 5000-6000 are open to all graduate students. Courses numbered 7000 are designed for doctoral students but may be open to other graduate students. The second digit of the course number indicates the semester credit hours the course carries. For example, a course numbered 5300 would carry three semester hours of graduate-level credit. The last two digits usually indicate the location of the course in the department's curriculum. A letter (A, B, C, etc.) or symbol (#, @, etc.) attached to a course number indicates an area of concentration within the course. Numbers in parentheses (3-4) following a course title indicate the clock hours per week spent in lecture and laboratory, respectively.

Course Credit and Level

A student must be in attendance in class, fulfill the course requirements, and be evaluated by the course instructor in order to receive course credit for that class. The attendance requirement to receive class credit does not affect enrollment for thesis or independent study.

A student must be enrolled in the course during the semester or summer session in which he or she receives credit for that class. A student may not enroll in a class to:

1. Receive credit for course work performed in a preceding semester or summer session.
2. Receive credit for work performed at another college or university.

Course Level. All courses required for the graduate degrees offered at Texas State are at the 5000 level or above.

Repeating Courses

The Texas Legislature eliminated funding to higher education for courses that are attempted three or more times. An attempted course is defined as any course in which a grade is earned on the transcript, including repeated courses and courses dropped with a grade of "W". In order to compensate for this loss of state funding, students attempting a course for the third or more time will be charged a course repeat fee of **\$310 per semester credit hour** for each repeated course. The fee is subject to change each year upon action of the Texas Higher Education Coordinating Board. This fee will be assessed for courses attempted at Texas State as of the fall semester of 2002 or later. This assessment does not include courses attempted at other colleges or universities. Certain courses are exempt from this fee because they are designed to be repeated for additional credit, such as thesis, dissertation, and

independent study courses; various music, physical education, physical fitness and wellness, studio art, and theatre courses; developmental education courses; and topics courses.

Post-Graduate Credit

After a student is regularly admitted to a graduate degree program, he or she may be permitted to utilize some of the courses taken as a post-graduate certification, non-degree, or certificate student toward their graduate degree. At the recommendation of the student's graduate advisor and with approval of the Dean of the Graduate College, up to six hours of graduate-level courses taken under the post-graduate status with a grade of "B" or better may be petitioned for degree credit.

Transfer Credit

A maximum of six semester hours of credit earned at another institution may be accepted as transfer credit and applied toward the graduate degree. Exceptions to the standard maximum of six credit hours of transfer work are the mathematics education doctoral program and the communication design master's program. The mathematics education doctoral program requires completion of 78 semester hours of course work, of which 24 credit hours of transfer course work may be approved by the Dean of the Graduate College upon recommendation from the Ph.D. Program Director. The master's in communication design is a 60 semester hour degree program, in which a maximum of 27 semester credit hours of transfer credit may be approved by the Dean of the Graduate College upon recommendation from the program's graduate advisor. Transfer credit will be accepted and applied toward the graduate degree provided that:

1. The credit was earned in graduate courses completed in residence at an accredited institution.
2. The courses are at the appropriate level and applicable to the student's degree program at Texas State.
3. Courses have not been, and will not be, used for credit toward another degree.
4. If the credits were earned **prior** to the student's admission to his or her program of study within the Texas State Graduate College, the student must have his or her departmental graduate advisor submit a written request to the Dean of the Graduate College asking for acceptance of the transfer work toward the student's Texas State degree.
5. If the credits are to be earned **after** the student is admitted to the Texas State Graduate College, the student must obtain prior written approval from the Dean of Graduate College who will then send a letter of good standing to the other institution before the student enrolls in the course(s) to be transferred. The student must initiate a request for a letter of good standing well in advance of the time of anticipated enrollment if the student plans to take courses at another university to complete a part of his or her Texas State graduate program. Transfer credit **cannot** be permitted unless a letter of good standing has been issued prior to the student's enrollment in the course(s) to be transferred. If a student is currently working toward a graduate degree at Texas State and wishes to take a course at another accredited university to apply toward his or her degree at Texas State, the student will need to:
 - a. Receive permission from the departmental graduate advisor to take a course elsewhere.
 - b. Have the graduate advisor submit a written request to the Dean of the Graduate College so that the Dean can issue an official letter of good standing. The request from the advisor should identify the course(s) by name and number and should state what semester(s) and where the student will be taking the work. If the Dean of the Graduate College approves the request, a letter of good

standing will be sent by the Dean of the Graduate College to the university where the student will enroll.

- c. Have an official transcript of the work forwarded to the Texas State Office of the Graduate College as soon as the student completes the course work.

Transfer work will be accepted only if it bears a letter grade of “B” or higher, or a numerical equivalent. A grade of “Credit,” “Pass,” “Satisfactory,” etc., is unacceptable. Transfer work will not be accepted for graduate degree credit from another institution if such courses are designated as non-degree, background, preparatory, etc. No credit will be awarded until an official transcript showing the course work to be transferred is on file in the Office of the Graduate College. The student may also be requested to provide a catalog from his or her prior school that gives course descriptions for any transfer work requested. Students admitted on “Conditional Admission” or students on “Probation/Suspension” will not receive credit for transfer work taken under the aforementioned status.

Transcripts for transfer work. 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. 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 toward graduation.

Background Course Work. Courses taken to fulfill background requirements will be accepted only if such courses are of the same level as those specified on the official degree audit.

Dropping a Class

Dropping a class is an official action whereby a student drops one or more courses, yet remains enrolled in at least one other course. Refer to the Registration Instructions at <http://www.registrar.txstate.edu> for details on dropping a class.

1. The drop deadline is the first 60% of the semester. Please refer to the academic calendar on the Registrar’s website for the most current dates.
2. A “W” grade will be assigned automatically when a student drops one or more classes by the automatic “W” deadline, the first 60% of the semester.

Withdrawal

Withdrawing from the University (dropping all classes) is an official action whereby a student informs the University Registrar, who in turn informs the instructor(s) of record, that the student will cease attending all classes in which enrolled.

1. The deadline to receive an automatic “W” is the first 60% of the semester. Please refer to the academic calendar on the Registrar’s website for the most current dates.
2. After the automatic “W” period, faculty assigns grades to students who officially withdraw from the University. Faculty assign a “W” grade only to those students who have a passing average at the time the withdrawal action is officially completed. Otherwise, faculty assigns an “F” grade.
3. Please refer to the academic calendar on the Registrar’s website for the withdrawal deadline.

REGISTRATION AND COURSE CREDIT / 45

The student must contact the University Registrar **in person, by letter, or by fax** to withdraw officially from the University. Visit the Registrar's Office website at <http://www.registrar.txstate.edu/> or contact the Registrar's Office at 512-245-2367 for the proper procedures. Students living in university residence halls must also contact the Residence Life Office **in person, by letter, or by fax**.

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Academic and Grading Policies

Academic Information for Graduate Assistants (GA's)

A prospective graduate/doctoral assistant must be admitted as a regular degree-seeking student in the Graduate College. Graduate/doctoral assistants may be employed as teaching assistants, instructional assistants, or research assistants. A Teaching Assistant (TA) is reported as the “teacher of record” for an organized class and must have earned eighteen graduate semester hours in the teaching discipline to be eligible for employment. An Instructional Assistant (IA) is responsible for a specific group of students and assigns some portion of these same students’ grades. A Research Assistant (RA) is typically funded from an external grant, but also may be employed by any department or office of the University.

Academic Expectations. The graduate/doctoral assistant must maintain a minimum 3.0 Texas State grade-point-average in course work leading toward completion of a graduate degree.

Course Load. The minimum course load required during a fall/spring semester of employment is nine graduate semester hours. Students who enrolled in nine graduate hours during the spring semester and plan to enroll the following fall semester are not required to enroll in the summer; otherwise a nine graduate hour summer enrollment is required. Graduate/doctoral assistants taking more than 12 semester hours of course work must have approval from the Dean of the Graduate College. Graduate/doctoral assistants taking more than six semester hours per summer session must have approval from the Dean of the Graduate College.

Required Teaching Assistantship Course(s). As a condition of employment, all Teaching Assistants (TA) and Instructional Assistants (IA) must complete a total of three hours of professional development coursework. The course titles for the required in-service teaching courses vary by department. Some departments offer one three hour course, some departments offer a two hour and one hour course for a combination of three hours, and other departments offer a one hour course to be taken three times. Students enroll in the course offered by the department in which they are employed during the first semester of employment and as applicable continue to enroll in subsequent semesters until the three hour requirement is met. **Students may not enroll in this coursework beyond the required three hours.** Up to a total of three semester hours may be used with other graduate courses to satisfy the minimum nine semester hours of enrollment required as a condition of employment. The university administration will cover the fees and tuition for the required teaching assistantship course (up to a total of three semester credit hours only).

Allowable Work Hours. During the fall and spring semesters, a graduate/doctoral assistant may work up to 50% FTE (20 hours per week). An exception request with justification from the graduate advisor or department chair approved by the Dean of the Graduate College must be on file for employment over 50%. The Graduate Dean may approve up to a maximum of 75% FTE. International graduate/doctoral assistants cannot be employed at more than 50% FTE during the fall and spring semesters. During the summer, a graduate/doctoral assistant may be approved by the Graduate Dean to work up to 100% FTE (40 hours per week).

Teaching Load for Graduate/Doctoral Teaching Assistants. The usual semester hour teaching load during the fall or spring semester is six semester hours or two classes. The usual semester hour teaching load during a six-week or eight-week summer session is one course (up to a maximum of four hours). A twelve-week summer session carries a normal teaching load of six hours. The Dean of the Graduate College must approve any exceptions to these teaching loads.

These policies are designed to protect the graduate/doctoral assistant from bearing an unfair employment and course load, which facilitates the timely completion of the degree. Refer to UPPS 07.07.06 Salaried Graduate Assistant Employment Procedures for more detailed information regarding salaried graduate student employment procedures.

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. Honor Code Council procedures can be found at <http://www.txstate.edu/effective/upps/upps-07-10-01.html>.

Class Attendance

It is the policy of the University to require regular, punctual attendance at all classes. However, the University recognizes that attendance policies may vary from department to department and in course to course. The University has no mandatory class attendance requirements except:

1. Each faculty member will inform students of the course attendance policy at the initial class meeting.
2. Students are responsible for understanding the attendance policy for each course in which they enroll and for meeting the attendance requirements.

Religious Holy Days. "Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code. In accordance with

Texas Education Code Section 51.911, Texas State will allow a student who is absent from classes for the observance of a religious holy day to take an examination or complete an assignment scheduled for that absent day within a reasonable time after the absence if the student notifies the instructor of each class that he or she would be absent for a religious holy day. The Education Code includes excused absences for travel to and from the religious holy day observance. The student may make up class assignments or examinations without penalty within a reasonable time after the absence. Students may obtain notification forms from the Dean of Students' Office. The student should personally deliver completed forms to the instructor for each class. The instructor will sign and date the form, thus acknowledging notification. If the student cannot personally deliver the form to an instructor, the student should mail the form to the instructor by certified mail, return receipt requested. A student who is excused under this section shall not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination within a reasonable time. Each instructor may establish additional procedures to accommodate the needs of students who are absent from classes to observe a religious holy day. These procedures must not conflict with the state law.

Coordinating Board rules now provide for an appeal of a disagreement between the student and a faculty member over an absence related to a religious holy day. If a student and an instructor disagree about the nature of the absence being for the observance of a religious holy day, or if there is a disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the President or the President's designee. The President or the President's designee must take into account the legislative intent of Education Code Section 51.911. The student and instructor shall abide by the decision of the President or the President's designee. The academic dean of each college serves as the President's designee to hear requests for decisions on these matters from either the faculty member or the student. Any questions concerning this policy should be directed to the Office of the Dean of Students.

Course Grades

Grades. Texas State grades are assigned as follows: "A," excellent; "B," good; "C," passing (**not at the doctoral level**); "D," passing (**not at the graduate level**); "F," failure or withdrawn failing; "I," incomplete; and "W," withdrawn passing. A grade of "PR," in most instances may be temporary and non-punitive, but may be assigned in selected courses where the required clock hours needed to complete requirements extend beyond the regular semester or summer session. A grade of "CR" is assessed when credit only is given for a course, as in the case of the thesis course, after completion of the thesis.

Incomplete Grade. If any course work is incomplete during any semester, the work must be completed by an indicated deadline arranged between the student and the course instructor. 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. An "I" grade from Texas State will not count as hours attempted until another grade is substituted for the "I." If the coursework has not been completed in twelve months' time, the grade will automatically change to "F."

Withdrawal Grade. A "W" grade is assigned only if a student drops a course by the published deadline. See also "Registration and Course Credit" chapter, "Withdrawal" section.

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 in which the course is

offered, 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 two years after the grade is issued.

Grade-Point Average (Four-Point System)

The grade point average (GPA) is the number of grade points earned divided by the number of semester hours attempted. Semester grade symbols have the following values:

A = 4 points	C = 2 points	F = 0 points
B = 3 points	D = 1 point	

Grades are not calculated for "I," "CR," "PR," or "W."

Probation and Suspension

A graduate or post-graduate student as defined in this catalog, is required to maintain a 3.0 cumulative grade-point average for all Texas State 5000-, 6000-, and 7000-level courses (excluding required leveling courses) listed on a student's Degree Audit for a graduate degree. Cumulative GPA's are computed at the end of the fall semester, the spring semester, and the summer.

If a **graduate degree seeking** student's cumulative GPA falls below 3.0 during any semester of enrollment at Texas State, the student will be placed on academic probation. In the next semester of enrollment, the student **must** raise his or her cumulative Graduate College GPA to 3.0 or above or be suspended from the Graduate College. When the student has achieved a cumulative GPA of at least 3.0 at the end of the semester of probation, the student will be notified that he or she has been removed from probation status.

Readmission. After being on suspension status for six months, a student may petition his or her graduate advisor and the Dean of the Graduate College for permission to reenroll in the Graduate College. Each readmission decision is made on an individual basis. If a student is readmitted after being suspended, the student must maintain a 3.0 cumulative GPA or be suspended again. Individual graduate programs may also impose additional cumulative GPA or course restrictions for their students.

Change of Major. Graduate students on probation may not change programs without a recommendation and special request from the prospective department. The Dean of the Graduate College will review the request when making the final decision. If a suspended student wants to be readmitted (after the six months of the first suspension has lapsed) but to a different program, that student must reapply to the Graduate College with the application subject to the approval of the Dean of the Graduate College. A recommendation from the advisor of the new major program must also be submitted to the Dean of the Graduate College for final approval.

Financial Aid. If a student is receiving financial aid, the student must also meet the satisfactory academic progress requirements for financial aid. See the "General Information" section for further details.

Residency Requirement

Doctoral students must satisfy a one-year residency requirement defined as 18 graduate credit hours (as part of the required hours of course work) taken in residence at Texas State during consecutive fall, spring, and summer semesters.

Degree Information

Degree Audit

On the admission application, a student must identify the following choices: major, minor, cognate, no minor option, or area of concentration or specialization (depending on what is required in the program of study), degree type (M.A., M.Ed., M.S., etc.), thesis or non-thesis track. After being admitted to a program, the student may access a degree audit from Self Service Banner. The degree audit will guide the student in selecting courses for registration each semester. The student should meet with his or her graduate advisor during the first semester of admission to discuss options and review the degree program. Requests for changes to a student's degree audit must be submitted by the student's advisor to the Dean of the Graduate College for approval.

Because graduate degree programs are individualized according to degree type and student goals, a student's particular degree program may exceed the number of hours identified for the major in this catalog.

Students receiving Veterans Administration educational assistance must provide the Texas State Office of Veteran Affairs with a copy of the graduate degree audit.

Background/Leveling Course Requirements

Generally background requirements are placed on the degree audit when a student is deficient in certain course work. Students should refer to the appropriate departmental pages in this catalog for specific information about background/leveling requirements or contact the graduate advisor for their program of study.

Course work identified on a student's official Degree Audit as background/leveling is not used in the computation of the graduate GPA. However, this course work is computed in the overall GPA of the Texas State transcript for students graduating prior to fall 2011. See the "Grade-Point Requirements for Graduation" section. **Any course work required for background/leveling is not awarded graduate degree credit.**

Graduate advisors may stipulate that one undergraduate course be taken as a background requirement. All other background course deficiencies must be satisfied by the student enrolling in graduate level leveling courses.

Application for Graduation

Applying for Graduation. A student must apply for graduation by the published deadline date posted on the University Academic Calendar. That date, as well as other deadline dates, and instructions outlining how to apply for graduation are posted on the Graduate College website each semester. For further information regarding the graduation application deadline, contact the Office of the Graduate College at 512-245-2581 or visit our website at: http://www.gradcollege.txstate.edu/Current_Students/Graduation.html.

Letter of Completion. If a student fails to apply for graduation by the published deadline date, a letter of completion may need to be issued and the student's diploma will be mailed the following semester.

Reapplication for the Degree. If a student fails to complete the degree requirements in time for his or her planned graduation, the student should notify the Graduate College. The student must then reapply for the next (or later) graduation within the period announced in the University Academic Calendar for degree application.

Comprehensive Examination

All candidates for graduate degrees must pass one or more comprehensive examinations, either written, oral, or both, covering at least the field of concentration and the thesis or dissertation if one is written. Students seeking more than one degree must take a comprehensive examination for each degree major. The examination for a master's degree may not be taken until the student has completed at least 18 semester hours of graduate degree credit and may not be taken before the final term or semester if the student has a grade deficiency. Master's degree students may take the comprehensive exam without being enrolled in coursework. However, an F-1 non-immigrant international student must contact the International office at 512-245-7966 to verify that he or she is in lawful F-1 status, especially if the comprehensive examination is the final requirement remaining to complete his or her academic program.

Arrangements for the examination may be made with the student's graduate advisor or the department chair. The results of the master's comprehensive examination or the Dissertation Defense Report form must be filed in the Office of the Graduate College **at least ten days before the commencement** at which the degree is to be conferred. The department is responsible for submitting the report to the Office of the Graduate College.

Grade-Point Requirements for Graduation

To be eligible for graduation, a student must have a GPA of at least 3.0 (or higher if required) for each major or minor/cognate listed on the Degree Audit. Some degree programs may also call for higher minimum requirements. Effective fall 1991, no grade earned below "C" on any graduate course may apply toward a graduate degree at Texas State. In addition, no grade earned below "B" on any graduate course may apply toward a doctoral degree at Texas State.

Background/Leveling Work. Background/leveling work is not computed in the graduation GPA requirement, nor is graduate-degree credit granted for background work for the degree to be earned.

Incomplete Grades. Incomplete grades should be cleared through the Registrar's Office **at least ten days before the commencement** for which the degree is to be conferred.

Hours Requirements

Graduate degree programs range from 30-99 hours of course work. Most master's degree programs require a minimum of 36 semester credit hours with a maximum of 80. Students obtaining certification may be required to complete additional hours.

Doctoral students should refer to the appropriate departmental section of this catalog for specific credit hours to satisfy degree requirements.

Recommendation for the Degree

The Dean of the Graduate College certifies candidates for graduation after the completion of all requirements for the appropriate graduate degree and with the approval of the departments concerned. Degrees are conferred publicly at the close of the fall semester, the spring semester, and the second summer session.

Degree Time Limit

A program leading to a master's degree must be completed within six years from the date of a student's initial enrollment in graduate courses used toward the degree. No credit will be applied toward the master's degree for course work completed more than six years before the date on which a student's degree is to be conferred. This time limit applies to credit earned at Texas State as well as credit transferred to Texas State from other accredited institutions. Requests for time extension must be submitted to a student's graduate advisor, who in turn submits a recommendation to the Dean of the Graduate College for final approval.

A program leading to a Ph.D. or Ed.D. degree must be completed within ten years from the date of a student's initial enrollment in graduate courses used toward the degree. No credit will be applied toward the doctoral degree for course work completed more than ten years before the date on which a student's degree is to be conferred. This time limit applies to credit earned at Texas State as well as credit transferred to Texas State from other accredited institutions. Requests for time extension must be submitted to a student's doctoral program director, who in turn submits a recommendation to the Dean of the Graduate College for final approval. Doctoral students should refer to the appropriate departmental section of this catalog for specific time limit requirements regarding advancement to candidacy and dissertation completion.

99 Hour Rule. In accordance with Texas Education Code, Section 54.066, the university will incur a penalty once a doctoral student accumulates 100 or more doctoral semester credit hours. In response, the Texas State University System has a new tuition structure (excessive hours fee) in which a doctoral student will be charged tuition at a rate equivalent to nonresident tuition for all doctoral semester credit hours exceeding 99. Courses taken by a doctoral student at the master's or undergraduate level will not count towards the 99 hours. If the student is admitted to a doctoral program from the bachelor's degree, the count begins after 30 hours of graduate coursework. This tuition structure applies to Texas residents as well as out-of-state residents and international students who were eligible to be charged tuition at the resident rate as a result of scholarship and fellowship awards or employment as Graduate Assistants. Students should contact their Ph.D. Program Director regarding the appeal process.

Catalog

A student completing the graduate program within a six year time limit may graduate under the catalog in effect when he or she began the graduate program. In certain programs, additional hours may be added to the degree for accreditation purposes. Should a program change occur, a student must submit a written request to the Graduate College to graduate under the new program requirements. A student who has questions should contact the Office of the Graduate College at 512-245-2581 and the Graduate Advisor.

Thesis Requirements for a Master's Degree

If a student elects to follow the thesis option for the degree, a committee to direct the written thesis will be assigned by the department chair in conference with the student. The thesis must

demonstrate the student's capability for research and independent thought. Preparation of the thesis must be in conformity with the Graduate College Guide to Preparing and Submitting a Thesis or Dissertation. The thesis handbook may be accessed at

http://www.gradcollege.txstate.edu/docs/Thesis_Diss_Guide.pdf.

Thesis Proposal. The student must submit an official Proposed Research form to his or her Thesis Committee. The required thesis proposal form may be obtained from the Office of the Graduate College or at http://www.gradcollege.txstate.edu/Thes-Diss_Info/T-D_Forms. After obtaining committee members' signatures, graduate advisor's signature if required by the program and the department chair's signature, the student must submit the thesis proposal form with one copy of the proposal attached to the Dean of the Graduate College for approval before proceeding with research on the thesis. If the thesis research involves human subjects, the student must obtain exemption or approval from the Texas State Institutional Review Board prior to submitting the proposal form to the Graduate College. If the thesis research involves vertebrate animals, the proposal form must include the Texas State IACUC approval code. It is recommended the thesis proposal form be submitted to the Dean of the Graduate College by the end of the student's enrollment in 5399A.

Thesis Committee. The Thesis Committee must be composed of a minimum of three approved graduate faculty members.

Thesis Enrollment and Credit. The completion of a minimum of six hours of thesis enrollment is required. Enrollment for the thesis will be recorded as course number 5399A for a student's initial thesis enrollment and a thesis B course for each subsequent thesis enrollment in the field in which the subject matter of the thesis falls, e.g., English 5399A, English 5199B, English 5299B, English 5399B, English 5599B, and English 5999B. Preliminary discussions regarding the selection of a topic and assignment to a supervisor will not require enrollment for the thesis course.

A student will be required to enroll in and pay the fee for at least three hours of the thesis course during any semester in which the student will receive thesis supervision or guidance. Failure to register for the thesis course during a semester in which supervision is received may result in postponement of graduation. After initial enrollment in 5399A, the student will continue to enroll in 5399B as long as it takes to complete the thesis. In the rare case when a student has not previously enrolled in thesis and plans to work on and complete the thesis in one semester, the student will enroll in both 5399A and 5399B. The student will receive a grade of "PR," in progress, until the thesis is completed and submitted to the Texas State Alkek Library. A maximum total of six-semester hours credit ("CR") will be awarded only after the thesis is filed in the Texas State Alkek Library, any applicable binding fee is paid, and the librarian has electronically returned the thesis card to the Office of the Graduate College.

A student who has selected the thesis option must be registered for the thesis course during the semester or Summer I (during summer the thesis course runs ten weeks for both sessions) in which the degree will be conferred. The only exception to this rule will be when the thesis has been approved by the Graduate College and submitted to the Texas State Alkek Library for binding prior to the first class day of the succeeding semester, and all other graduation requirements have been met. In this case the candidate need not enroll in thesis the succeeding semester in which the degree is conferred.

Fee Reduction. A master's or doctoral degree candidate for graduation may be eligible for a one-time fee reduction under V.T.C.A., Education Code, Section 54.054. Please refer to the section titled *Fee Reduction* in the *Additional Fees and Expenses* chapter of this catalog for more information.

Thesis Deadlines and Approval Process. Thesis deadlines are posted at the following web page: http://www.gradcollege.txstate.edu/Thes-Diss_Info/T-D_Deadlines.html. The completed thesis must be submitted to the chair of the Thesis Committee no later than 41 days before the date of the commencement at which the degree is to be conferred.

The following must be submitted to the Office of the Graduate College no later than 24 days, not counting weekends or holidays, before the date of commencement at which the degree is to be conferred:

1. The signature page(s), on thesis quality paper, bearing original signatures of the committee members. Two signature pages are required for the Hard-copy Submission Option and one signature page is required for the Vireo On-line Submission Option. Extra signature pages may be included for additional copies of the thesis that the student wants bound for personal use.
2. One (1) copy of the thesis in final form, approved by all committee members, on standard paper (Hard-copy Submission Option) or PDF of the thesis in final form, approved by all committee members, uploaded in the on-line Vireo submission system. (Vireo On-line Submission Option).

After the Dean of the Graduate College approves the thesis, the process is as follows:

1. For the Hard-copy Submission Option:
 - a. Pick up the thesis and signature page(s). The Office of the Graduate College will electronically send the thesis card to the Alkek Library.
 - b. Take **two (2) copies of the thesis including the two (2) signature pages**, printed on thesis quality paper, to the circulation desk in the Alkek Library. Pay the binding fee. The Alkek Library will bind additional copies submitted that the student wants bound for personal use. The student will pay the binding fee for personal copies.
 - c. Submit the thesis to the Alkek Library **no later than 5:00 p.m. on the Thursday one week preceding graduation.**
2. For the Vireo On-line Submission Option:
 - a. No copies are required to be submitted to the Alkek Library. However, the Alkek Library will bind copies submitted that the student wants bound for personal use. The student will take the personal copies, printed on thesis quality paper, to the Alkek Library and pay the binding fee for personal copies.

Dissertation Requirements for Doctoral Degrees

The dissertation must demonstrate the student's capability for original scholarly contribution to the field of study. Preparation of the dissertation must be in conformity with the Graduate College Guide to Preparing and Submitting a Thesis or Dissertation. The Guide may be accessed at http://www.gradcollege.txstate.edu/docs/Thesis_Diss_Guide.pdf.

Dissertation Committee. The Dissertation Committee must be composed of approved doctoral graduate faculty members. The minimum number of committee members varies by doctoral program. The student should consult with the Doctoral Program Director regarding committee composition. To form the Dissertation Committee, the Dissertation Committee Request form must be completed and signed by the student, committee members, committee chair, Doctoral Program Director and the department chair and then forwarded to the Dean of the Graduate College for approval and signature. The required Dissertation Committee Request form may be obtained from the Office of the Graduate College or at http://www.gradcollege.txstate.edu/Thes-Diss_Info/T-D_Forms.

Dissertation Proposal. The student must submit the dissertation proposal and an official Dissertation Proposal form to his or her Dissertation Committee. The required Dissertation Proposal form may be obtained from the Office of the Graduate College or at http://www.gradcollege.txstate.edu/Thes-Diss_Info/T-D_Forms. After obtaining committee members' signatures, Doctoral Program Director's signature and the department chair's signature, the student must submit the Dissertation Proposal form and one copy of the proposal to the Dean of the Graduate College for approval before proceeding with research on the dissertation. If the dissertation research involves

human subjects, the student must obtain exemption or approval from the Texas State Institutional Review Board prior to submitting the proposal form to the Graduate College. If the dissertation research involves vertebrate animals, the Dissertation Proposal form must include the Texas State IACUC approval code.

Each Ph.D./Ed.D. program prepares its own procedures for the dissertation proposal defense. The procedures may be obtained from the Doctoral Program Director. Following the dissertation proposal defense, members of the dissertation committee, the Doctoral Program Director and the department chair sign the Defense of the Dissertation Proposal form. The form is then submitted to the Dean of the Graduate College. The required Defense of the Dissertation Proposal form may be obtained from the Office of the Graduate College or at http://www.gradcollege.txstate.edu/Thes-Diss_Info/T-D_Forms.

Dissertation Enrollment and Credit. A Ph.D./Ed.D. student may begin enrolling in a dissertation course during the semester following completion of required course work as specified by the Ph.D./Ed.D. program. Once the student begins enrolling in a dissertation course, the student must continue to enroll in a dissertation course each semester in which the student receives direct supervision until the dissertation has been completed, defended and submitted to the Texas State Alkek Library. The minimum hours of required dissertation credit varies by Ph.D./Ed.D. program. The student will receive a grade of “PR,” in progress, until the dissertation is completed and submitted to the Alkek Library. The minimum number of hours of dissertation credit (“CR”), as specified by the Ph.D./Ed.D. program, will be awarded only after the dissertation is filed in the Alkek Library, any applicable binding fee is paid, and the librarian has electronically returned the dissertation card to the Office of the Graduate College.

A student must be registered for a dissertation course during the semester or Summer I (during summer the dissertation course runs ten weeks for both sessions) in which the degree will be conferred. The only exception to this rule will be when the dissertation has been approved by the Graduate College and submitted to the Alkek Library for binding prior to the first class day of the succeeding semester, and all other graduation requirements have been met. In this case, and this case only, the candidate need not enroll in dissertation the succeeding semester in which the degree is conferred.

Fee Reduction. A doctoral degree candidate for graduation may be eligible for a one-time fee reduction under V.T.C.A, Education Code, Section 54.054. Please refer to the section titled *Fee Reduction* in the *Additional Fees and Expenses* chapter of this catalog for more information.

Dissertation Deadlines and Approval Process. Dissertation deadlines are posted at the following web page: http://www.gradcollege.txstate.edu/Thes-Diss_Info/T-D_Deadlines.html. The completed dissertation must be submitted to the chair of the Dissertation Committee no later than 65 days before the date of the commencement at which the degree is to be conferred.

The following must be submitted to the Office of the Graduate College no later than 26 days, not counting weekends or holidays, before the date of commencement at which the degree is to be conferred:

1. The signature page(s), on dissertation quality paper, bearing original signatures of the committee members. Two signature pages are required for the Hard-copy Submission Option and one signature page is required for the Vireo On-line Submission Option. Extra signature pages may be included for additional copies of the dissertation that the student wants bound for personal use.
2. One (1) copy of the dissertation in final form, approved by all committee members, on standard paper (Hard-copy Submission Option) or PDF of the dissertation in final form, approved by all committee members, uploaded in the on-line Vireo submission system (Vireo On-line Submission Option). Some doctoral programs may require additional copies; check with the Doctoral Program Director regarding additional program requirements.

After the Dean of the Graduate College approves the dissertation, the process is as follows:

1. For the Hard-copy Submission Option:
 - a. Pick up the dissertation and signature page(s). The Office of the Graduate College will electronically send the dissertation card to the Alkek Library.
 - b. Take **two (2) copies of the dissertation including the two (2) signature pages**, printed on dissertation quality paper, to the circulation desk in the Alkek Library. Pay the binding fee. The Alkek Library will bind additional copies submitted that the student wants bound for personal use. The student will pay the binding fee for personal copies.
 - c. Submit the dissertation to the Alkek Library **no later than 5:00 p.m. on the Thursday one week preceding graduation.**
2. For the Vireo On-line Submission Option:
 - a. No copies are required to be submitted to the Alkek Library. However, the Alkek Library will bind copies submitted that the student wants bound for personal use. The student will take the personal copies, printed on dissertation quality paper, to the Alkek Library and pay the binding fee for personal copies.
3. Ph.D./Ed.D. students must also submit the following to the Alkek Library: Doctoral Dissertation Agreement; one copy of the Dissertation Abstract; dissertation publishing fee; and submission of the copyright fee (optional) **by 5pm on the Thursday one week prior to commencement.**
4. Ph.D./Ed.D. students must submit the completed Survey for Earned Doctorates (SED) form to the Graduate College office **by 5pm on the Thursday one week prior to commencement.**

REMEMBER, IT IS YOUR RESPONSIBILITY TO ENSURE THAT ALL GRADUATION REQUIREMENTS HAVE BEEN MET.

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Graduate Degrees Offered at Texas State

MAJORS	DEGREES		THESIS
Accounting	Master of Accountancy	M.Acy.	None
Accounting & Information Technology	Master of Science	M.S.	None
Adult Education	Master of Arts	M.A.	Optional
Agricultural Education	Master of Education	M.Ed.	Optional
Anthropology	Master of Arts	M.A.	Required
Applied Mathematics	Master of Science	M.S.	Required
Applied Philosophy & Ethics	Master of Arts	M.A.	Optional
Applied Sociology	Master of Science	M.S.	None
Aquatic Resources	Master of Science	M.S.	Required
Aquatic Resources	Doctor of Philosophy	Ph.D.	Dissertation
Athletic Training	Master of Science	M.S.	Optional
Biochemistry	Master of Science	M.S.	Required
Biology	Master of Arts	M.A.	Required
Biology	Master of Science	M.S.	Optional
Business Administration	Master of Business Administration	M.B.A.	Optional
Chemistry	Master of Arts	M.A.	Required
Chemistry	Master of Science	M.S.	Required
Communication Design	Master of Fine Arts	M.F.A.	Required
Communication Disorders	Master of Arts	M.A.	Required
Communication Disorders	Master of Science in Comm. Disorders	M.S.C.D.	None
Communication Studies	Master of Arts	M.A.	Optional
Computer Science	Master of Arts	M.A.	Optional
Computer Science	Master of Science	M.S.	Optional
Creative Writing	Master of Fine Arts	MFA	Required
Criminal Justice	Master of Science in Criminal Justice	M.S.C.J.	Optional
Criminal Justice	Doctor of Philosophy	Ph.D.	Dissertation
Developmental Education	Master of Arts	M.A.	Optional
Developmental Education	Doctor of Education	Ed.D.	Dissertation
Developmental Education	Doctor of Philosophy	Ph.D.	Dissertation
Education-Adult, Professional & Community Education	Doctor of Philosophy	Ph.D.	Dissertation
Education-School Improvement	Doctor of Philosophy	Ph.D.	Dissertation
Educational Leadership	Master of Arts	M.A.	None
Educational Leadership	Master of Education	M.Ed.	None
Educational Technology	Master of Education	M.Ed.	None
Elementary Education	Master of Arts	M.A.	Required
Elementary Education	Master of Education	M.Ed.	None
Elementary Education-Bilingual/Bicultural	Master of Arts	M.A.	Required

60 / GRADUATE DEGREES OFFERED AT TEXAS STATE

MAJORS	DEGREES	THESIS
Elementary Education-Bilingual/Bicultural	Master of Education M.Ed.	None
English	<i>See</i> Creative Writing, Literature, Rhetoric & Composition, or Technical Communication.	
Exercise Science	Master of Science M.S.	Optional
Family and Child Studies	Master of Science M.S.	Optional
Geography	Master of Applied Geography M.A.Geo.	None
Geography	Master of Science M.S.	Required
Geography- Geographic Information Science	Master of Applied Geography M.A.Geo.	None
Geography-Resource & Environmental Studies	Master of Applied Geography M.A.Geo.	None
Geography-Environmental	Doctor of Philosophy Ph.D.	Dissertation
Geography-Geographic Education	Doctor of Philosophy Ph.D.	Dissertation
Geography-Geographic Information Science	Doctor of Philosophy Ph.D.	Dissertation
Healthcare Administration	Master of Healthcare Administration M.H.A.	Optional
Health Education	Master of Education M.Ed.	Optional
Health Services Research	Master of Science M.S.	Optional
History	Master of Arts M.A.	Optional
History	Master of Education M.Ed.	None
Human Nutrition	Master of Science M.S.	Optional
Human Resource Mgmt	Master of Science M.S.	Optional
Industrial Technology	Master of Science in Technology M.S.T.	Optional
Interdisciplinary Studies	Master of Arts in Interdisciplinary Studies M.A.I.S.	Optional
Interdisciplinary Studies	Master of Science in Interdisciplinary Studies M.S.I.S.	Optional
International Studies	Master of Arts M.A.	Optional
Legal Studies	Master of Arts M.A.	None
Literature	Master of Arts M.A.	Optional
Management of Technical Education	Master of Education M.Ed.	None
Mass Communication	Master of Arts M.A.	Optional
Materials Physics	Master of Science M.S.	Required
Materials Science, Engineering, and Commercialization	Doctor of Philosophy Ph.D.	Dissertation
Mathematics	Master of Science M.S.	Optional
Mathematics	Master of Education M.Ed.	None
Mathematics Education	Doctor of Philosophy Ph.D.	Dissertation
Merchandising & Consumer Studies	Master of Science M.S.	Optional
Middle School Mathematics Teaching	Master of Education M.Ed.	None
Music	Master of Music M.M.	Optional
Music-Music Education	Master of Music M.M.	None
Physical Education	Master of Education M.Ed.	Optional

GRADUATE DEGREES OFFERED AT TEXAS STATE/ 61

MAJORS	DEGREES	THESIS
Physical Therapy	Doctor of Physical Therapy D.P.T.	None
Physics	Master of Science M.S.	Optional
Political Science	Master of Arts M.A.	Optional
Population & Conservation Biology	Master of Science M.S.	Required
Professional Counseling	Master of Arts M.A.	Optional
Psychological Research	Master of Arts M.A.	Optional
Public Administration	Master of Public Administration M.P.A.	None
Reading Education	Master of Education M.Ed.	None
Recreation & Leisure Services- Recreation Management	Master of Recreation & Leisure Services MSRLS	Optional
Recreation & Leisure Services- Therapeutic Recreation	Master of Recreation & Leisure Services MSRLS	Optional
Rhetoric & Composition	Master of Arts M.A.	Optional
School Psychology	Specialist School Psychology S.S.P.	None
Secondary Education	Master of Arts M.A.	Required
Secondary Education	Master of Education M.Ed.	None
Social Work-Direct Practice	Master of Social Work M.S.W.	None
Social Work-Administrative Leadership	Master of Social Work M.S.W.	None
Sociology	Master of Arts M.A.	Optional
Software Engineering	Master of Science M.S.	Optional
Spanish	Master of Arts M.A.	Optional
Special Education	Master of Education M.Ed.	None
Student Affairs in Higher Education	Master of Education M.Ed.	Optional
Technical Communication	Master of Arts M.A.	Optional
Theatre	Master of Arts M.A.	Optional
Theatre	Master of Fine Arts M.F.A.	None
Wildlife Ecology	Master of Science M.S.	Required

Graduate Minors
Minor Hours Requirements Stated Below
(Minor hours required are in addition to hours required for major)

Adult Education (12 hours)	History (12 hours)
Agricultural Education (6 hours)	Industrial Technology (15 hours)
Anthropology (9 hours)	Legal Studies (9 hours)
Aquatic Resources (6 hours) (<i>for Biology majors only</i>)	Literature (6 hours)
Biochemistry (6 hours) (for College of Science majors only)	Materials Physics (9 hours)
Biology (15 hours)	Mathematics (15 hours)
Chemistry (6 hours)	Methods & Materials (hours vary by major specialization) (<i>for Elementary Education and Special Education majors only</i>)
Cognate (hours vary by major) (<i>open to selected majors</i>)	Music (12 hours)
Communication Studies (12 hours)	Music Education (12 hours)
Composite Minor (hours vary by major specialization) (<i>open to selected majors</i>)	Philosophy (6 hours)
Computer Science (6 or 9 hours depending on thesis option of major)	Physical Education (15 hours)
Criminal Justice (9 hours)	Physics (6 hours)
Developmental Education (15 hours) (<i>Entrance requirements apply – see department section</i>)	Political Science (9 hours)
Developmental Education (15 hours) (<i>Jr. College Education</i>)	Professional Counseling (13 hours)
Educational Leadership (15 hours) (<i>Entrance requirements apply – see department section</i>)	Psychology (12 hours)
Elementary Education (12 hours)	Reading Education (12 hours)
Elementary Education-Bilingual/Bicultural (12 hours)	Recreation & Leisure Services (12 hours)
Exercise Science (12 hours)	Secondary Education (15 hours)
Forensic Systems (9 hrs w/out thesis) (6 hrs w/thesis)	Sociology (9 hours)
Geography (9 hours)	Software Engineering (6 or 9 hours depending on thesis option of major)
Gifted & Talented Education (15 hours)	Spanish (6 hours)
Healthcare Administration (15 hours)	Special Education (15 hours)
Health Education (15 hours)	Theatre (6 hours)
Healthcare Human Resources (15 hours)	Women & Gender Studies (9 hours)
Health Services Research (15 hours)	

Career Support Areas for Public Administration Majors Only

Admin of Criminal Justice Systems (9 hours)	Legal & Judicial Administration (9 hours)
General Public Administration (9 hours)	Public Finance Administration (9 hours)
Government Information Systems (9 hours)	Social Policy (9 hours)
Human Resources in Public Administration (9 hours)	Urban & Environmental Planning (9 hours)
International Relations (9 hours)	

Texas State Certificate Programs

Certificate Program	Department/School	Comments
Autism	Curriculum & Instruction/Special Education	21 hours for completion.
Behavioral Disorders/Positive Behavioral Support	Curriculum & Instruction/Special Education	21 hours for completion.
Computer Information Systems	Computer Information Systems & Quantitative Methods	18 hours for completion.
Computer Science	Computer Science	40 hours for completion. Must maintain a GPA of 3.0 with no grade less than "C" in all courses, no more than two "C's" in CS courses, and no more than two "C's" in MATH courses.
Corporate Communication and Training	Communication Studies	9 hours for completion
Developmental Education	Curriculum & Instruction	15 hours for completion
Dietetic Internship	Family and Consumer Science	18 hours for completion. A grade of 'D' or 'F' in any of the courses will result in dismissal from the program.
Forensic Psychology	Psychology	15 hours for completion.
Health Informatics	School of Health Administration	15 hours for completion.
Health Information Management	Health Information Management/College of Health Professions.	15 hours for completion.
Healthcare Administration	School of Health Administration	15 hours for completion.
Intelligence Analysis	Criminal Justice	15 hours for completion.
Learning Disabilities/Inclusion	Curriculum & Instruction/Special Education	18 hours for completion.
Long Term Care Administration	School of Health Administration	33 hours for completion.
Mediation	Political Science	3 hours for completion. Application handled through Political Science department. Student must attend at least 40 hours of class and complete course with a grade of 'B' or higher.

CERTIFICATE PROGRAMS OFFERED AT TEXAS STATE/ 65

Certificate Program	Department/School	Comments
Music Performance	Music	15 hours for completion. GPA of 3.0 required with no grade less than "B" on required courses and no grade less than "C" on electives.
Paralegal Studies	Political Science	24 hours for completion. GPA of 3.0 required with no grade less than 'B' on required courses and no grade less than 'C' on electives.
Polysomnographics Technology	Department of Respiratory Care/College of Health Professions.	15 hours for completion.
Professional Ethics	Philosophy	6 hours for completion.
Public History Studies	History	15 hours for completion.
Water Resources Policy	Geography	12 hours for completion.

Texas State Certificate Program Application of Completion

A minimum GPA of 3.00 is required in order to receive a certificate of completion for the program. Upon completion of Texas State Graduate Certificate course requirements, a student must apply online through the Self-Service Banner system, using the "apply for graduation" link. Deadlines and instructions to apply after the deadline can be found on the graduation website under "Applying for Graduation" at http://www.gradcollege.txstate.edu/Current_Students/Graduation.html. Texas State Certificates are printed by the Registrar's Office at the end of each term after candidates have been cleared. Certificates are distributed to recipients through the appropriate college dean and are not presented at the graduation ceremony.

*Upon completion of undergraduate certificate course requirements, a student's application and requirements will be reviewed by the College Academic Advising Center.

Certificate and degree programs are approved in accordance with guidelines provided by the Texas Higher Education Coordinating Board and the Texas State University System.

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Tuition and Fees

The following are general descriptions of the various tuition and fees charged for registration for academic courses. Refer to <http://www.catsweb.txstate.edu>, for the most current information on the amounts charged for tuition and fees. **The University reserves the right to change tuition and fees, in keeping with the actions of the Texas Legislature, the Texas State University System Board of Regents, and University administration.**

The payment of tuition and fees entitles students to admission to classes; admission to auditorium and athletic attractions; subscription to *The University Star*; and use of the Student Center, Student Health Center, Sewell Park, and group use of the Wimberley Camp. Other Special Fees and charges are assessed for specific services, such as musical instrument insurance, and installment fees.

Texas State is not responsible for manually calculating tuition and fee estimates.

Tuition (State-mandated)

Covers a portion of the operating costs for providing faculty and support staff to accomplish the educational mission of the University. Is assessed on the basis of residency status: Texas resident or non-resident.

NOTE: Effective Summer 2004, for each course attempted more than twice by a student with an "in-state" status, additional charges will be assessed which are equivalent to the out-of-state tuition rate. This does not apply to thesis or dissertation hours or individual instruction. Refer to the Schedule of Dates for more information.

Designated Tuition

Supplements the operating costs of the University (such as for renovation projects, bond debt retirement, faculty and staff salary increases, and deferred maintenance).

Graduate Tuition Increment – Supplements various aspects of graduate courses of study, including (but not limited to): graduate assistantships, program support, and graduate scholarships.

Student Service Fee

Provides funding for various student services including: Student Learning Assistance Center, the Writing Lab, Career Services, Associated Student Government, public lectures, athletics, and the University Scholars program.

Student Center Fee

Funds the debt payments on the Student Center building, building operations, and programs. (Fee is waived for students enrolled *exclusively* in off-campus courses.)

Shuttle Bus Fee

Provides for all shuttle bus operations, including apartment routes. (Fee is waived for students enrolled *exclusively* in off-campus courses.)

Computer Services Fee

Pays for the maintenance of instructional campus computers, upgrades and expansion of equipment, and student e-mail (internet access).

Student Publications Fee

Covers a portion of the costs of administration publications given to students, such as catalogs, student handbooks, and informational brochures on student services (does not pay for *The University Star* or the *Pedagog* yearbook).

Recreational Sports Fee

Funds the debt payments on the Recreational Sports building, building operations, and programs, such as Intramurals and Outdoor Recreation. (Fee is waived for students enrolled *exclusively* in off-campus programs.)

ID Card Services Fee

The fee is used for expanded functionality of the university issued ID card.

International Education Fee

Pays for scholarships for Texas State students studying abroad.

Medical Service Fee

Provides funding for the basic operations of the Student Health Center, individual physician visits, and health education programs. The medical service fee is waived for students enrolled exclusively in off-campus courses.

Off-Campus Fee

Assessed for students enrolled in one or more courses off-campus. The current rate is \$30 per SCH (semester credit hour). Note that for students enrolled in both on-and off-campus courses, the off-campus fee is *in addition to* all other fees.

Electronic Course Fees

Pays for the purpose of funding course development and maintenance of internet resources. Same as off-campus, fees may be waived if enrolled exclusively in electronic course and/or off-campus courses.

General Property Deposit

All students are required to make a general property deposit of \$50.00, payable at the time of registration, which must remain on deposit with the University. Upon written request to the Student Business Services Office, this deposit, less outstanding charges, will be returned to the student who is no

longer attending. This deposit, less outstanding charges will be refunded to students who graduate or withdraw from the university. Deposit refunds not requested within four years from date of last attendance are forfeited into a scholarship account.

Other Special Fees and Charges

(In addition to Registration Fees)

Degree Seeking Admission Application Fee.....	\$40
Post-graduate Students Admission Application Fee.....	\$10
International/Evaluation Fee for International Students.....	\$50
Certification Plan Fee	
First Plan	\$75
Additional Plans	(each \$25)
Delinquent Installment Fee	\$25
Electronic Course Fee (per SCH).....	\$50
Installment Enrollment Fee	\$30
Late Registration Fee	\$25
Matriculation Fee	\$15
Musical Instrument Maintenance Fee.....	\$30
Off-campus Course Fee (per SCH)	\$30
Physical Therapy Application Fee.....	\$25
Property Deposit	\$50
Reinstatement Fee	\$50
Returned Check Fee	\$30
Special Late Registration Fee.....	\$100/200
Transcript Fee (official copy).....	\$5

Laundry Service Fees for Physical Education Uniforms

Laundry Service Fees

For individuals who wish to use the University physical education uniforms, fees are as follows:

Student \$7.00 per summer term

Faculty/staff \$50.00 per twelve months

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Additional Fees and Expenses

International/Evaluation Fee

If a student holds or will be holding a non-immigrant visa while in the United States or if an applicant is considered for admission on the basis of foreign credentials, the student must submit a non-refundable international/evaluation fee of \$50.00, in addition to the \$40.00 application fee, (check or money order payable to Texas State in U.S. currency) with the application for admission to the Graduate College. No applications will be considered until the necessary fee is paid. International Students who have earned a bachelor's degree from Texas State do not have to pay the \$50.00 international/evaluation fee.

International Students Operations Fee

Effective Fall 2006, international students with an immigration status of "F1" or "J1" will be charged an international student operations fee in the amount of \$60.00 per long term/\$30.00 per summer session for the maintenance of records, compliance with government regulations, and services for nonimmigrant students.

F-1 Visa

International students who will attend Texas State on an F-1 student visa must furnish proof of sufficient financial resources for educational and personal expenses. Texas State will not issue an I-20 Form until all the financial and academic requirements for admission have been met and the Dean of the Graduate College has approved the graduate advisor's recommendation for admission. An international student on an immigrant visa is not required to furnish proof of financial support and is not issued an I-20 Form.

Auditing Fees

Where auditing of a course is permitted, all fees will be the same as if the course were taken for credit. Senior citizens, 65 or older, may audit courses without payment of a fee if space is available.

Fee Reduction

Qualifications. A master's or doctoral degree candidate for graduation may be eligible for a one-time fee reduction under V.T.C.A, Education Code, Section 54.054, if the student is registered for thesis or dissertation credit only and provided such credit is the final credit hour requirement for the degree in progress. Only Texas residents can qualify for this fee reduction.

Procedure. If a student meets the above qualifications, these are the steps to follow **during registration:**

1. Register on CatsWeb. Immediately after completing the registration process, contact the Office of the Graduate College to request a “Fee Reduction Verification of Enrollment” form.
2. The Office of the Graduate College will verify student eligibility to obtain reduction and then forward the Fee Reduction Verification of Enrollment form to the Student Business Services Office, which will adjust the bill.
3. The adjustment should be made before paying fees if possible, but not later than the 12th class day (4th class day in summer terms).

Student Financial Obligations

Students are expected to meet financial obligations to the University within the designated time allowed. Registration fees are payable before classes begin. Students are not entitled to enter a class or laboratory until their fees and deposits have been paid. Failure to pay the amount owed on or before the University-specified due date(s) or payments made with checks that are returned to Texas State unpaid by the bank may result in any or all of the following: 1) dismissal from the University, 2) withholding of future registration privileges, 3) withholding the issuance of future grades or of an official transcript, 4) withholding the conferring of a degree, 5) bar against re-admission for the student, 6) warrant holds with the State of Texas, and 7) referral of debt to collection agency. Delinquent accounts may be referred to a collection agency and the student is responsible for all attorney and collection fees.

Once a student registers, he or she is responsible for the total fees assessed regardless of whether the installment option is used. Refund percentages are applied to total fees assessed and not the amount paid. This procedure means that students who withdraw before paying all installments may, in the event of withdrawal, receive a bill with a balance due rather than a refund.

Late Registration Fee

A late fee will be charged if a student registers during the late registration period.

Campus Parking/Vehicle Registration

Every student, faculty, and staff person who operates or parks a vehicle on campus must: 1) register the vehicle with Parking Services; 2) purchase a permit; 3) properly display the permit any time the vehicle is parked on campus; and 4) become familiar with and abide by the Traffic and Parking Rules. The rules are enforced at all times throughout the year. The purchase of a permit and registration of the vehicle do not guarantee a parking space. Residence hall students must first make application with the Parking Services Office before bringing a vehicle to campus. Residence hall parking spaces are limited, and it is recommended that on-campus residents not bring a vehicle to campus unless absolutely necessary. Commuters may register their vehicles on-line at <http://www.parking.txstate.edu/>.

Fees for vehicle registration will be published each year in the official rules and regulations and on the Parking Services website. Additional information concerning the purchase and issuance of parking permits may be obtained by contacting Parking Services at 512-245-2887.

Payment of Fees

Tuition/fees and room/board may be paid during the spring and fall semesters through the following alternatives:

1. Full payment is due **prior** to the start of the semester. See the *Registration Information* booklet for specific dates.
2. Installment plan with approximately 30% of tuition and fees is due prior to the start of the semester, 35% payment prior to the start of the sixth class week, and the final 35% payment before the beginning of the eleventh class week. See the *Registration Information* booklet for specific dates.

Payment may be made by check or money order payable to Texas State. **MasterCard, American Express, Diners Club and Discover credit card payments are also acceptable online only.** For credit card or electronic check payments via web log on to <http://www.sbs.txstate.edu/>. Effective May 1, 2012, payment via credit/debit card will be assessed a 2.75% convenience fee based on the amount charged. There is a \$3 minimum fee per transaction. This convenience fee will be added to your total payment and is non-refundable.

A STUDENT WHO FAILS TO MAKE FULL PAYMENT OF TUITION AND FEES, INCLUDING ANY INCIDENTAL FEES, BY THE DUE DATE MAY BE PROHIBITED FROM REGISTERING FOR CLASSES UNTIL FULL PAYMENT IS MADE. A STUDENT WHO FAILS TO MAKE PAYMENT PRIOR TO THE END OF THE SEMESTER MAY BE DENIED CREDIT FOR THE WORK DONE THAT SEMESTER.

Returned Checks. If a check or checks are returned unpaid for any reason other than the admitted error of the bank, the student must pay in cash, cashier's check or money order immediately and a \$30.00 service fee is assessed for each returned check.

If a registration check is returned unpaid, the student must make payment (check amount along with \$30.00 service fee) within ten working days. If the student does not make restitution within the notified time period, the University reserves the right to initiate withdrawal procedures. Students will not be officially withdrawn from the University by the Student Business Services Office unless they are notified in writing. It is the student's responsibility to initiate a formal withdrawal from the University at the Registrar's Office.

Stopping payment on a check presented to Texas State for fees or allowing the check to be returned by the bank for any reason does not constitute official withdrawal. Failure to follow procedures for withdrawing from the University may result in financial penalties and delays with future enrollment in the University.

If a student has an outstanding returned check, he/she will be on a cash-only basis until the obligation is cleared. If a student has three returned checks within a 365-day period (i.e., one calendar year), the University reserves the right to place the student on a cash-only basis for an extended time period.

Insufficient Funds checks submitted for registration do not constitute payment and may result in additional charges for late registration.

Residency for Tuition Purposes

The determination of residency classification for tuition purposes is governed by statutes enacted by the Texas Legislature and rules and regulations promulgated by the Texas Higher Education Coordinating Board. A student or applicant is classified either as a resident of Texas, a non-resident, or a foreign student for tuition purposes. An individual's residency classification is based on information from his or her admission application. If an applicant or student is classified as a non-resident and wishes to be considered for reclassification as a resident, it is necessary to submit the Residency Core Questions available from the Office of Undergraduate Admission. Documentation may be requested by

the institution in order to resolve issues raised by the information provided in response to the Core Residency Questions.

Chapter 21 of the Texas Higher Education Coordinating Board Rules includes the following provisions covering some of the more common residency situations. They are neither exhaustive nor complete and should not be interpreted as such. Full regulations are available in the Coordinating Board publication *Rules and Regulations for Determining Residency Status* available at <http://www.collegeforalltexans.com/> (Search: Residency).

Determination of Residence Status:

(a) The following persons shall be classified as Texas residents and entitled to pay resident tuition:

(1) a person who graduated from a public or accredited private high school in this state or received the equivalent of a high school diploma in this state, and maintained a residence continuously in this state for the thirty-six months immediately preceding the date of graduation or receipt of the diploma equivalent, as applicable; and the 12 months preceding the census date of the academic semester in which the person enrolls in an institution.

(2) a person who established a domicile in this state not less than 12 months before the census date of the academic semester in which the person enrolls in an institution; and maintained a residence continuously in the state for the 12 months immediately preceding the census date of the academic semester in which the person enrolls in an institution.

(3) a dependent whose parent established a domicile in this state not less than 12 months before the census date of the academic semester in which the person enrolls in an institution; and maintained a residence continuously in the state for the 12 months immediately preceding the census date of the academic semester in which the person enrolls in an institution.

(b) The following non-U.S. citizens may establish a domicile in this state for the purposes of subsection

(a) (2) or (3) of this section:

(1) a Permanent Resident;

(2) a person who is eligible for permanent resident status;

(3) an eligible nonimmigrant that holds one of the approved types of visas. A complete list is available on the Coordinating Board website at <http://www.theccb.state.tx.us/Rules/>

(4) a person classified by the USCIS as a Refugee, Asylee, Parolee, Conditional Permanent Resident, or Temporary Resident;

(5) a person holding Temporary Protected Status, and Spouses and Children with approved petitions under the Violence Against Women Act (VAWA), an applicant with an approved USCIS I-360, Special Agricultural Worker, and a person granted deferred action status by USCIS;

(6) a person who has filed an application for Cancellation of Removal and Adjustment of Status under Immigration Nationality Act 240A (b) or a Cancellation of Removal and Adjustment of Status under the Nicaraguan and Central American Relief Act (NACARA), Haitian Refugee Immigrant Fairness Act (HRIFA), or the Cuban Adjustment Act, and who has been issued a fee/filing receipt or Notice of Action by USCIS; and

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

Exceptions. A non-resident or foreign student may qualify to pay in-state tuition. Students should direct questions and documentation for these waivers to Student Business Services.

- 1) The student or student's spouse or parent is a member of the Armed Forces or a commissioned officer of the Public Health Service and is stationed in Texas. (Military and Public Health Service personnel who maintain their official home of record as Texas or who meet the criteria for establishing a domicile in Texas are considered to be Texas residents.)
- 2) The student or student's spouse or parent is employed at least half-time as a teaching or research assistant in a position related to the assistant's degree program at a Texas public institution of higher education.
- 3) The student or student's spouse or parent is employed at least half-time on a regular monthly salaried basis as a teacher or professor at a Texas public institution of higher education.
- 4) The student holds an approved competitive scholarship from Texas State of at least \$1000 for the academic year or summer awarded by an official Texas State scholarship committee.
- 5) The student or student's spouse or parent has located in Texas as an employee of a business or organization that became established in this state as part of the state economic development and diversification program. (Note: Go to [http://www.theccb.state.tx.us/Rules/ Chapter 21, Sub Chapter X](http://www.theccb.state.tx.us/Rules/Chapter 21, Sub Chapter X) for a list of qualified employers.)
- 6) The student is a New Mexico resident who resides in a county bordering Texas.
- 7) The student is a Louisiana resident who resides in a parish bordering Texas.
- 8) The student is a resident of Mexico who has demonstrated a financial need as determined by the financial aid office.

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Refund of Fees

Refund of General Property Deposit

Upon written request to the Student Business Services Office, this deposit, less outstanding charges, will be returned to the student who is no longer attending. This deposit, less outstanding charges will be refunded to students who graduate or withdraw from the university. Deposit refunds not requested within four years from date of last attendance are forfeited into a student scholarship account.

Refund of Registration Fees

Withdrawals. Any student, who has paid registration fees and officially withdrawn through the Registrar's Office, is entitled to a refund of tuition and fees under the conditions listed below.

The amount actually paid either in full or by installment, must be greater than the percentage of the total semester's charges owed to the University at the time of the withdrawal. The amount of the refund is calculated as follows:

(Amount paid for tuition and refundable fees)
 minus (semester charge for tuition and refundable fees times percentage owed)
 equals (refund, if positive amount).

If the percentage of total charges owed to the University at the time of the withdrawal exceeds the amount actually paid, the student remains liable for the unpaid balance. The schedule of the percentage owed the University is published in the *Schedule of Dates* each semester at <http://www1.txstate.edu/catsweb/catsstud.htm>.

Drops. Should a student reduce semester hours by officially dropping a course or courses, the following refund rates will apply, provided the student remains enrolled at Texas State University-San Marcos and pays the required drop fee:

Regular Long Semester

During the first twelve class days	100%
After the twelfth class day	None

First and Second Eight Weeks of Long Semester Sessions

During the first four class days	100%
After the fourth class day	None

Payment of Refunds. An immediate refund **WILL NOT** be made at the time a student withdraws or reduces hours during a semester. Any refund will be applied to remaining unpaid obligations. If a student has paid in full, a refund will be processed within 30 days. Reducing semester credit hours to zero is considered a withdrawal, and withdrawal refund policies apply. For refund information on Special Course Offerings, call the Student Business Services Office at 245-2544.

Refund for Course Offerings Other Than Traditional Fall, Spring, or Summer Terms

For refunds on special course offerings, which vary in length from traditional semesters/terms, refer to the Student Business Services Office web page at <http://www.sbs.txstate.edu/> for current information.

Refund in the Event of Death

In the event a student dies and a refund of tuition, fees, room and board, deposits, or other monies is due the estate of the deceased student, the University will, as soon as practicable after the death of the student, pay all refunds to the Estate of the deceased student.