

ACADEMIC REGULATIONS

Catalog Designation

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

1. Students with no prior college work are assigned to the current catalog.
2. Students with prior college work:
 - a. Students with prior college work from out-of-state or private institutions are assigned to the current catalog.
 - b. Students with prior college work during the last six years, solely from Texas public institutions of higher education, are assigned to the Texas State catalog which was in effect at the time of the student's initial college enrollment.
3. Returning Texas State students (Any Texas State student who does not enroll in the university for one long semester but wishes to return is considered a returning student. Refer to "[Readmission of Returning Texas State Students](http://mycatalog.txstate.edu/undergraduate/general-information/admissions/readmission-returning-students) (<http://mycatalog.txstate.edu/undergraduate/general-information/admissions/readmission-returning-students>)):
 - a. Returning students whose initial Texas State enrollment was more than six years ago are assigned to the current catalog.
 - b. Returning Texas State students whose initial Texas State enrollment was within the last six years and who have completed fewer than 30 hours of college work elsewhere during the interim retain their initial Texas State catalog designation.
 - c. Returning Texas State students whose initial Texas State enrollment was within the last six years and who have completed 30 or more hours of college work elsewhere during the interim are assigned to the current catalog.
4. A college dean may change the catalog designation.

Per Texas Administrative Code, Rule 4.25, each institution of higher education shall permit a student who transfers from another Texas public institution of higher education to choose a catalog for the purpose of specifying graduation requirements, base upon the dates of attendance at the receiving institution and at the transferring institution, in the same manner that a non-transfer student may choose a catalog.

Each Texas public institution of higher education shall include information about graduating requirements under a particular catalog in its official publications, including print and electronic catalogs.

Public Access to Course Information

Information on Texas State's undergraduate classroom courses, including lecture and seminar courses, may be found at the following website: <http://hb2504.txstate.edu>. Contents include course syllabi, curriculum vita for the instructor of record, departmental budget reports, end-of-course evaluations of faculty and current work-study job openings.

Course Load

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

1. Fall or Spring Semesters: Students enrolled in 12 or more credit hours are considered full-time students. Students in good academic standing may register for up to 18 credit hours each semester.

Graduating seniors or other students with a Texas State GPA of 3.50 or higher may register for 19 or more credit hours with approval from their academic dean.

2. Summer Term: Students enrolled in 12 or more hours combined over the summer term are considered full-time students. Students in good academic standing may register for up to 10 credit hours in each of the parts of summer term.

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

Class Attendance

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

1. Faculty are encouraged to establish mandatory attendance requirements in each course.
2. Each faculty member will inform students of the course attendance policy at the initial class meeting.
3. Students are responsible for understanding the attendance policy for each course in which they enroll and for meeting the attendance requirements.
4. Failure to meet the attendance requirements in a course may lower a grade.
5. Students who do not begin attendance will be administratively dropped from the course during the roster certification period.

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.

Number of Drops

In 2007, the Texas Legislature enacted Senate Bill 1231, which provides that, except for specific instances of good cause, undergraduate students entering as first time freshmen at a Texas public institution of higher education in the fall of 2007 or later will be limited to a total of six dropped courses during their undergraduate career.

Under Texas Education Code Section 51.907 "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." This law applies to courses dropped at public institutions of higher education in Texas, including community and technical colleges, health science centers that offer undergraduate programs, and universities. Some courses will not count against the six-drop limit. These include courses dropped at independent or private Texas institutions, courses dropped while the student is still enrolled in high school, developmental courses, non-funded courses or courses dropped at colleges in other states. For the purposes of this law, a "dropped course" is defined as a course that is dropped after the census date, but before the last day to drop.

Dropping Classes/Withdrawing from the University

Dropping a class is an official action whereby students inform Texas State that they will cease attending a class in which they are enrolled while remaining enrolled in at least one credit hour. Withdrawing is an official action whereby a student informs Texas State that he/she will cease attending all classes.

Automatic "W" Deadline – the deadline to receive an automatic "W" grade is the first 60% of the semester.

Drop Deadline – the deadline to drop (remaining in at least one hour) a class is the first 60% of the semester. Special deadline dates will be enforced for courses offered in a different format.

After the drop deadline, students will be unable to drop individual classes and will receive the grade (A, B, C, D, F, U, or I) earned in the course. To initiate an appeal to drop a class or classes after the semester has ended the student must provide:

1. a written letter of appeal and
2. documentation of extremely extenuating circumstances to the appropriate chair(s).

Withdrawal Deadline – the deadline to withdraw (go to zero hours) from Texas State is two weeks preceding final examinations during the fall and spring semesters and one week preceding final examinations during the two parts of summer term.

If a student is withdrawing from Texas State after the automatic "W" period, faculty assign the "W" grade only to those students who have a

passing average at the time the withdrawal action is officially completed. Otherwise, faculty members will assign a "U" grade.

Grade Reports

Semester grades are based on the student's written or oral work in a given course. Attendance may also affect the grade. Final grade reports can be accessed thru the university's student information system. Students may print a grade report via <https://ssb.txstate.edu>.

Grade Symbols

Grades at Texas State are indicated by the following symbols: "A"-excellent; "B"-good; "C"-average "D"-passing; "F"-failing; "U"- unearned failing (student was not academically engaged until end of term) or withdrawn failing; "DA" failure (never attended); "CR"-credit. A grade of "PR" which is temporary and non-punitive, may be assigned in selected courses where the required clock hours needed to complete requirements extend beyond the regular semester or summer session. The "I" grade may be assigned when, due to unusual circumstances beyond the student's control, a significant portion of a course, such as a term paper or final examination, has not been completed. If a student needs to repeat a course or a significant portion of a course, a "W", "F", or "U" grade should be assigned according to regulations governing the assignments of such grades. A "W" grade cannot be assigned if the student has not officially dropped the course within the semester deadlines. An "I" grade from Texas State will not count as hours completed until another grade is assigned. Twelve months after a Texas State "I" grade is assigned, it will automatically change to an "F" if the course-work has not been completed. An "I" grade transferred from another institution remains as "I" on the Texas State record until an updated transcript is received from the other institution. A grade of "W" is assigned if a student drops a course by the Automatic "W" Drop/Withdrawal Deadline (see University Calendar in this catalog). After the Automatic "W" Drop/Withdrawal Deadline, a "U" or "W" will be assigned depending on whether the student is passing ("W") or failing ("U") the course at the time the drop/withdrawal action is officially completed. For a complete list of grades currently and previously used at Texas State visit the University Registrar's website at <http://www.registrar.txstate.edu/our-services/grades.html>.

Grade-Point Average (GPA)

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

The Texas State GPA for all work attempted at Texas State is used to determine whether a student is meeting minimum academic standards. Beginning in the fall of 1991, this Texas State GPA will be calculated by the procedures described in the section titled "Repeating Courses" (see below). Courses taken at other schools will not be included in the GPA at Texas State.

Transcripts

Effective fall 1991, Texas State transcripts will separate transfer course work from Texas State course work. Transfer work 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.

Repeating Courses

Effective fall 1991, a student may repeat a course, but cannot receive credit for the course more than once unless the course description in the catalog specifically provides that the course may be repeated for credit. When a course is taken more than once from Texas State, the second grade (first repeat) and all subsequent grades (repeats) are included in computing the Texas State hours attempted, grade points earned and GPA. W, I, PR, and RP grades are excluded. If the last grade in a repeated course is lower than an earlier grade, the last grade is used to determine whether the course fulfills university requirements. If the last time a course is taken is from another school, that course will meet degree requirements, but the last grade at Texas State counts towards the Texas State GPA. A course taken for transfer credit must be repeated as transfer credit to count as a repeat. When a course is taken more than once from a transfer institution, the second grade (first repeat) and all subsequent grades (repeats) are included in computing the Overall hours attempted, grade points earned and GPA. "W" and "I" grades are excluded.

Change of Grade

An individual course grade may be changed when the involved faculty member certifies to the University 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/school director. If no satisfactory conclusion can be reached at this level, the student may appeal to the college dean whose decision is final. In accordance with Texas State's records retention policies, a student appeal for a change of grade must be filed no later than 2 years after the grade is issued.

Student Indebtedness

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