When circumstances 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 such as art, humanities, health-related fields, mathematics, psychology, modern languages, and sociology. Courses are frequently revised, so students are encouraged to contact the Office of Distance and Extended Learning for the most current list of course offerings or visit the office’s website. Students may enroll in courses at any time of the year and take up to nine months to complete them. Instruction for most courses is online.

**How Correspondence Study Works**

The course website used in each course gives students step-by-step instructions for completing the lessons required for the course and includes study tips, topic discussions, assignments, and other pertinent course information. Students must complete each lesson and submit the accompanying assignment to the instructor through the course website or the Office of Distance and Extended Learning. The instructor provides feedback on assignments and answers student questions. Assignments are then returned to the student. Almost all courses have proctored examinations, and many have two or three. All proctored examinations must either be administered at Texas State in the Testing, Research Support, and Evaluation Center (TREC) or, for those students who live outside the area, administered by an approved exam proctor.

**General Regulations**

The following regulations govern correspondence study at Texas State:

1. Students do not have to be currently enrolled or admitted to a college or university to take a correspondence course.
2. Enrollment in a correspondence course does not constitute official admission to Texas State.
3. Texas residents or persons attending public colleges or universities in Texas are subject to compliance with Texas Success Initiative Program regulations.
4. It is the students’ responsibility to ensure that all prerequisite requirements have been met. Prerequisite requirements for all courses are listed in the course information on the office’s website. Non-Texas State students will be required to provide official transcripts to confirm prerequisites have been met.
5. Texas State correspondence courses are applicable toward Texas State degrees. A maximum of 18 hours of correspondence credit may be applied toward a bachelor’s degree.
6. All assignments and exams must be completed to receive credit. The grading criteria for each course are stated on the course website or in the course study guide.
7. Correspondence course grades are calculated into students’ Texas State GPA and included in the review for graduation with honors and for Dean’s List.
8. Students may enroll in a correspondence course at any time during the year and take up to nine months to complete it.
9. A minimum of four weeks must be allowed after a course has been completed for a grade to be reported to the Texas State Registrar.
10. Students on active suspension from Texas State are not eligible to enroll in correspondence courses.
11. If enrollment in correspondence courses creates an academic overload, students must have prior, written approval of their college dean or department chair/school director.
12. Correspondence courses completed through Texas State are applicable toward residency requirements.