CORRESPONDENCE SELF-PACED STUDIES

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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 self-paced 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 six or nine months to complete them, depending on the courses. Instruction for most courses is online, and all courses allow online assignment submission through TRACS.

How Correspondence Self-Paced Study Works

The TRACS site for 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 TRACS site 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. Most courses have proctored examinations, and many have two or more examinations. 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 self-paced study at Texas State:

• Students do not have to be currently enrolled or admitted to a college or university to take a correspondence self-paced course.
• Enrollment in a correspondence self-paced course does not constitute official admission to Texas State.
• Texas residents or persons attending public colleges or universities in Texas are subject to compliance with Texas Success Initiative Program (TSIP) regulations.
• Before accepting correspondence self-paced course enrollments from students residing outside of Texas who are not planning on relocating to Texas, Texas State must be in compliance with the distance learning regulations of the states in which students reside. Students may visit the State Authorization page (http://www.distancelearning.txstate.edu/state-authorization.html) to determine whether Texas State may accept student enrollments from particular states.

• It is the student’s 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 transcripts to confirm prerequisites and TSIP requirements have been met.
• Texas State correspondence self-paced courses are applicable toward Texas State degrees. A maximum of 18 hours of correspondence credit may be applied toward a bachelor’s degree.
• All assignments and exams must be completed to receive credit. The grading criteria for each course are stated on the course TRACS site.
• Correspondence course grades are calculated into students’ Texas State GPA and included in the review for graduation with honors. Hours and grades earned through Texas State correspondence courses are not counted in the hours required to be eligible for Dean’s List nor in the GPA calculation for Dean’s List.
• Students may enroll in a correspondence self-paced course at any time during the year and take up to six or nine months to complete it, depending on the course.
• A minimum of five business days must be allowed after a course has been completed for a grade to be reported on a Texas State transcript.
• Students on active suspension from Texas State are not eligible to enroll in correspondence self-paced courses.
• If enrollment in correspondence self-paced courses creates an academic overload, students must have prior, written approval of their college dean or department chair/school director.
• Correspondence self-paced courses completed through Texas State are applicable toward residency requirements.