

Guide to Using the Bulletin

Organization

This bulletin has many sections, but basically is divided into 12 broad categories:

Welcome with a greeting from the university president, quick facts and a highlight about the university, the academic calendar and this guide to using the bulletin.

General Information about the university, its administration and governing body, and the university's mission.

University Policies dealing with the Americans with Disabilities Act, nondiscrimination, use of computer resources, sexual harassment, student academic rights and responsibilities, student conduct, student access to information and the use and release of student information.

Undergraduate Admissions outlining application policies and procedures and testing requirements.

Academic Programs and Policies including degree requirements, class attendance policies, grading system, grade appeal, academic integrity and grievances, academic progress and suspension, withdrawal from the university, academic honors, honors classes, international programs, advanced placement, credit by examination, international baccalaureate, and correspondence and extension courses.

Registration covering unit of credit and course load, student classification, registration procedures, and adding, dropping and auditing courses.

Fees, Expenses & Financial Aid outlining the costs of attending the university, including the cost of housing, meals and books; payment deadlines and installment payment plan; required deposits; residency requirements; tuition rebates, exemptions; waivers and refunds; financial aid; and scholarships.

Student Services explaining facilities and housing; academic support services; athletics and intramurals; campus safety; counseling, career, disability and health services; and student affairs, government and organizations.

Academic Units divided into colleges. Each consists of smaller units called departments, programs or areas of study. This section of the bulletin begins with the core curriculum and undergraduate degrees offered and then provides a broad overview of each academic unit, degree requirements and courses arranged by subject area.

Appendix lists courses numbered according to the Texas Common Course Numbering System and the comparable courses at Stephen F. Austin State University.

Faculty includes all full-time faculty, their titles, degrees held and the institutions that awarded those degrees.

Index for help in locating a topic or department quickly.

Definitions

The academic terms defined below are used throughout the bulletin.

Academic advising. Process in which students interact with university staff/faculty advisers in decision-making, problem-solving and long-range planning related to the students' academic goals.

Advanced courses (upper level). For undergraduate students, these normally are courses offered on the junior and senior levels (300 or 400).

Audit. To take a course without credit.

Certificate. A formal document that recognizes academic achievement in a specific discipline—usually as an adjunct to an undergraduate or graduate degree program.

Competency. A specific skill in a specific area.

College. One of seven major academic divisions within the university that offers specialized curricula.

Corequisite. A course or other educational requirement that must be completed simultaneously with another course.

Course. A subject or an instructional subdivision of a subject offered during a term or semester. Each course is assigned a course level. Courses numbered from 100 through 400 levels are undergraduate courses. Courses numbered 500 are master's level and those numbered 600 are doctoral level and are found in the Graduate Bulletin.

Course load. The number of semester hours for which a student enrolls in a given term.

Curriculum. An organized program of study arranged to provide integrated cultural or professional education.

Discipline. A branch of learning or field of study, such as mathematics, history or psychology.

Electives. Courses that students may choose to take in contrast to those that are required.

Grade point average (GPA). The current GPA is determined by dividing the total number of grade points acquired during that semester by the total number of semester hours taken that semester. The cumulative grade point average is the total number of grade points earned in all courses taken at the university divided by the total number of semester hours.

Interdisciplinary. A course of study from two or more academic disciplines.

Major. A primary undergraduate or graduate field of specialized study.

Minor. A secondary undergraduate or graduate field of specialized study.

Preprofessional programs. Undergraduate courses of study taken in preparation for professional or graduate degrees.

Prerequisite. A course or other educational requirement that must be completed successfully prior to registering for another course or before proceeding to more advanced study.

Schedule of classes. List of courses and sections for a specific semester, including names of instructors; day, hour and place of class meeting; and detailed registration procedures.

Semester/term. Length of study during which courses are offered.

Semester hour. Unit of measure for credit purposes. One semester credit hour means a student is expected to spend about two hours in preparation for each hour of lecture or recitation per week.

Seminar. A small group of students studying a subject under direction of a faculty member. Although practices vary, students may do original research and exchange results through informal lectures, reports and discussions.

Sequence. Two or more closely related courses that must be taken in specified order.

Transcript. The record of an individual student, listing course work, grades earned and credits received.

Withdrawal. Official withdrawal from all courses during a semester at the university. Students usually initiate withdrawal; under certain circumstances other campus personnel may take this action.

Explanation of Course Offerings

The university offers more than 1,600 undergraduate courses as part of its curriculum. In the "Academic Units" section of this bulletin, these courses are listed alphabetically by course abbreviation. (See next page.) Within each subject the courses appear in numerical order, moving from beginning freshman or remedial-level courses to senior-level.

Not all the courses listed in this bulletin are offered every year. The university reserves the right to cancel any scheduled course or withdraw any program from the list of offerings when the best interests of the institution require such action.

Courses are designated by a course abbreviation and number along with a descriptive title, such as the following mathematics course:

MTH 138. College Algebra (MATH 1314) – Real numbers, relations and functions, inequalities, matrices, theory of equations, complex numbers, mathematical induction, sequences and series, binomial theorem, permutations and combinations. Students may be required to have a graphic calculator. Prerequisites: See General Course Requirements.

The first digit in the course number indicates the academic level of the course. First digits of 1, 2, 3 or 4 indicate that the course is primarily designed for the freshman, sophomore, junior or senior year, respectively. Remedial courses begin with "0" (for example, MTH 098). The course numbers in parentheses that follow the course title identify this course as part of the Texas Common Course Numbering System (TCCNS) that facilitates transfer between Texas colleges and universities. (See *Appendix*.)

Prerequisites for courses. Certain prerequisites apply to some courses listed in this bulletin and are listed at the end of the course description.

Course Abbreviations

The following index may be helpful in interpreting the course abbreviations used in the curriculum sections of this catalog.

AAS	Applied Arts and Sciences	HIS	History
ACC	Accounting	HMS	Human Sciences
AEC	Agriculture Economics	HRT	Horticulture
AED	Administrative Education	HSE	Human Services
AGM	Agriculture Machinery	ILA	Independent Language
AGD	Agriculture Development	KIN	Kinesiology
AGN	Agronomy	LAS	Latin American Studies
AGR	Agriculture	LAT	Latin
AMS	American Studies	MGT	Management
ANS	Animal Science	MHL	Music History and Literature
ANT	Anthropology	MKT	Marketing
ART	Art	MLG	Middle Level Grades
AST	Astronomy	MSC	Military Science
BCM	Business Communication	MTC	Music Theory and Composition
BLW	Business Law	MTE	Math Education
BIO	Biology	MTH	Mathematics
BTC	Biotechnology	MUE	Music Education
CHE	Chemistry	MUP	Music Performance
CJS	Criminal Justice	MUS	Music for the General Student
COM	Communication	NUR	Nursing
COU	Counseling	PBA	Public Administration
CSC	Computer Science	PHI	Philosophy
DAN	Dance	PHY	Physics
ECH	Early Childhood	PLS	Poultry Science
ECO	Economics	PSC	Political Science
EGR	Engineering	PSY	Psychology
ELE	Elementary Education	RDG	Reading
ENG	English	RHB	Rehabilitation
ENV	Environmental Science	SED	Secondary Education
EPS	Educational Psychology	SFA	Freshman/Linked Seminar
FIN	Finance	SOC	Sociology
FOR	Forestry	SPA	Spanish
FRE	French	SPH	Speech and Hearing
GBU	General Business	SPE	Special Education
GEO	Geography	STA	Statistics
GOL	Geology	SWK	Social Work
HSC	Health Science	THR	Theatre