

Undergraduate Admissions

OFFICE OF ADMISSIONS

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Admission Policies & Procedures

Stephen F. Austin State University encourages qualified applicants to apply for admission. Students seeking admission should make every effort to complete the appropriate procedures as soon as possible. Undergraduate application for admission, preliminary academic counseling and evaluation of previous college course work are available on campus in the Office of Admissions.

Applicants wishing to apply for admission to the university must complete the Texas Common Application. It is strongly recommended that applicants apply by completing the electronic version of the Texas Common Application, which is available at www.applytexas.org.

Application Fee. All new undergraduate applicants for admission are required to submit a non-refundable application fee of \$25. Former SFA students are not required to pay an application fee. The application fee for international students is \$50.

First-Semester Freshmen

Admission Policy

First-semester freshmen applicants are those who have graduated from high school and have not attended a college or university since high school graduation. Students who have participated in a high school dual credit program or concurrent enrollment program while in high school are considered first-semester freshmen. Freshmen applicants must submit official test results from either the American College Test (ACT) or the Scholastic Assessment Test (SAT).

High School Preparation

SFA requires first-time freshmen applicants to have completed the Recommended High School Program or the Distinguished Achievement Program to ensure they have received adequate preparation for college-level work. Applicants who have not completed one of these programs will need to demonstrate that they have completed a high school curriculum more rigorous than what is required of the Minimum Graduation

Plan. Applicants from accredited private high schools and out-of-state high schools will be required to complete a curriculum similar to the Recommended High School Program.

Admission Requirements

Applicants for admission to Stephen F. Austin State University will be required to meet the following class rank and minimum test scores:

High School Rank	SAT Reasoning Test Score (Not including writing)	ACT Score (Not including writing)
1st quarter	No minimum score	No minimum score
2nd quarter	850	18
3rd quarter	1050	23
4th quarter	1250	28

*Students applying for the fall of 2006, spring 2007 or summer 2007 semesters are highly encouraged to submit writing scores on the SAT Reasoning Test or writing scores on the ACT. Students enrolling in the fall of 2007 and future semesters are required to submit the SAT Reasoning Test with writing scores or the ACT with writing scores. At this time, admission requirements do not include writing scores.

Review Process

The admission files of applicants who do not have a minimum of the Recommended High School Program and those who do not meet the rank-in-class and test score requirements will be individually reviewed. Admission will be offered to those applicants who demonstrate potential for academic success. It is recommended that applicants complete Part II of the Texas Common Application as this information will assist with the review process. Factors used in the review process include an applicant's high school record to include high school preparation, class rank, and standardized test score on the SAT or ACT. Additional factors such as high school activities, responsibilities while attending high school, bilingual proficiency and region of residence will also be taken into consideration. Admission will be granted to students who have been awarded competitive scholarships by an official SFA scholarship committee.

Graduates of Non-Accredited High Schools, Home Schooled and GED Recipients

Those applicants who graduate from non-accredited high schools, who are home schooled or received a General Education Development (GED) certificate will be assessed on an individual basis. Any student attending a non-accredited high school must submit an official high school transcript and official SAT or ACT scores. Home schooled applicants must submit official SAT or ACT scores and academic records of their high school curriculum. GED applicants must submit official GED scores and SAT or ACT scores. Applicants whose academic background indicates probability of success may be admitted.

Freshmen applicants who have attempted college-level courses while in high school must earn a 2.0 minimum grade point average on all attempted transferable college course work. Failure to do so may result in the imposition of academic probation during the first semester of enrollment or the withdrawal of the SFA admission offer.

Other than the Concurrent Enrollment Program, SFA does not admit any applicant for any semester that begins prior to the graduation of his/her high school class.

Admission Procedure

1. Submit the Texas Common Application (www.applytexas.org) for Freshmen with a \$25 non-refundable application fee.
2. Arrange for official ACT or SAT scores to be sent to the university. Test scores from the junior year are acceptable, and the submission of multiple test scores is permissible. Students applying for the fall of 2006, spring 2007 or summer 2007 semesters are highly encouraged to submit writing scores on the SAT Reasoning Test or writing scores on the ACT. Students enrolling in the fall of 2007 and future semesters are required to submit the SAT Reasoning Test with writing scores or the ACT with writing scores. At this time, admission requirements do not include writing scores. The highest composite ACT or SAT (critical reading plus math) result is used to determine admissibility. Test results must be forwarded directly from the testing service to SFA. Be sure to designate Stephen F. Austin State University in the ACT or SAT application. (The SFA school code is 4188 for ACT and 6682 for SAT.)
3. Arrange for an official high school transcript to be sent to the SFA Office of Admissions following completion of junior year. The transcript must indicate the applicant's numerical class rank at the conclusion of the junior year or first semester of the senior year.
4. Arrange for official transcripts from all post-secondary educational institutions attended to be forwarded to the Office of Admissions regardless of whether transfer credit was earned or is desired.

Texas Success Initiative (TSI)

The Texas Success Initiative is a state-mandated program that promotes academic success by ensuring that all students are prepared for college-level course work when they enter a public college or university.

1. According to SFA regulations, you are exempt from TSI requirements ONLY if you satisfy one of the following conditions:
 - (a) You possess an associate or baccalaureate degree from an accredited higher education institution.
 - (b) You scored at a particular level on the SAT, ACT, TAAS or TAKS. (See the Academic Advising Center, Ferguson 291 for details or visit the department's Web site. at www.sfasu.edu/advising/).
 - (c) You are **not** a matriculated (degree-seeking) student.
 - (d) You have already met collegiate readiness standards at another public college or university in Texas.
 - (e) You have earned college-level credit from an accredited higher education institution in designated reading, writing and mathematics courses with a grade of C or higher in each course.
 - (f) You are serving on active duty as a member of the armed forces, the Texas National Guard, or as a member of a reserve component of the armed forces and have been serving for at least three years preceding enrollment.
 - (g) You have been honorably discharged, retired or released from active duty as a member of the armed forces or the Texas National Guard on or after August 1, 1990.

2. If you are not exempt by any of the above provisions, you **must** have TSI test scores on file prior to registration. The following TSI tests are approved by the Texas Higher Education Coordinating Board: ASSET, COMPASS, ACCUPLACER, THEA (formerly TASP).
3. Passing TSI Scores:

	Math	Reading	Writing	Essay
THEA	230	230	220	5
ASSET	38	41	40	5
COMPASS	39	81	59	5
ACCUPLACER	63	78	80	5

A student who achieves passing scores is considered college ready and may proceed to freshman-level courses in the relevant disciplines. See course descriptions for additional information about any departmental prerequisite policies.

4. A student whose scores fall below the passing scores listed in number 3 above must enroll in the appropriate developmental course(s). The student is considered college ready after earning a grade of C or above in the required developmental course(s).
5. Students may retake at any time on any of the four approved TSI tests, but they may not take the same test within a 30-day period. If a passing score is attained on any area of the retest, the student is recognized as college ready in that area.
6. Students who are not college ready must be enrolled in developmental work immediately and continuously until they have demonstrated college readiness with the exception that developmental work in math may be delayed until work in reading has been completed.
7. A student who has completed 12 or more credit hours in courses numbered 100 or above is not required to register for developmental courses in summer. Students with fewer credit hours must register for one developmental course during their first term of summer enrollment.
8. Contact the Academic Advising Center in Ferguson 291 to verify TSI status, complete an individual TSI Action Plan, submit new test scores or register for developmental courses. The Advising Center's phone number is (936) 468-5803; the fax number is (936) 468-7611. Visit the Web site at www.sfasu.edu/advising/.
9. All students must satisfy all provisions of the Texas Success Initiative program before receiving an undergraduate degree.

Non-Traditional Students

Mature Student Admission

Applicants who have not attended high school for at least five years or who have not attended college for an extended period of time may apply for mature student admission. Eligibility for admission will be based on their ability to succeed at SFA utilizing their individual educational, work and personal life experiences. Military service veterans with honorable or general discharges are eligible to apply for mature student admission. Applicants who did not graduate from high school are required to submit official GED (General Educational Development Test) scores.

Procedures for Mature Student Applicants

1. Submit a completed Texas Common Application for Admission (www.applytexas.org) with a \$25 non-refundable application fee.
2. Arrange for high school transcript to be sent to the SFA Office of Admissions (required whether or not applicant graduated).
3. Submit a copy of the GED (if not a high school graduate).
4. Arrange for transcripts from all post-secondary institutions attended to be forwarded to SFA Office of Admissions whether or not transfer credit was earned or desired.
5. Submit a copy of the DD-214 (if a veteran).
6. Additional documentation indicating probability of success in college may be required.
7. Mature students are subject to all applicable Texas Success Initiative requirements.

Transfer Students

Admission Policy

Students who have previously attended a regionally accredited institution must apply as transfer students.

Those college transfer applicants who have completed less than 15 semester hours of transferable college credit must have an overall 2.0 grade point average on all transferable work attempted and must also satisfy eligibility requirements for first-semester freshmen. Transfer applicants who have completed more than 15 semester hours must:

1. not currently be on suspension from another educational institution, and
2. have an earned grade point average of at least 2.00 (on a 4.00 scale) on all transferable work attempted.

Admissions Procedure

1. Submit a completed Texas Common Application (www.applytexas.org) for Transfer Students with a \$25 non-refundable application fee.

2. Arrange for official transcripts from all post-secondary educational institutions attended to be forwarded to the Office of Admissions regardless of whether transfer credit was earned or is desired.

Following receipt of the completed application and all transcripts, previous collegiate studies are evaluated for transferable credit. Applicants are notified by mail of their admission status and the transferability of course work.

Transfer Credit

SFA accepts transfer credit from regionally accredited institutions on a course-by-course basis as determined by the Office of Admissions. All courses are examined in terms of content, level and credit hours awarded, and are subject to the following conditions:

- An SFA course prefix and number are awarded when the content of the transfer course is equivalent, and if the course was taught on the same level and in the same department at the transferring institution.
- General en bloc credit is assigned to a course that is transferable but is not an exact equivalent by level or by description. In this case the credit is awarded on the same level as was attempted at the transferring institution, and the student's academic dean will determine its acceptability into degree programs.
- A repeated course is considered only once and the best grade is used when computing the grade point average needed for admission to SFA.
- Grade points from transferable courses are not calculated into SFA's grade point average. This work appears in the student's record as transfer credit.
- Quarter hours convert to semester hours based on the following formula: one quarter hour=2/3 semester hour. All other types of credit also convert to semester hours.
- Most academic credit is transferable with the exception of remedial or developmental courses. Some departments may limit the number of credits that may be applied to a degree.
- A maximum of 66 academic hours plus four hours of kinesiology activity from junior or community colleges may apply toward a degree.
- There is no limit for credits transferred from senior colleges. However, all students must complete a minimum of 42 semester hours at SFA in order to earn a bachelor's degree.
- Course work earned from educational experience obtained in the armed forces is accepted in transfer on a limited basis. The "Guide to the Evaluation of Educational Experience in the Armed Services" is used by the Office of Admissions for evaluating military credit. Military transcripts such as the AARTS, SMART and Community College of the Air Force are used in the evaluation review process.
- Credit for vocational/technical courses, experiential learning and professional certification programs can only be used in the Bachelor of Applied Arts and Sciences degree program. Individuals wanting additional information should contact the Dean's Office of the College of Applied Arts and Sciences.

Students may repeat courses taken at SFA at other accredited institutions. Transfer hours will, however, be governed by the following rules:

1. The grades earned at SFA will remain on the transcript;
2. The hours attempted at SFA will not be changed as a result of course work completed elsewhere;
3. Transfer credit for a course originally taken at SFA has no effect on the grade point average for work attempted at SFA;
4. Transfer hours of repeated work may be used to satisfy degree requirements other than those related to grade point average.

Equivalency Guides

Equivalency Guides for all Texas community colleges are available at www.sfasu.edu/admissions/transfer.html. Two-Year Planning Guides for all major degree programs for several colleges are available through the Office of Admissions and on the Web. Transfer students from community colleges are encouraged to discuss their degree program and course selection with an admissions counselor in the Office of Admissions. [See *Appendix: Course Equivalencies for Texas Common Course Numbers* for further information.]

Transfer of Core Curriculum

In accordance with the Texas Legislature, if a student completes the common core curriculum at a state-supported institution in Texas, that block of courses may be transferred to any other institution of higher education and must be substituted for the receiving institution's core curriculum. A student will also receive credit for each of the individual courses transferred which meet the core requirements.

Transfer Credit Dispute Resolution

Students transferring to SFA may appeal the non-transferability of lower-division course work in accordance to the guidelines set forth by the Texas Higher Education Coordinating Board.

Written notice of non-acceptable courses must and will be sent to the student as well as to the sending institution. Reason for denying credit may be requested from SFA. Students wanting to dispute the denial of credit must contact the designated official at the sending or receiving institution. The Office of Admissions is the designated official at SFA.

SFA, the sending institution and the student shall attempt to resolve the transfer of the course credit in accordance with board rules and guidelines. If the dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, SFA must notify the commissioner of its reasons for denial of credit. The commissioner of higher education or the commissioner's designee shall make the final determination concerning a dispute and will give written notice of the decision to the student and to the institutions.

The Coordinating Board shall collect transfer disputes data and the disposition of each case that is reported to the commissioner.

If SFA has cause to believe that a course being presented by a student for transfer is not of an acceptable level of quality, it will first contact the sending institution and attempt to resolve the problem. In the event SFA and the sending institution are unable

to come to a satisfactory resolution, SFA may notify the commissioner of higher education who may investigate the course. If its quality is found to be unacceptable, the board may discontinue funding for the course.

Texas Common Course Numbering System

SFA is a participant in the Texas Common Course Numbering System (TCCNS). The purpose of the system is to assist students who are transferring between participating institutions. The system utilizes single unique course alphabetic prefixes and numbers to identify freshman and sophomore-level courses which are common between two or more member colleges or universities. The appropriate common course identifier appears parenthetically following each course title in the departmental section of this bulletin. Please refer to Appendix in the back of this bulletin for a listing of currently approved TCCNS courses.

Admission Policy for Former Students

Students who have previously attended SFA and who have not enrolled for the previous fall or spring semester must satisfy the following re-enrollment requirements:

1. forward a completed undergraduate admission application;
2. submit official transcripts from all post-secondary educational institutions attended since last enrolled at SFA.

Former students must have earned a 2.0 GPA on all transferable course work completed at other institutions since their last enrollment at SFA. Students currently on academic suspension from other institutions are not admissible. Former students are not required to submit an application fee.

Additional Procedures for All New Students

Prior to registration, all new first-semester freshmen and transfer students should:

1. Send the completed housing application form and \$50 deposit to the University Business Office, P.O. Box 13053, SFA Station, Nacogdoches, Texas 75962-3053. All students are encouraged to take advantage of the benefits of on-campus housing. Single students under the age of 21 with fewer than 60 semester hours of college credit are required to live in university housing unless otherwise approved by the University Housing Office under rules detailed in the Housing section of this bulletin. Housing at SFA is not assigned until students have been admitted. Therefore, it is to their advantage to complete the admission application process early.
2. Satisfy Texas Success Initiative (TSI) requirements [see previous section].
3. Submit a copy of their immunization record to the Student Health Clinic, P.O. Box 13058, SFA Station, Nacogdoches, Texas 75962-3058.
4. All new students admitted for the fall semester are encouraged to attend one of the Summer Orientation sessions. Applications for Summer Orientation are mailed, starting in January, to all admitted students.
5. All new students seeking financial assistance through federal, state and institutional sources should apply as early as possible to ensure full consideration for all available awards. [See *Fees, Expenses, & Financial Aid* for further information.]

Admission Appeals

First-semester freshmen applicants who graduate from high school, but fail to satisfy other admission requirements as a result of significant extenuating circumstances, may appeal for admission through the SFA Academic Opportunity Program (AOP). The deadline for fall semester freshmen applicants is the first day of class in July and the first day of class in November for spring semester applicants.

Applicants who were denied admission as transfer students may appeal for admission through the Transfer Appeals Program. The deadline for transfer admission appeal for the fall semester is the first day of class in July, whereas the deadline for appeal for the spring semester is the first day of class in January.

Appeals are initiated in the Office of Admissions by filing the appropriate materials. Appeals are reviewed by the Admission Appeals Committee. Following review of appeals, the committee submits recommendations to the executive director of enrollment management and the provost/vice president for academic affairs for final decision. Students admitted through this procedure are assigned to the Academic Advising Center for advisement. Students may also be assigned to the Academic Assistance Resource Center for tutorial assistance.

Provisional Admission Programs

First-semester freshmen applicants not meeting the admission requirements may become eligible for regular admission by enrolling in the Summer Pathways to Discovery Program. Students who complete at least 13 semester hours of credit with an overall C average (2.0 GPA) are admitted as matriculated students to the university. Students who do not complete the required semester hours or whose grade point average is less than 2.0 may not proceed to regular admission. For further information, refer to the dean of liberal arts (Ferguson 273) or to the Admissions Office.

Transfer students with less than a 2.0 grade point average who are not currently on academic suspension at another institution are eligible for provisional admission to the summer semester through the Transfer Provisional Program. Students who complete up to nine semester hours, excluding developmental courses, of work as approved by their academic dean, and earn at least a 2.0 grade point average on all work attempted, may be eligible to enroll for the following semester.

Students who do not successfully complete the Transfer Provisional Program as specified by their academic dean may only be readmitted to SFA upon presentation of academic credits transferred from one or more other institutions for which the overall grade point average is 2.0 or higher. Calculation of this grade point average will be based on all non-SFA academic credits earned; it will include credit earned both before and after participation in the SFA Transfer Provisional Program.

Academic Fresh Start

Texas residents may apply for admission to SFA under the Academic Fresh Start Program (Texas Education Code 51.929). All academic course credits and grades earned 10 or more years prior to the semester for which the student seeks admission are not considered for admissions purposes. Students wishing to enroll under this program must contact the Office of Admissions for additional information.

International Students

International student applicants are evaluated on the quality, content and level of previous academic work. Graduates from international secondary schools who have completed the equivalent of at least an American high school diploma may apply for admission to SFA. Applications may be submitted electronically at www.applytexas.org or by writing to: Office of International Programs, Stephen F. Austin State University, P.O. Box 6152, SFA Station, Nacogdoches, Texas 75962-6152.

Applicants whose native language is not English are required to provide an official TOEFL score report to SFA from the Educational Testing Service, Box 6153, Princeton, N.J. 08541-6153, USA. SFA requires a minimum composite TOEFL score of 550 on the paper-based test, 213 on the computer-based test, or 79 on the Internet-based test. However, the files of applicants who do not meet minimum TOEFL scores will be individually reviewed. Alternatives to TOEFL are successful completion of the American English Language Institute (AELI), or a score of 6.0 on the IELTS exam.

Applicants who have attended international post-secondary schools and are transferring to SFA must provide certified copies of official transcripts from each college, university or technical school attended. Students are required to submit certified English translations of all documents. An evaluation of each document by a professional credential service may be required. International transfer students are considered eligible for admission if they are not currently on suspension from another educational institution and have a grade point average of at least 2.00 (on a 4.0 scale) in transferable courses.

International students also must satisfy all applicable requirements of the U.S. Department of Homeland Security, and the U.S. Citizenship and Immigration Services (USCIS). Students must complete all applicable pages of the International Freshman or Transfer Student Application, submit a \$50 application fee, all transcripts and evaluations, and test scores to determine admission status. A letter to the student will confirm admission to SFA and provide information on the amount of financial guarantee that must be provided in order for SFA to issue the I-20 for an F-1 (student) or DS-2019 for the J-1 (exchange student) visa. Complete the Statement of Financial Support (mailed to the student with the acceptance letter) showing complete financial verification. The student who wishes may provide this information with the initial application using the International Student Application (pages 1-4). The estimated cost for an academic year of nine months with a 12-hour academic load each semester is \$17,265. This amount includes tuition, fees, housing and food, required student insurance, books and supplies. This estimate may be significantly reduced for those qualifying for various scholarship or incentive programs offered by or through SFA. Students with an F-1 visa are eligible to work on campus for up to 20 hours per week; they are not eligible to work off campus.

Upon issuance of the I-20, the student should present the I-20, the letter of admission and all financial documents at the nearest U.S. Embassy or consulate to apply for the appropriate F-1 or J-1 student visa. All of these documents will be needed upon arrival in the United States when clearing customs/immigration at the border or airport.

Although not a requirement for admission, all international students are subject to all applicable TSI requirements as mandated by the state of Texas.

Students interested in participating in the AELI Program should consult www.sfasu.edu/aeli for information on topics, schedules and costs. Information also may be obtained from the Office of International Programs, P.O. Box 6152, SFA Station, Nacogdoches, TX 75962-6152.

Foreign Non-Degree Students

SFA welcomes international students who are on a non-degree path, usually some type of study abroad experience. Two types of entrances are available: (1) sponsored programs, such as IREX, Fulbright, Rotary, etc.; (2) independent study abroad — normally a student who is enrolled in a foreign university and wishes an international experience for a maximum of one year. Both types of students usually intend to transfer SFA credits back to their home institution.

Procedure: (1) Submit International Student Application and fee of \$50, indicating on the form “Foreign Non-degree” or “Study Abroad.” (2) Submit official transcript of university currently attending, showing that the applicant is a student in good standing. (3) If a sponsored program, submit a letter of support and any intended goals or results of experience. (4) Submit TOEFL score if English is not the native language of the applicant. For full enrollment the paper test score required is 550, the computer score is 213 and the Internet-based test score is 79-80. If score is below these standards, student may enroll in AELI to build ability in English, then move into regular academic work. (5) Submit a Housing Application Form. For non-degree students attending SFA for one year or less, the student is advised that university residence halls are the most beneficial option to enhance the international student’s exposure to U.S. culture. South Hall currently is designated a year-round hall (open during holidays and breaks).

Students in this category are exempt from testing required for TSI.

Students are also invited to attend International Student Orientation at the beginning of each semester (fall and spring). Provisions are made for transportation to Nacogdoches from IAH (Bush Intercontinental Airport, Houston) upon arrival in Texas.

All students are assigned an adviser to assist with the appropriate choice of courses to fulfill goals or desires of the exchange experience.

Evidence of financial support is required for non-degree students — see page 4 of International Student Application. Upon admittance to SFA, a letter will be sent to applicant with instructions about obtaining a visa for entrance to the United States.

Concurrent Students

High school students with superior academic ability and achievement may be admitted to SFA and enroll in college courses while completing their high school studies. Enrollment is open to high school students who have completed three-fourths of the core high school graduation requirements and are recommended to participate by their high school counselor. ACT or SAT scores and a high school transcript must accompany the Concurrent Enrollment Program application and a \$25 non-refundable application fee. Students interested in participating in this program should contact their high school counselor or the Office of Admissions. Applicants also are subject to all applicable Texas Success Initiative regulations.

Transient Students (Summer Semester Only)

Transient students planning to attend one or both of the summer sessions only are required to submit a completed undergraduate application, the \$25 application fee

for new students and official transcripts from all educational institutions attended. Students must be in good academic standing at the last institution attended in order to be eligible for admission as transient students. Students currently on suspension from another educational institution are not eligible for admission as transient students. Transient students are subject to all applicable SFA probation/suspension policies. Transient students from other Texas state-supported schools must submit official THEA/TASP scores and are subject to the provisions of the Texas Success Initiative. Transient students who later decide to continue their academic studies at SFA must apply and meet the admission requirements as a transfer student. Beginning freshmen students cannot apply as transient students.

Veterans Affairs

Assistance is provided to veterans and eligible dependents in processing information for the Montgomery GI Bill that is required by the Veterans Administration. For information, contact SFA's VA coordinator, Office of Admissions, Room 206, Rusk Building, (936) 468-2504.

Senior Experience

SFA welcomes applications from individuals who wish to enroll in a limited number of courses solely for self-improvement or personal enrichment. Usually, these applicants wish to enrich their lives through lifelong learning experiences and are 55 years of age and above. For these applicants, no SAT or ACT scores or transcripts are required. Applicants should contact the Office of Admissions for application forms and additional information.

Admission in this category does not constitute matriculation to the university nor are these applicants eligible for financial aid or veterans benefits. Applicants are also subject to all applicable Texas Success Initiative regulations.

Transcripts

A student may obtain a copy of his/her academic record from the Office of the Registrar. Additional information is available at www.sfasu.edu/registrar.