

UNDERGRADUATE ADMISSIONS

OFFICE OF ADMISSIONS

TBA

Executive Director of Enrollment Management

Rusk Building, Suite 206

Phone: (936) 468-2504

Fax: (936) 468-3149

P.O. Box 13051, SFA Station

Nacogdoches, TX 75962-3051

Email: admissions@sfasu.edu

Web: sfasu.edu/admissions

ADMISSION POLICIES AND PROCEDURES

Stephen F. Austin State University encourages qualified students 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 applytexas.org.

All new and returning undergraduate applicants for admission are required to submit a non-refundable application fee of \$45. 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, concurrent enrollment program or early college high school program while in high school are considered first-semester freshmen. Freshman applicants must submit official test results from either the ACT or the SAT.

HIGH SCHOOL PREPARATION

SFA requires first-time freshman applicants to have completed the Recommended High School Program, the Distinguished Achievement Program, Endorsement Program with Algebra II or Distinguished with Endorsement 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, Basic Plan or Foundation 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, Distinguished Achievement Program, Endorsement Program with Algebra II or Distinguished with Endorsement Program.

ADMISSION REQUIREMENTS

Applicants for admission to SFA will be required to meet the following class rank and minimum test scores:

High School Rank	SAT Reasoning Test Score (Prior to March 2016) (Not including writing)	SAT Reasoning Test Score (After March 2016) (Not including writing)	ACT Score (Not including writing)
1st quarter			
Top 10%	No minimum score	No minimum score	No minimum score
11-25%	850	930	17
2nd quarter	950	1030	20
3rd quarter	1100	1170	24
4th quarter	File Review	File Review	File Review

REVIEW PROCESS

The admission files of applicants who do not have a minimum of the Recommended High School Program, Distinguished Achievement Program, Endorsement Program with Algebra II, or Distinguished with Endorsement 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 HOME SCHOOL AND GED RECIPIENTS

In compliance with Texas Senate Bill 1543, those applicants who graduate from home school or receive a General Education Development certificate will be assigned a class rank comparable to the average class rank of other applicants who have equivalent ACT or SAT scores. Home-schooled applicants must submit official SAT or ACT scores and an official notarized academic transcript. The Office of Admissions has a notary on staff who can notarize transcripts free of charge. GED applicants must submit official GED scores and SAT or ACT scores. Applicants who meet rank and score requirements will be admitted. Like all other applicants, if rank and score requirements are not met, a holistic review will be performed. Those applicants who exhibit probability of success may be admitted based on the review.

GRADUATES OF NON-RANKING AND NON-ACCREDITED HIGH SCHOOLS

Those applicants who graduate from non-ranking high schools and non-accredited high schools 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. Applicants whose academic background indicates probability of success may be admitted.

Freshman applicants who have attempted college-level courses while in high school must earn a 2.0 minimum GPA 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 for freshmen (applytexas.org) with a \$45 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 are required to submit the SAT Reasoning Test or the ACT. 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 may be forwarded directly from the testing service to SFA or via email from the student's account. Be sure to designate Stephen F. Austin State University on 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, if applicable, 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

The Texas Success Initiative is a statewide program to promote academic success for all students by ensuring that they are well prepared for college-level work. To support that goal, the TSI program requires students to earn exemption from placement testing or undergo assessment in the areas of reading, writing and mathematics. Check with the Academic Advising Center at (936) 468-5803 or see the department's website to verify current rules.

1. According to SFA and state 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 institution of higher education.
 - b. You scored at a certain level on the SAT, ACT, TAKS or STAAR. (See the Academic Advising Center, Steen Library, Room 203, for details or visit sfasu.edu/advising/tsi.)

- 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 and provide documentation of this status.
 - 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 Aug. 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. There is a two-step process to obtaining TSI assessment scores: Step 1 - complete a Pre-Assessment Activity (PAA), Step 2 - Take the TSI Assessment.

3. Passing TSI Scores:

TSI Assessment	350 (Math)	351 (Reading)	363+4 (Writing)
After Aug. 1, 2017			340+4 (Writing)

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 must enroll in the appropriate developmental course(s). The student is considered college ready after earning a grade of “C” or higher in the required developmental course(s).
- 5. Students may retest at any time. 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.
- 7. A student who has completed 12 or more credit hours in courses numbered 100 or higher 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 Steen Library, Room 203, to verify TSI status, complete an individual TSI Action Plan, submit new test scores or register for developmental courses. You may contact the Advising Center at (936) 468-5803, fax at (936) 468-7611, or email advising@sfasu.edu.
- 9. All students must satisfy all provisions of the Texas Success Initiative program before receiving an undergraduate degree.

NON-TRADITIONAL/MATURE STUDENT ADMISSION

ADMISSION POLICY

Applicants who have not attended high school in the previous 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 scores.

ADMISSION PROCEDURE

1. Submit a completed Texas Common Application for Admission (applytexas.org) with a \$45 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 is desired.
5. Submit a copy of the DD-214 (if a veteran).
6. Submit a completed Mature Student Supplemental Information Form. You can get a copy by contacting the Office of Admissions at (936) 468-2504. Additional documentation indicating probability of success in college may be required.
7. Mature students are subject to all applicable Texas Success Initiative requirements.
8. Submit a copy of official SAT or ACT scores.

TRANSFER STUDENTS

ADMISSION POLICY

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

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

1. not currently be on academic suspension from another educational institution
2. have earned a GPA of at least 2.0 (on a 4.0 scale) on all transferable work attempted.

ADMISSION PROCEDURE

1. Submit a completed Texas Common Application (applytexas.org) for Transfer Students with a \$45 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.

3. 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.

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:

1. Courses are evaluated and transferred to SFA on a course-by-course basis by comparing the levels, content and course prefix. Grades and course credits are transferred exactly as they appear on the official transcript of the institution where they were taken.
2. Credit hours for courses are transferred based on the number of hours that are shown on the official transcript of the institution where they were taken and not on the credit value of the SFA course equivalent.
3. 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 student's academic dean will determine its acceptability into degree programs.
4. Junior/community college courses transfer as lower-level (freshman or sophomore level) credit. Credits from senior colleges/universities transfer at the same level at which they were taken (lower or upper-level). Graduate-level courses that are used as upper-level courses to complete a bachelor's degree may not be used later in a graduate degree.
5. 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.
6. A maximum of 66 academic hours plus four hours of kinesiology activity from junior or community colleges may apply toward a bachelor's degree. If more than 66 hours are transferred, the student's academic dean will determine which hours will be included in the 66 and how those courses will be substituted in the degree plan.
7. A repeated course is considered only once, and the best grade is used when computing the transfer GPA needed for acceptance into SFA.
8. Grade points from transferable courses are not calculated into SFA's GPA and appear on the student's record as transfer credit.
9. Quarter hours convert to semester hours based of the following formula: 1 quarter-hour = $\frac{2}{3}$ of semester hour. All other types of credit are converted to semester hours.
10. There is no limit for credits transferred from senior colleges/universities. However, all students must complete a minimum of 42 semester hours in residence at SFA in order to earn a bachelor's degree.
11. Coursework earned from educational experiences obtained in the armed forces is accepted in transfer on a limited basis. The "Guide to the Evaluation of Experience in the Armed Services" is used by the Office of Admissions for evaluating military credit. Military transcripts such as the Joint Services Transcript, AARTS, SMART, Community College of the Air Force and the

Coast Guard Institute are used in the evaluation review process.

12. Credit for vocational/technical, WECM and experiential learning can only be used in the Bachelor of Applied Arts and Sciences program or in certain approved signed articulation agreements. Individuals wanting additional information on the B.A.A.S. program should contact the Dean's Office of the College of Liberal and Applied Arts.

TRANSFER REPEATS OF SFA COURSES

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 coursework completed elsewhere.
3. Transfer credit for a course originally taken at SFA has no effect on the GPA for work attempted at SFA.
4. Transfer hours of repeated work may be used to satisfy degree requirements other than those related to GPA.

EQUIVALENCY GUIDES

Equivalency Guides for all Texas community colleges are available at sfasu.edu/admissions/transfer. Two-year planning guides for all major degree programs using the Texas Common Course Numbering System 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.

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 also will receive credit for each of the individual courses transferred that meet the core requirements. Students who are Core Complete at any Texas school are considered as Core Complete at SFA.

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. 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 that 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. Refer to the Appendix in the back of this bulletin for a listing of currently approved TCCNS courses or contact the Office of Admissions for additional information. The statewide TCCN matrix can be found on the web at TCCNS.org.

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. Submit a completed Texas Common Application (applytexas.org) for Former Students with a \$45 non-refundable application fee.
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 coursework completed at other institutions since their last enrollment at SFA. Students currently on academic suspension from other institutions are not admissible.

ADDITIONAL PROCEDURES FOR ALL STUDENTS

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

1. Apply online for on-campus housing through mySFA's Campus Life tab under Residence Life Services, and submit the application and \$100 deposit. All students are encouraged to take advantage of the benefits of living on campus. Students who are younger than 21 years of age and have earned fewer than 60 hours of course credit are required to reside and dine on campus. Assignments are made based on the date the student is admitted, completed the residence hall application, contract and deposit, and submitted meningitis records to the admissions department. Therefore, it is to the student's advantage to complete the admission application process early.

2. Satisfy Texas Success Initiative requirements [see previous section].
3. Submit a copy of their immunization record to the Office of Admissions; P.O. Box 13051, SFA Station; Nacogdoches, Texas 75962-3051.
4. All new students admitted for the fall semester are encouraged to attend one of the Summer Orientation sessions. Applications for Summer Orientation are available online at www.sfasu.edu/orientation and 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 help ensure full consideration for all available awards. [See Fees, Expenses and Financial Aid for further information.]

ADMISSION APPEALS

First-semester freshman 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 by completing and submitting the AOP form and two letters of recommendation to the Office of Admissions. All documents must be submitted five business days prior to the start of the semester being applied for.

Applicants who were denied admission as transfer students may appeal the decision through the Transfer Appeals Program by completing and submitting the Transfer Appeals form and two letters of recommendation to the Office of Admissions. All documents must be submitted five business days prior to the start of the semester being applied for. It is best to appeal well before the deadline.

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 the final decision. Students admitted through this procedure are assigned to the Academic Advising Center for advisement. Students also may be assigned to the Academic Assistance Resource Center for tutorial assistance.

PROVISIONAL ADMISSION PROGRAMS

First-semester freshman applicants not meeting the admission requirements may become eligible for regular admission by enrolling in the Jacks PASS Summer Program. More information about the program may be obtained by calling the Office of Admissions at (936) 468-2504.

Transfer students with less than a 2.0 GPA who are not currently on academic suspension at another institution are eligible for provisional admission to the Summer Provisional Program. Students who complete nine semester hours (excluding developmental courses) of work in summer I and summer II semesters combined and earn at least a 2.0 GPA on all work attempted may be eligible to enroll for the fall semester. The nine hours taken must be approved by the appropriate academic dean before courses begin. Summer Provisional students are not eligible for financial aid.

Students returning to SFA with transfer coursework with less than a 2.0 GPA and are not currently on suspension from SFA or another institution also are eligible for the Summer Provisional Program.

Students who do not successfully complete the Summer Provisional Program as specified by their academic dean may only be re-admitted to SFA upon presentation of academic credits transferred from all post-secondary institutions attended for which the overall GPA is 2.0 or higher. Calculation of this GPA will be based on all non-SFA academic credits earned; it will include credit earned both before and after participation in the SFA Summer Provisional Program.

ACADEMIC FRESH START

Texas residents may apply for admission to SFA under the Academic Fresh Start Program (Texas Education Code 51.931) as they are applying for admission or re-admission. 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 applytexas.org or by writing to: SFA International Admissions; P.O. Box 6152, SFA Station; Nacogdoches, TX 75962.

Applicants whose native language is not English are required to demonstrate English proficiency. English proficiency may be demonstrated by submitting a passing TOEFL, PTE or IELTS score report, or by receiving a degree from a U.S. institution. SFA requires a minimum composite TOEFL score of 550 on the paper-based exam or 79 on the internet-based exam*. A minimum PTE score to demonstrate English proficiency is 53. A minimum score of 6.5 on the IELTS exam with no band scores below 5.5 is required to demonstrate English proficiency. Students may be conditionally accepted pending English proficiency. If accepted, students must submit proof of English proficiency upon their arrival to SFA (by one of the above mentioned methods) or they will be required to take SFA's English placement exam. Based upon the results of this exam, students will be placed in the appropriate level of the English Language Institute. Students who have not demonstrated English Proficiency and opt to take the English proficiency exam at SFA will be required to pay \$40 upon arrival.

Applicants who have attended international secondary and post-secondary schools must provide certified copies of official transcripts from each secondary, college, university or technical school attended. Students are required to submit, if necessary, certified English translations of all documents. International transfer students are considered eligible for admission if they are not currently on suspension from another educational institution and have a GPA of at least 2.0 (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. Students must complete all applicable pages of the International Freshman and International Transfer Student Application and submit a \$50 application fee and all transcripts and test scores to determine admission status. If accepted, a student must submit proof of financial support prior to the issuance of an acceptance letter and I-20 (for F-1 student visa applicants) or DS-2019 (for J-1 exchange visitor visa applicants). The estimated cost for an academic year of nine months with a 12-hour academic load each semester is \$27,020. This amount includes out-of-state tuition, fees, room and board, required student health insurance, books, and supplies. This estimate may be significantly reduced for those qualifying for various scholarship 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 (or DS-2019), the student should present the I-20 (or DS-2019), 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. New students are required to attend International Student Orientation at the beginning of each semester. Provisions are made for transportation to SFA from Bush Intercontinental Airport (IAH) in Houston upon arrival in Texas.

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 ELI Program should consult sfasu.edu/oip 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.

*A minimum PTE score to demonstrate English proficiency is 53.

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 encouraged for high school students who have completed at least three-fourths of the core high school graduation requirements and are recommended to participate by their high school counselor. SAT or ACT, PSAT scores (of a 1090 or 21 without writing scores) and a high school transcript (with a minimum grade average of 85) must accompany the Apply Texas application for dual credit students, dual credit student agreement and TSI scores. Students interested in participating in this program should contact the Office of Admissions or email dualcredit@sfasu.edu. Applicants also are subject to all applicable Texas Success Initiative regulations.

TRANSIENT STUDENTS

Transient students planning to attend one or both of the summer sessions or one long semester only are required to submit a completed undergraduate application, the \$45 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 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 freshman 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, vaservices@sfasu.edu. Additional information can be found on the GI Bill website at gibill.va.gov.

Hazlewood and Hazlewood Legacy benefits are processed by the Business Office, Austin Building, second floor, (936) 468-1694. Additional information can be found in the "Exemptions and Waivers from Tuition and Fees" section of this bulletin.

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 or older. 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 also are subject to all applicable Texas Success Initiative regulations.

BACTERIAL MENINGITIS VACCINATION

According to State of Texas SB-62, prior to enrollment, all new students and re-entry students must provide either:

1. Evidence the student has received the vaccination or booster dose during the preceding five years and at least 10 days prior to enrollment. This evidence must be submitted in one of the following three formats:
 - a. A document bearing the signature or stamp of the physician or his/her designee, or public health personnel (must include the month, day and year the vaccination was administered), OR

- b. An official immunization record generated from a state or local health authority (must include the month, day and year the vaccination was administered), OR
- c. An official record received from school officials, including a record from another state (must include the month, day and year the vaccination was administered).

OR

- 2. Evidence the student is declining the vaccination must be submitted in one of the following two formats:
 - a. An affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, in which it is stated that, in the physician's opinion, the required vaccination would be injurious to the health and well-being of the student, OR
 - b. An affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including a religious belief. A conscientious exemption form from the Texas Department of State Health Services must be used. (This may take up to 30 days.) <https://corequest.dshs.texas.gov>.
- 3. A student is not required to submit evidence of receiving the vaccination against bacterial meningitis or evidence of receiving a booster dose:
 - a. If the student is 22 years of age or older by the first class day of the semester in which they intend to enroll OR
 - b. If the student is enrolled in online or other distance education courses only.

Stephen F. Austin State University will not permit students to register for classes until this requirement has been satisfied.

AUDITING COURSES

Students may audit regular academic courses offered on campus on a space-available basis and with the permission of the instructor. Transcripts do not reflect audit courses. Students may not audit regular academic courses offered off campus. The deadline for registering as audit is the census date of the appropriate semester.

In those cases where a student enrolls for continuing education credit or audits a regular academic course, the tuition and fees shall be the same as the tuition paid by regularly enrolled students.

ACADEMIC PROGRAMS AND POLICIES

The undergraduate instructional programs are supervised by the deans of the various colleges under the administration of the provost/vice president for academic affairs. Each dean is responsible for directing the guidance of students in the college, from initial registration to graduation. All students are assigned to advisors by the deans of their respective colleges.

REQUIREMENTS FOR UNDERGRADUATE DEGREES

To qualify for a degree, candidates may choose to meet the requirements of the current bulletin or of any bulletin in effect between the dates of their matriculation and graduation, provided that the period between such dates does not exceed six years and provided they were enrolled during the year of the bulletin chosen. In the event students serve on active duty with the armed forces of the United States between the dates of their matriculation and graduation, the six-year limit will be extended one year for each year of active duty served, up to a maximum extension of four years.

OVERLAP PROGRAM

The Overlap Program permits qualified undergraduates to pursue a limited amount of graduate study concurrently with undergraduate study. Graduate courses taken in the program, however, are not applicable to the baccalaureate degree. A maximum of 12 credit hours of graduate coursework is allowed in the Overlap Program.

To be eligible for the Overlap Program, a student must be enrolled at SFA and must have achieved at least 95 semester hours of undergraduate credit. A student with fewer than 115 hours of undergraduate credit must present a 3.0 GPA both overall and in the major field. A student with 115 hours or more of undergraduate credit, however, may be admitted to the Overlap Program by presenting a 2.5 GPA overall and a 2.8 GPA in the major field. Any student in the Overlap Program must re-apply for full graduate admission when the undergraduate degree is completed.

To be admitted to the Overlap Program a student should:

1. Apply to the Graduate School.
2. Complete an Overlap Application.
3. Obtain the recommendation of the major department.
4. Obtain the recommendation of the appropriate academic dean.
5. Obtain the recommendation of the graduate dean.

For more information, see the current Graduate Bulletin.

SECOND BACHELOR'S DEGREE

Students who hold a baccalaureate degree from an accredited institution, including SFA, may earn a second baccalaureate degree from SFA. Students who received the first baccalaureate degree from SFA must reapply for admission to the university for the second degree. The following conditions apply to the second baccalaureate degree:

- Students must earn a minimum of 30 semester hours in addition to the hours required for the first degree
- Students must satisfy all prerequisites, co-requisites and major requirements for the second degree program
- Students who earned a first baccalaureate degree from SFA may apply up to 12 hours in transfer credit toward the second degree
- Students who earned a first baccalaureate degree from another accredited institution must complete all 30 semester hours at SFA with at least 15 hours taken in the major field at the 300 level or higher
- Students seeking a second baccalaureate degree requiring a minor may use the major completed in the first bachelor's degree in lieu of a minor
- At the discretion of the major advisor or academic unit head, courses successfully completed in the first bachelor's degree may be applied to the requirements for the second bachelor's degree.

DEGREE PLAN REQUIREMENTS

Each student is held responsible for meeting the requirements of a degree program. Degree programs are approved by the Board of Regents, and each student's progress is monitored by the major/minor advisors and dean. Students are required to declare a major and file an official degree plan no later than the end of the semester following the completion of 45 hours.

The appropriate advisor and the dean of the college in which the student is registered must approve any changes in the student's Official Degree Program in writing. If the degree program is planned to also lead to a teaching certificate, the dean of the College of Education also must approve any change.

APPLICATION FOR DEGREE/GRADUATION

Applications are available in the Office of the Registrar or online at sfasu.edu/registrar/147.asp. Deadlines for application are located on the registrar's website under Graduation and Diplomas at sfasu.edu/registrar/455.asp.

A student enrolled in classes the semester or summer in which he/she expects his/her degree may not be certain of completing all requirements at the time of commencement exercises because grades have not been processed at that time. Students who have completed all requirements or are registered for the final hours needed to complete degree requirements may apply for degrees and attend commencement.

The commencement program lists applicants or candidates for degrees. The appearance of a name in the commencement program and the act of attending commencement exercises is no guarantee of receiving the degree. Diplomas will be mailed to those who are found to satisfy all requirements, and transcripts showing that the degree has been conferred will be available.

Those who apply for a degree and pay the graduation fee for a given commencement and who are found to have not satisfied degree requirements must satisfy all requirements, reapply and pay graduation fees again. Access sfasu.edu/registrar for more information.

CLASS ATTENDANCE AND EXCUSED ABSENCES

Regular and punctual attendance is expected at all classes, laboratories and other activities for which a student is registered. For those classes where attendance is a factor in the course grade, the instructor shall make his/her policy known in writing at the beginning of each term and shall maintain an accurate attendance record. Regardless of attendance, every student is responsible for course content and assignments.

It is university policy to excuse students from attendance for certain reasons. Among these are absences related to health, family emergencies and student participation in university-sponsored events. Students are responsible for providing satisfactory documentation to the instructor for each missed class. Students with acceptable excuses may be permitted to make up work for absences to a maximum of three weeks of a semester or one week of a summer term when the nature of the work missed permits.

In the case of absences caused by participation in university-sponsored events, announcement via mySFA by the provost/vice president for academic affairs will constitute an official excuse. Faculty members sponsoring the event should submit an e-mail attachment with a written explanation of the absence, including the date, time and an alphabetical listing of all students attending to the office of the provost/vice president for academic affairs for publication.

Federal regulations require that students attend all classes in order to receive federal financial aid funds. Eligibility for federal student aid is, in part, based on the student's enrollment status for the term in which he/she is enrolled. Enrollment will be checked beginning the first class day of each term through the census date (12th class day for fall and spring). Faculty members will report students not in attendance utilizing the online attendance process on the 14th class day during the fall and spring semesters, on the sixth class day during the summer terms and on the third class day in Maymester. Attendance is defined by physical attendance or participation in an academically related activity such as submission of an assignment, examination, or participation in group or online discussions. Students who register for courses but do NOT attend or participate will be reported for non-attendance. Financial aid will be adjusted each term, and the student will receive funding for only those classes actually attended. Students receiving financial aid for the non-attended class will be dropped from that class.

COURSE NUMBERING SYSTEM

The course numbering system at Stephen F. Austin State University is assigned an alphabetic prefix and a three-digit number. The first of these numeric digits identifies the academic level of the course. Freshman or first-year courses are designated by a 1, sophomore or second-year courses are designated by a 2, junior or third-year courses are designated by a 3, senior or fourth-year courses are designated by a 4, graduate-level courses are designated by a 5 and doctoral-level courses are designated by a 6. Prior to fall 2010, certain 400-level courses may be approved for graduate-level credit. These courses will appear on the graduate transcript. Some 100- to 400-level courses may appear on the graduate transcript with zero attempted and earned hours.

GRADING SYSTEM

The student's grades are determined by daily work, oral and written quizzes, and final examination. A grade of A indicates excellent; B, good; C, average; D, passing; F, failure; QF, quit failure; WH, incomplete or grade withheld; WF, withdrew failing; WP, withdrew passing. WP and WF are assigned only when a student has withdrawn from the university after the mid-term deadline or with special approval of the student's academic dean. No grade can be taken from the record unless put there by mistake. Specified courses are graded on a pass (P)/fail (F) system with no other grades awarded. A student who makes an F can get credit only by repeating the work. Other grade designations are: K and KH (not included in attempted, earned or GPA hours); R* for remedial class grades; T* for transfer class grades; W for a dropped class with no grade and W6 for a dropped class with no grade that counts for the six-drop.

A grade of A gives the student four grade points per semester hour; B, three grade points; C, two grade points; D, one grade point; and F and WF have zero grade points. Grades of WH, WP, W, W6 are counted in attempted hours, but are not utilized in calculating GPA. The semester credit hours in all courses — except some remedial courses, repeated courses, courses dropped with grades of W or WP, and P, T* R* and K* — are counted in the individual GPAs.

Upon agreement of the instructor, a grade of WF counts as hours attempted with 0 grade points earned in computing the GPA. A grade of WP does count as hours attempted, but is not included in computing the GPA.

Upon agreement of the instructor, a grade of WH will be assigned only if the student cannot complete the coursework because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH or the grade automatically becomes an F.

Mid-semester grades for developmental, 100- and 200-level courses will be posted before the last day to drop during the fall and spring semesters.

REPEATING COURSES

An undergraduate student who desires to repeat courses in order to improve his/her GPA at SFA must repeat those courses at SFA. The following rules apply:

1. For any course that is repeated at SFA, the last grade earned will be used to determine the GPA.
2. Credit hours for courses taken at other institutions to replace credit hours earned at SFA may be used to meet graduation credit hour requirements, but grades from transferred courses will not change the GPA based on courses taken at SFA. Only grades earned at SFA will be used for calculating GPA, and transfer grades are therefore not included in the repeat policy.
3. See Course Repeats — “3 Peats” in the Business Office section regarding possible additional charges.

GRADE APPEAL

Good communication between faculty and students will help make disputes between them infrequent, but if disagreements occur, it is university policy to provide a mechanism whereby a student may formally appeal faculty decisions. When a student uses the appeals procedure, all parties should endeavor to resolve the dispute amicably at as early a stage as possible and in compliance with applicable laws, regulations and policies. The faculty member, after considering the outcome of the appeals process, shall retain complete academic freedom to make the final determination on the matter.

The purpose of this policy is to provide students a way to formally appeal faculty decisions. All relevant documentation under consideration at each step will be forwarded to the appropriate parties at the next procedural level. A student or faculty member shall have 10 business days from the conclusion of each step in which to appeal to the next level. These steps are to be allowed when making an academic appeal:

1. In the event of course-related disputes, the student must first appeal to the instructor within 30 calendar days after the first class day of the next long semester. Given extenuating circumstances, exceptions to this deadline may be granted by the academic unit chair/director.
2. If the dispute is not resolved, the student may appeal in writing, stating the specific issues, to the instructor's academic unit chair/director. The academic unit chair/director shall request a written statement from the faculty member. The academic unit chair/director shall provide both parties with a written recommendation for resolution.
3. If the dispute is still unresolved after appeal to the academic unit chair/director, the student or faculty member may appeal in writing to the instructor's dean. The dean will notify the other party of the continuation of the appeal and provide all parties with written recommendation after reviewing all documentation.
4. If the dispute is still unresolved after appeal to the dean, the dean may refer the appeal to the college council. If the college council has no student members, the dean will ask the president of the Student Government Association to recommend no more than two students from that college to be appointed as voting members. The college council will review all documentation and submit its recommendation to the dean.
5. If a resolution of the matter is still not reached, the student or the faculty member may appeal in writing to the provost and vice president for academic affairs. The dean's written recommendation in addition to all documentation will be submitted to the provost and vice president for academic affairs. The college council may serve as an advisory body to the provost and vice president for academic affairs in the appeal process. The provost and vice president for academic affairs will evaluate all documentation and any additional oral presentations from the student and faculty member.
6. After making a decision, the provost/vice president will inform the student and all people involved in the appeal process of the final disposition of the matter.

The provost and vice president for academic affairs will inform the student and all people involved in the appeal process of the final recommendation.

A faculty member, after considering the outcome of the appeals process, shall retain complete academic freedom, including the right to assign semester grades. Consult sfasu.edu/upp for Policy 6.3, Academic Appeals by Students.

ACADEMIC INTEGRITY

Abiding by university policy on academic integrity is a responsibility of all university faculty members and students. Faculty members must promote the components of academic integrity in their instruction, and course syllabi are required to provide information about penalties for cheating and plagiarism as well as the appeal process.

Definition of Academic Dishonesty

Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to:

- using or attempting to use unauthorized materials on any class assignment or exam
- falsifying or inventing any information, including citations, on an assignment; and/or
- helping or attempting to help another in an act of cheating or plagiarism.

Plagiarism is presenting the words or ideas of another person as if they were one's own. Examples of plagiarism include, but are not limited to:

- submitting an assignment as one's own work when it is at least partly the work of another person
- submitting a work that has been purchased or otherwise obtained from the internet or another source; and/or
- incorporating the words or ideas of an author into one's paper or presentation without giving the author credit.

Penalties for Academic Dishonesty

Penalties may include, but are not limited to: reprimand, no credit for the assignment or exam, resubmission of the work, make-up exam, failure of the course or expulsion from the university.

Procedure for Addressing Academic Dishonesty

A faculty member who has evidence and/or suspects that academic dishonesty has occurred will gather all pertinent information and initiate the following procedure:

1. The faculty member will discuss all evidence of cheating or plagiarism directly with the student(s) involved.
2. After consideration of the explanation provided by the student(s), the faculty member will determine whether academic dishonesty has occurred. The faculty member may consult with the academic unit head and/or dean in making a decision.
3. After a determination of academic dishonesty, the faculty member will inform the academic unit head and submit a Report of Academic Dishonesty with supporting documentation to the office of the dean of the

student's major. This report will become part of the student's record and will remain on file with the dean's office for at least four years, even if the student withdraws prior to receiving a grade.

4. For a serious offense or subsequent offenses, the dean of the student's major will determine a course of action, which may include dismissal from the university. The dean may refer the case to the college council for review and recommendations before making this determination.

A student's record of academic dishonesty will not be available to faculty members. The purpose of the record is for the dean to track a pattern of academic dishonesty during a student's academic career at Stephen F. Austin State University.

Student Appeals

A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in Academic Appeals by Students (6.3).

SATISFACTORY PROGRESS AND STANDING

As shown elsewhere in this publication, an undergraduate student enrolled for 12 or more semester hours of coursework in a regular semester is considered full time. Satisfactory progress toward a degree for the full-time student, therefore, is the passing of 24 or more semester hours of coursework a year. A part-time student likewise is considered making satisfactory progress toward a degree by passing coursework attempted in proportion to 24 or more semester hours a year.

SCHOLASTIC PROBATION AND SUSPENSION

To satisfy the minimum standards of the university, a student must achieve a 2.0 GPA on all hours attempted.

GOOD STANDING

A student must maintain a minimum cumulative GPA of 2.0 to remain in good academic standing.

ACADEMIC PROBATION

A student is placed on academic probation after the first regular semester in which the cumulative GPA falls below 2.0. Students on academic probation whose semester GPA is 2.0 or higher will be allowed to continue on academic probation until the cumulative GPA is 2.0 or higher. Academic probation will continue until the student achieves good standing or is placed on academic suspension.

ACADEMIC SUSPENSION

A student on academic probation will be placed on academic suspension if the student's semester GPA falls below 2.0.

REINSTATEMENT

A student on academic suspension may be allowed to continue at the university through any of the following procedures:

1. Meet conditions established by the student's dean
2. Be reinstated on academic probation automatically after one regular semester's absence from the university. Following a second or subsequent academic suspension and absence from the university for two regular semesters, be reinstated automatically on probation. Summer terms are exempt from periods of academic suspension. Automatic reinstatement will not occur if the student takes courses elsewhere and fails to attain a GPA of 2.0 for those courses; or,
3. After the first academic suspension, attend summer school at Stephen F. Austin State University and either raise the cumulative GPA to 2.0 or higher or obtain a GPA of 2.0 or higher for at least nine semester credit hours in courses specified by the student's dean.

CHANGE OF MAJOR

Students on academic probation or suspension may change majors with approval from their current and receiving deans.

WITHDRAWAL FROM THE UNIVERSITY

(Also see Refund of Tuition and Fees in this bulletin.)

Students who officially withdraw from the university will have a W recorded on the transcript if the withdrawal is prior to five days after mid-semester or mid-session as applicable. Students desiring to withdraw after these dates will receive grades of WP if passing or of WF if failing in their respective courses. Application for withdrawal must be initiated by the student in the Office of the Registrar.

Any student who ceases to attend classes without officially withdrawing is subject to grades of F or QF in all courses for which he/she is registered.

Any student who withdraws from or otherwise leaves the university without clearing his/her financial record, i.e., without having returned borrowed books and equipment, paid any outstanding university traffic fines and settled other financial matters with the university, will be subject to the following sanctions until such time that the record is cleared:

1. The student will not be permitted to re-enroll.
2. The student will not be eligible to receive an official transcript of academic work completed.

PRESIDENT'S HONOR ROLL AND DEAN'S LIST

Full-time degree-seeking undergraduate students may be recognized on the President's Honor Roll or the Dean's List during the fall or spring semesters when the following requirements are met:

1. Earn 12 or more quality semester hours with a minimum GPA of 3.5 at Stephen F. Austin State University during either the fall or spring semester. Courses excluded from grade-point computation also are excluded from quality hours and may not be used to determine Honor Roll status.
2. Undergraduate students meeting the above requirements with a semester GPA of 4.0 qualify for President's Honor Roll.
3. Undergraduate students meeting the above requirements with a semester GPA of 3.5 through 3.999 qualify for the Dean's List.

GRADUATION WITH HONORS

A student receiving a baccalaureate degree with academic honors has completed a course of study with at least 54 semester hours of SFA residence coursework excluding pass/fail hours and has an overall GPA as follows:

Summa Cum Laude	3.8 to 4.0
Magna Cum Laude	3.6 to 3.79
Cum Laude	3.4 to 3.59

SCHOOL OF HONORS

Michael Tkacik, Director
McKibben Building, Room 381
Phone: (936) 468-2813
Fax: (936) 468-7619
P.O. Box 6114, SFA Station
Nacogdoches, TX 75962
Email: honors@sfasu.edu
Web: sfasu.edu/honors

The School of Honors provides exceptional intellectual challenge and stimulation for academically talented students. All undergraduate students, whatever their major, are eligible to apply for admission to the School of Honors.

Please refer to the honors website for an updated list of the many benefits extended to members of the School of Honors, which may include honors coursework, early registration, scholarships, honors housing, designated computer facilities, and educational and cultural activities.

ADMISSION CRITERIA FOR THE SCHOOL OF HONORS

All School of Honors applicants must have clear admission to SFA. Eligibility will be determined using test scores submitted to SFA Admissions and GPAs as calculated by SFA, or at the director's discretion. Eligible students may apply to the School of Honors by accessing sfasu.edu/honors and selecting Application.

Incoming freshmen: minimum new SAT total score of 1290 (if taken March 2016 or after), minimum old SAT total score of 1220 (if taken before March 2016) (not including writing), or minimum 27 ACT composite score (not including writing).

Transfer students: minimum 3.25 cumulative GPA based on at least 12 transferable

credit hours. If applicant has less than 12 transferable credit hours, then incoming freshman admission requirements also may apply. Subject to approval by the director, honors-eligible students may transfer as many as 12 credit hours of honors courses from their former institution(s) into the School of Honors at SFA.

Current SFA students: minimum 3.25 cumulative GPA based on at least 12 credit hours earned at SFA. If applicant has less than 12 earned credit hours, then incoming freshmen and/or transfer student admissions requirements also may apply.

MEMBERSHIP IN THE SCHOOL OF HONORS

Once admitted into the School of Honors, students must meet the following conditions to maintain membership:

1. Earn no fewer than six credit hours of honors coursework each academic year.
2. Maintain a minimum cumulative GPA of 3.25.
3. Comply with all School of Honors policies and procedures.

Once University Scholar graduation requirements have been met, no additional honors credit must be earned to maintain honors membership. However, honors students must continue to sustain the minimum 3.25 cumulative GPA to maintain membership.

GRADUATION AS A UNIVERSITY SCHOLAR

Students graduate with the University Scholar distinction on their baccalaureate degree if they meet the following conditions:

1. Have full honors membership status in the School of Honors.
2. Complete 24 credit hours of honors coursework, including 12 credit hours of upper-division honors coursework. Honors courses must result in a minimum GPA of 3.0. No more than two “C” grades and no grade below “C” will count toward honors course requirements.
3. Achieve a minimum cumulative GPA of 3.25.

All honors courses will be designated as such in the student’s final transcript.

Students meeting these criteria also have their final transcript noted “University Scholar.”

REGISTRATION BY NON-HONORS STUDENT FOR HONORS COURSES

Permission of a professor and approval by the School of Honors is required for enrollment of non-honors students in honors courses. No more than two honors courses may be taken without formal admission to the School of Honors.

FOR FURTHER INFORMATION

For further information about the SFA School of Honors, review the website at sfasu.edu/honors, email at honors@sfasu.edu, or call (936) 468-2813.

Also note, as described elsewhere in this bulletin, individual academic departments offer specialized honors programs for their majors.

OFFICE OF INTERNATIONAL PROGRAMS

Heather Catton, Director
Vera Dugas Liberal Arts North, Room 402
Phone: (936) 468-6631
Fax: (936) 468-7215
P.O. Box 6152, SFA Station
Nacogdoches, TX 75962
Web: sfasu.edu/oip

The Office of International Programs serves as a facilitator for international activities and exchanges at SFA. OIP serves students, faculty and administrators in disseminating information about study abroad, encouraging and facilitating the organization of faculty-led study abroad programs, and administering Study Abroad Scholarships and International Programs Scholarships. Simultaneously, the OIP directs the recruitment of qualified international students as matriculated students and as ESL students in the English Language Institute.

The OIP also assists faculty with teaching exchanges. The unit oversees the negotiation of cooperative agreements between SFA and foreign universities for the exchange of students and faculty and for the development of joint research projects.

The OIP contributes to the campus further by raising awareness of international issues and studies so that our students are better prepared for lives in an increasingly globalized society.

STUDY ABROAD

OIP coordinates and facilitates opportunities for SFA students to study abroad through SFA faculty-led programs, exchange opportunities or via programs offered by other academic institutions. Students need to visit with the Study Abroad Office, select from many opportunities and experiences that meet their academic goals, meet with their academic advisors to determine transferability of such courses to SFA, participate in a mandatory pre-departure orientation and, upon return, provide an opportunity for debriefing on experiences, accomplishments and perception of the study abroad activity.

Scholarships are available and financial aid applicable for most study abroad programs.

ENGLISH LANGUAGE INSTITUTE

Elaine Lambright, Coordinator
Vera Dugas Liberal Arts North, Room 410
Phone: (936) 468-2388
Fax: (936) 468-7215
Web: sfasu.edu/oip

The ELI is an intensive English language program that helps provide international students with the necessary English skills to succeed in undergraduate and graduate university programs in the United States.

Please note that the ELI does not provide beginning English instruction. Students should already possess an intermediate level of English proficiency. To succeed in the ELI program, students should enter with skills equivalent to a score no

lower than 46 on the TOEFL or a 5.5 on the IELTS. Students should be able to comprehend and respond to conversational English, read and comprehend simplified academic texts, and write simple sentences. For most students, a minimum of two years' previous study of English is necessary for success in the program. Students who successfully complete the program of study will be granted admission into the regular undergraduate or graduate program at SFA if other entrance requirements are met. No additional language test scores are needed.

ADMISSION REQUIREMENTS

1. Complete the ELI application form at sfasu.edu/oip. (A Certification of Finances statement also is required).
2. Provide high school diploma or certificate.
3. Pay a \$50 non-refundable application fee (U.S. check, international bank draft or money order made payable to SFA).

Successful applicants will be sent a letter of acceptance and a Certificate of Eligibility (I-20 form). The I-20 form is required in order to apply for a visa at the nearest U.S. Consulate.

ELI provides a range of instruction. Students will be placed in appropriate levels after their language skills are assessed by ELI staff. A full program of courses will typically include 20 hours of instruction, including conversation hours, lab time, as well as formal instruction in composition and writing, oral communication, reading, academic grammar, vocabulary, and U.S. life and culture. Students also have access to university computer facilities, a recreation center, a tutoring center and a student center, which houses a movie theater, restaurants, a bookstore and cafés.

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. ISEP or other authorized bilateral exchange program — 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 \$50 fee, indicating on the form "Transient Non-degree."
2. Submit official transcript of university currently attending, showing 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, IELTS or PTE scores if English is not the native language of the applicant. For full enrollment, the paper test TOEFL score required is 550, and the Internet-based test score is 79, IELTS is 6.5 or PTE at 53.
5. Apply to live on campus through mySFA. 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.

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

Students also are required to attend International Student Orientation at the beginning of their first semester. Provisions are made for transportation to Nacogdoches from Bush Intercontinental Airport in Houston upon arrival in Texas on the day before the orientation.

All students are assigned an advisor 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. Upon admittance to SFA, a letter will be sent to the applicant with instructions about obtaining a visa for entrance to the United States.

ADVANCED PLACEMENT AND CREDIT BY EXAMINATION

SFA offers several options for students to earn college credit through various placement programs and national examinations. Students can receive college credit through the College Level Examination Program, Advanced Placement Program of the College Board, International Baccalaureate Program and SFA departmental examinations.

POLICIES GOVERNING CREDIT BY EXAMINATION AND ADVANCED PLACEMENT

The following are university policies and procedures that apply to all credit awarded through any advanced placement or credit-by-examination program.

1. Students pay a \$10 fee for each locally administered departmental advanced placement examination.
2. Credit by examination may not be earned for:
 - a. any course (or its equivalent) in which the student is currently officially enrolled at SFA beyond the 12th class day
 - b. any subject area in which the student has already earned credit for a more advanced course except by permission of the dean
 - c. any course for which the student has already received a grade.
3. To earn credit for a locally administered examination, a student must make a score equivalent to at least a C. Departments may, however, require a grade equivalent of B or A.
4. Credit-by-examination courses are identified on the transcript as such to distinguish them from classroom courses. They are recorded on the transcript as a credit (P) rather than a letter grade. Unsuccessful attempts to earn credit by examination are not recorded on the transcript.
5. A student may receive credit for a maximum of 32 hours of coursework in credit-by-examination programs. These hours do not count as credit earned in residence.
6. Credit received by examination satisfies degree requirements in the same way as credit earned by passing courses. A student's cumulative GPA will not be affected by receiving credit by examination.
7. Credit earned by examination does not apply to SFA residence requirements and does not satisfy requirements for the provisional program or Pathways.
8. The CLEP or AP policy in effect at the time the test is taken will determine the credit awarded.
9. Students may not attempt credit for a CLEP examination in which a failing grade has been earned at any educational institution for the course.

Subject to change.

ADVANCED PLACEMENT PROGRAM

Students should specify SFA's code 6682 to have official test scores sent to the SFA Office of Admissions. The College Board's AP Office can be reached at (609) 771-7300 or (800) 225-5427 or by email at apexams@info.collegeboard.org. The following is a list of SFA courses and credit hours that are awarded for successful AP scores:

THE COLLEGE BOARD'S ADVANCED PLACEMENT EXAMINATIONS

AP Examination	Minimum Score	SFA Course	Credit Hours
Art - Studio Art -Drawing	4	ART 100	3
Art - Studio Art 2D Design	4	ART 110	3
Art - Studio Art 3D Design	3	ART 130	3
Art History	3	ART 280	3
Biology	4	BIO 130	3
Calculus - AB	3	MTH 233 and 233L	4
Calculus - BC	3	MTH 233 and 233L, 234	8
Calculus - BC (AB sub-score)	3	MTH 233 and 233L	4
Chemistry	3	CHE 111 and 111L, 112 and 112L	8
Economics - Macro	3	ECO 231	3
Economics - Micro	3	ECO 232	3
English Lang./Composition	3	ENG 131	3
English Lang./Composition	4 or 5	ENG 131 and 132	6
English Lit./Composition	3	ENG 131	3
English Lit./Composition	4 or 5	ENG 131 and 132	6
Environmental Science	3	ENV 110	3
French Language & Culture	3	FRE 131, 132	6
French Language & Culture	4	FRE 131, 132, 231	9
French Language & Culture	5	FRE 131, 132, 231, 232	12
German Language & Culture	3	GER 131,132	6
German Language & Culture	4	GER 131,132, 231	9
German Language & Culture	5	GER 131,132, 231, 232	12
Government & Politics - US	3	PSC 142	3
Government & Politics - Comparative	N/A	No Credit	0
History - European	3	HIS 152	3
History - US	4	HIS 133, 134	6
History - US	3	HIS 133	3
History - World	3	HIS 161	3
History - World	4	HIS 161, 162	6
Human Geography	3	GEO 230	3
Latin	3	LAT 131,132	6
Latin	4	LAT 131,132 (6) + LAT 231 (3)	9
Latin	5	LAT 131,132 (6) + LAT 231, 232 (6)	12
Music Theory (Aural Subscore)	3	MTC 151	1
Music Theory (Aural Subscore)	4	MTC 151, 152	2
Music Theory (Non-Aural Sub)	3	MTC 161	2
Music Theory (Non-Aural Sub)	4	MTC 161, 162	4
Physics 1	3	PHY 131 and 131L	4
Physics 2	3	PHY 132 and 132L	4
Physics C - Mechanics	3	PHY 241 and 241L	4
Physics C - Electricity & Magnetism	3	PHY 242 and 242L	4

*Psychology	3	PSY 133	3
Spanish Language & Culture	3	SPA 131, 132	6
Spanish Language & Culture	4	SPA 131, 132, 231	9
Spanish Language & Culture	5	SPA 131, 132, 231, 232	12
Spanish Literature & Culture	3	SPA 131, 132, 231, 232	12
Spanish Literature & Culture	4 or 5	SPA 131, 132, 231, 232, 304	15
Statistics	3	MTH 220	3

**The awarding of Psychology 133 for an AP score of 3 or higher will be effective spring 2017 for students who take the AP exam during 2017 and after. Students who are currently enrolled at SFA and who received a score of 3 did not receive credit for Psychology 133.*

COLLEGE-LEVEL EXAMINATION PROGRAM

Students may take CLEP tests at SFA or at any other location and should specify the code 6682 to have official scores sent to the SFA Office of Admissions. Credit will be awarded based on SFA's Credit-by-Exam Policy in effect at the time the test was taken. Students must wait six months to retake an exam and must not currently be enrolled in the course. In addition, students may not take the same CLEP test more than twice. The College Board's CLEP Office can be reached at (800) 257-9558 or by email at clep@info.collegeboard.org to have additional score reports sent. The following are the minimum computer-based CLEP score requirements to receive college credit at SFA:

Subject Examination	Minimum Score	SFA Course	Credit Hours
Algebra, College	50	MTH 138	3
American Government	50	PSC 100-level	3
American Literature	N/A	No Credit	0
Analysis & Interpretation of Literature	N/A	No Credit	0
Biology	50	BIO 121	4
Business Law, Introduction	N/A	No Credit	0
Calculus	50	MTH 233 and 233L	4
Chemistry	50	CHE 111/111L	4
Chemistry	60	CHE 111/111L & CHE 112/112L	8
Composition, College	N/A	No Credit	0
Composition Modular, College	N/A	No Credit	0
Educational Psychology, Introduction	60	EPS 380	3
English Literature	N/A	No Credit	0
Financial Accounting	50	ACC 231	3
French Language	50	FRE 131, 132	6
German Language	50	GER 131, 132	6
Human Growth & Development	60	EPS 485	3
Humanities	N/A	No Credit	0
Information Systems & Computer App.	N/A	No Credit	0
Mathematics, College	N/A	No Credit	0

Subject Examination	Minimum Score	SFA Course	Credit Hours
Natural Sciences	N/A	No Credit	0
Pre-Calculus	50	MTH 139	3
Principles of Macroeconomics	54	ECO 231	3
Principles of Microeconomics	54	ECO 232	3
Principles of Management	56	MGT 370	3
Principles of Marketing	62	MKT 351	3
Psychology, Introduction	N/A	No Credit	0
Social Science & History	N/A	No Credit	0
Sociology, Introduction	50	SOC 137	3
Spanish Language	50	SPA 131, 132	6
U.S. History I	56	HIS 133	3
U.S. History II	56	HIS 134	3
Western Civilization I	56	HIS 151	3
Western Civilization II	56	HIS 152	3

THE INTERNATIONAL BACCALAUREATE PROGRAM

Students who participate in the International Baccalaureate Program may receive college credit for exam scores of 4 or higher on most higher-level (HL) exams and 5 or higher on most standard-level (SL) exams. The amount of credit awarded will depend upon the exam scores and the level of the courses. In compliance with SB 111 students admitted will be granted a minimum of 24 hours of credit if they have earned the IB diploma and have no score lower than a 4 on the HL and SL exams. If qualified, credit will be awarded for a score of 4 instead of 5 on the SL exams as shown on the following equivalency chart:

IB Subject	SL Score	HL Score	SFA Course	Credit Hours
Anthropology	5	4	ANT 231	3
Anthropology		5+	ANT 231, ANT 200-level	6
Biology	5	4	BIO 121	4
Biology		5	BIO 130	3
Biology		6-7	BIO 130, 133	7
Business & Mgmt	5	4	GBU 147	3
Classical Languages (Greek)	4	4	IDS1 ---	6
Classical Languages (Greek)		5+	IDS1 --- and 2 ---	12
Classical Languages (Latin)	4	4	LAT 131, 132	6
Classical Languages (Latin)		5+	LAT 131, 132, 231, 232	12
Computer Science	5	4	CSC 101	3
Economics	5	4	ECO 231, 232	6
English A1	5	4 or 5+	ENG 131, 132	6
Environmental Systems	3		ENV 110	4
French A2 or B	5	4	FRE 131, 132	8
French A2 or B		5+	FRE 131, 132, 231, 232	14
Geography	5	4	GEO 131	3
Geography		5+	GEO 131, SUS 101	6
History of the Americas	5	4	HIS 100-level	3
History of the Americas		5+	HIS 100-level	6
Islamic History	5	4	HIS 100-level	3
Islamic History		5+	HIS 100-level	6
Languages A2 or B (other)	5	4	ILA 111, 112	8
Languages A2 or B (other)		5+	ILA 111, 112, 200-level (6)	14

Mathematics (HL only)	4	MTH 233	3
Music	5	MUS 140	3
Philosophy	5	PHI 153	3
Philosophy	5+	PHI 153, PHI 100-level	6
Physics	5	PHY 101/101L, 102/102L	8
Psychology	5	PSY 133	3
Psychology	5+	PSY 133, PSY 100-level	6
Spanish A2 or B	5	SPA 131, 132	6
Spanish A2 or B	5+	SPA 131, 132, 231, 232	12
Theatre Arts	5	THR 161	3
Visual Arts	5	ART 280	3

* *Must pass lab for credit.*

INTERNALLY ADMINISTERED EXAMINATIONS

Students already enrolled at SFA may acquire pass credit by successfully completing internally administered examinations or by a departmental advanced placement system that allows students to earn credit or bypass certain courses.

Departments currently awarding either advanced placement or credit by examination are listed below. Students interested in taking an internally administered examination should contact the appropriate department to seek approval and pre-register.

1. **Accounting 231:** Students must provide evidence of some practical experience or education in accounting and should inquire about the content of the examination prior to making application to take the test. The minimal passing grade is B.
2. **Art:** Students who receive unanimous consent from all members of the Advanced Standing Committee may waive the prerequisites ART 100 and/or ART 110, and go to the next highest-level course. If a student receives a grade lower than C in the next highest-level course, the student will then be required to take that course for which he or she received advanced placement. If the student is given a grade of C or higher, the student will be allowed to replace the bypassed hours with an additional art elective. If the student receives a grade of A in the next highest-level course, he or she may petition the Advanced Standing Committee for credit in the bypassed course. Interested students should check with the chair for portfolio submission deadlines.
3. **Chemistry 133 and 134 (General Chemistry):** The minimal passing grade on these examinations is C. A separate lab test is administered for Chemistry 133-134 lab.
4. **Computer Science 101 and 121:** To qualify for the examination, a student must provide evidence of some practical experience or education in computer application software and the operating system. The examination consists of a written component and a computer-based competency component. Applicants should inquire about the content of the examination prior to making application to take the test. The examination can be taken only once per student. The minimal passing grade is B.
Computer Science 102: To qualify for the examination a student must not have previously attempted CSC 102. Applicants must register for the examination through the Department of Computer Science at least 24

hours before the examination time. The test will normally be administered on the third class day of a term. The test will be graded by a committee of at least three faculty members. The student will receive credit for CSC 102 only if all graders agree that the student has sufficient knowledge of the programming language. Students will not be permitted to take the examination more than once.

5. **English:** Qualified students may earn advanced placement credit as a consequence of their performance in an accelerated course for freshmen — ENG 133H. Students who have a score of 28 or higher on the English section of the ACT or a 580 or higher on the SAT Reading Test are eligible to enroll in ENG 133H. Those who perform well in this course, earning an A, will be recommended by the instructor for six hours of advanced-placement credit and will fulfill their core curriculum requirement for rhetoric and composition. A grade of B or C will earn three hours of advanced-placement credit (ENG 131).
6. **Geology 131 and 132 (General Geology):** The minimal passing grade is B.
7. **History 151 and 152 (Western Civilization) and 133 and 134 (United States History):** The minimal passing grade is 70.
8. **Mathematics 133 (Plane Trigonometry), 138 (College Algebra), and 139 (Plane Analytic Geometry):** The minimal passing grade is C.
9. **Military Science:** Students who have prior military service and students who participated in JROTC in high school may be eligible for advanced placement not to exceed four semesters. Eligibility will be determined by the professor of Military Science after interviewing the student.
10. **Modern Languages:** Advanced placement with credit for courses bypassed may be earned in French, German, Portuguese and Spanish. Such credit is available in the sequence of French, German, Portuguese and Spanish 131-132, 231-232, Spanish 241-242, and French and Spanish 303. In the 131-303 sequence, the student must earn a grade of C or higher in the course taken in order to receive bypass credit. Bypass credit may be earned only in sequence. Repeated courses do not carry bypass credit. In all cases, the student must apply for bypass credit from the dean of the College of Liberal and Applied Arts through the Department of Languages, Cultures and Communications.

Students who are unsure as to proper placement in language courses are strongly encouraged to take the placement examination offered free each semester by the department. The examination carries no credit and is for placement only. On the basis of the score earned on the examination, the language advisor recommends a course commensurate with the student's level of competence in the language.

11. **Music:** Through internally administered examinations, students may earn a maximum of six hours' credit in music theory. The minimal passing grade is B.
12. **Sociology 137 (Introduction to Sociology):** Student seeking pass credit for Sociology 137 must earn a score of 50 or higher on the Introduction to Sociology CLEP exam.
13. **Theatre:** All courses currently offered by the Department of Theatre are available for advanced placement. The awarding of advanced placement signifies that the student has successfully met all academic and/or performance objectives for the course under consideration.

The faculty member, when satisfied that the student has successfully met the objectives for the particular course, will recommend to the theatre faculty that advanced placement be awarded. The student will be granted advanced placement upon the approval vote of a majority of the theatre faculty. Notification of the awarding of advanced placement will be entered on the student's official SFA transcript.

14. SPH 172 and SPH 272 (Beginning and Intermediate American Sign

Language): The SPH 172 Placement Test consists of:

- a. A computer-based test with vocabulary, phrases, numbers and fingerspelling
- b. Signing the "Three Little Pigs" following a model provided by the department

The SPH 272 departmental exam consists of:

- a. A computer-based receptive test
- b. An interview with a faculty member.

For both tests, a score of 80 percent or higher is required. Students desiring to be considered for advanced placement should contact the departmental instructor currently or most recently teaching the particular course. The faculty member and student will develop an evaluation procedure consisting of examinations and/or projects that will attempt to assess the student's competencies in the specific course content.

The awarding of advanced placement entitles the student to enroll in the next level course within the appropriate area of concentration, or place out of an area requirement if advanced credit is not stipulated in the degree plan. The awarding of advanced placement does not carry university credit or require the student to pay tuition charges for awarded courses.

CORRESPONDENCE WORK

While SFA does not offer correspondence courses, it recognizes correspondence work completed at other regionally accredited institutions within the following limits: the maximum of such total credit allowed for correspondence study is 18 semester hours, and all transfer credit must be approved by the Office of Admissions.