

Undergraduate Admission and Credits

Original Implementation: September 8, 1978

Last Revision: July 26, 2016

Stephen F. Austin State University (SFA) 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.

Application

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.

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

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. Freshmen 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 (Not including writing)	ACT Score (Not including writing)
1 st quarter		
Top 10%	No minimum score	No minimum score
11-25%	850	17
2 nd quarter	950	20
3 rd quarter	1100	24
4 th quarter	File review	File review

Students 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, 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 scholarship by an official SFA scholarship committee.

GRADUATES OF NON-RANKING AND NON-ACCREDITED HIGH SCHOOLS, HOME-SCHOOLED STUDENTS AND GED RECIPIENTS

Those applicants who graduate from non-ranking high schools, non-accredited high schools, or 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.

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.

NON-TRADITIONAL/MATURE STUDENTS

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 the ability to succeed at SFA utilizing 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.

TRANSFER STUDENTS

Students applying to Stephen F. Austin State University (SFA) who have attended accredited institutions of higher education must apply as transfer students.

Transfer applicants must have a cumulative 2.0 grade point average (GPA) (using a 4.0 scale) on all transferable work attempted [see Course Grades (5.5)]. Transfer applicants who have completed fewer than 15 semester hours of transferable college credit must have the required cumulative 2.00 GPA and must also satisfy eligibility requirements for first-semester freshmen. Transfer applicants who have completed 15 or more semester hours must have the required 2.00 GPA and must not be on academic suspension.

Although transfer students with less than a 2.0 grade point average are not eligible for admission into the fall or spring semesters, those who are not currently on academic suspension at another institution are eligible for provisional admission to a summer term. Summer provisional students may be eligible to enroll for subsequent semesters if they complete nine semester hours of non-developmental coursework as approved by their academic dean and earn at least a 2.0 grade point average on all work attempted.

Applicants who are denied admission as transfer students may appeal the admission decision through the Transfer Appeals Program in the Office of Admissions. Appeals are reviewed by the Admission Appeals Committee. Following the review of an appeal, the committee submits a recommendation to the executive director of enrollment management for final decision. Students admitted through this procedure are assigned to the Academic Advising Center for advisement.

Transfer Credits

The university accepts transfer credit from 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 assigned when the content of the transfer course is equivalent, and when the course was taught on the same level.
- General enbloc 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.
- Most academic credit is transferable with the exception of remedial or developmental courses. Some departments may limit the number of credit hours that may be applied toward a degree.
- A maximum of 66 academic hours plus four hours of kinesiology activity from junior or community colleges may apply toward a degree, unless an exception has been granted by the provost and vice president for academic affairs.
- Courses transferred from a community college may be transferred only as a lower-level course and may not be considered as advanced upper-level credit.
- There is no limit for undergraduate credits transferred from four-year institutions. At the graduate level, no more than 12 credit hours may be transferred; however, the total number of transferable hours may vary by program.
- All undergraduate students must complete a minimum of 42 semester hours including 36 hours of advanced credit at SFA in order to earn a bachelor's degree. The Registered Nurse –Bachelor of Science in Nursing (RN-BSN) degree requires 30 semester hours in residence, all of which must be advanced (300-400 level). Graduate students must complete a minimum of 18 course credits at SFA that apply to their graduate 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, Community College of the Air Force and the Coast Guard Institute, and the joint services transcript are used in the evaluation review process.
- Credit for vocational/technical courses, experiential learning and professional certification programs can be used in the Bachelor of Applied Arts and Sciences degree program or programs approved by the provost and vice president for academic affairs.

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. Only credit hours transfer; grades for courses do not transfer.
4. Transfer hours of repeated work may be used to satisfy degree requirements other than those related to grade point average.

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 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.

PROVISIONAL ADMISSION PROGRAMS

First-semester freshman applicants not meeting the admission requirements may become eligible for regular admission by enrolling in the Summer Pathways Program. More information about the program may be obtained from the Office of Admissions.

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

TRANSIENT STUDENTS

Transient students planning to attend fall, spring, summer I or summer II 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. Student 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.

Policies and procedures of the Texas Higher Education Coordinating Board and other applicable accreditation bodies will be followed regarding transfer of core curriculum courses, fields of study courses, and any transfer credit disputes.

Cross Reference: General Bulletin; Graduate Bulletin; Course Grades (5.5)

Responsible for Implementation: Provost and Vice President for Academic Affairs

Contact for Revision: Provost and Vice President for Academic Affairs; Dean of the Graduate School

Forms: None

Board Committee Assignment: Academic and Student Affairs