

STEPHEN F. AUSTIN STATE UNIVERSITY  
N A C O G D O C H E S , T E X A S

GENERAL BULLETIN  
FOR  
2007-2008



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|  |           |
|--|-----------|
| <b>Welcome to Stephen F. Austin State University.....</b>  | <b>6</b>  |
| Quick Facts.....   | 7         |
| University Showcase.....                                   | 8         |
| University Calendar For 2007-2008.....                     | 9         |
| Guide to Using the Bulletin.....                           | 17        |
| Course Abbreviations.....                                  | 20        |
| <b>General Information .....</b>                           | <b>22</b> |
| Governance & Accreditation.....                            | 22        |
| Administration.....  | 22        |
| University Vision, Mission & Core Values.....              | 24        |
| Location & History.....                                    | 25        |
| Campus.....  | 26        |
| Library.....   | 26        |
| Campus Computing & Technology.....                         | 27        |
| Alumni Association.....                                    | 28        |
| University Advancement.....                                | 29        |
| Public Affairs.....  | 29        |
| <b>University Policies .....</b>                           | <b>30</b> |
| Acceptable Use of Information Resources.....               | 30        |
| Americans with Disabilities Act of 1990 & Section 504..... | 30        |
| Discrimination Complaints/Sexual Harassment Policy.....    | 31        |
| Student Conduct Code.....                                  | 31        |
| Student Right-to-Know Act.....                             | 33        |
| Use and Release of Student Information.....                | 33        |
| <b>Undergraduate Admissions .....</b>                      | <b>34</b> |
| Admission Policies & Procedures.....                       | 34        |
| First-Semester Freshmen.....                               | 34        |
| Transfer Students.....                                     | 38        |
| Transfer Credit.....                                       | 39        |
| Admission Policy for Former Students.....                  | 41        |
| Additional Procedures for All New Students.....            | 41        |
| Admission Appeals.....                                     | 41        |
| Provisional Admission Programs.....                        | 42        |
| Academic Fresh Start.....                                  | 42        |
| International Students.....                                | 42        |
| Foreign Non-Degree Students.....                           | 46        |
| Concurrent Students.....                                   | 46        |
| Transient Students (Summer Semester Only).....             | 47        |
| Veterans Affairs.....                                      | 47        |
| Senior Experience.....                                     | 47        |
| Transcripts.....   | 47        |
| <b>Academic Programs &amp; Policies.....</b>               | <b>48</b> |
| Requirements for Undergraduate Degrees.....                | 48        |

|   |           |
|---|-----------|
| Overlap Program.....  | 48        |
| Second Bachelor's Degree .....  | 48        |
| Degree Plan Requirements .....  | 49        |
| Application for Degree & Final Graduation Plan.....                   | 49        |
| Class Attendance & Excused Absences.....                              | 49        |
| Grading System .....  | 50        |
| Repeating Courses.....  | 50        |
| Grade Appeal .....  | 51        |
| Academic Integrity.....   | 52        |
| Satisfactory Progress & Standing .....                                | 53        |
| Scholastic Probation & Suspension.....                                | 53        |
| Good Standing .....   | 53        |
| Probation .....   | 53        |
| Suspension .....  | 53        |
| Reinstatement.....  | 54        |
| Change of Major .....   | 54        |
| Withdrawal from the University .....                                  | 54        |
| President's Honor Roll & Dean's List.....                             | 54        |
| Graduation with Honors .....  | 55        |
| School of Honors.....   | 55        |
| Admission Criteria for the School of Honors.....                      | 55        |
| Graduation with University Honors .....                               | 56        |
| Office of International Programs .....                                | 56        |
| Study Abroad – Independent .....                                      | 56        |
| Study Abroad – Faculty Led Courses .....                              | 57        |
| American English Language Institute (AELI).....                       | 57        |
| Advanced Placement & Credit by Examination .....                      | 58        |
| Policies Governing Credit by Examination and Advanced Placement ..... | 58        |
| Advanced Placement Program .....                                      | 58        |
| The College Board's Advanced Placement (AP) Examinations.....         | 58        |
| College Level Examination Program .....                               | 60        |
| The International Baccalaureate Program .....                         | 61        |
| Internally Administered Examinations .....                            | 62        |
| Correspondence Work .....   | 65        |
| <b>Registration .....</b>   | <b>66</b> |
| Unit of Credit & Course Load .....                                    | 66        |
| Student Classification .....  | 66        |
| Registration Procedures .....   | 67        |
| Adding & Dropping Courses.....  | 68        |
| Auditing Courses .....  | 68        |
| <b>Fees, Expenses &amp; Financial Aid.....</b>                        | <b>69</b> |
| Tuition & Fees.....   | 69        |
| Tuition and Required Fees–Fall or Spring Semester 2007-2008* .....    | 69        |
| Tuition and Required Fees–Summer Term* .....                          | 70        |
| Auditing .....  | 70        |
| Payment Deadlines .....   | 71        |
| Late Registration & Late Course Addition Fees .....                   | 71        |
| Reinstatement Fee .....   | 71        |

Installment Payment Plan for Tuition, Fees, Room & Board ..... 72

Residence Status ..... 73

International Students ..... 73

Additional Tuition Charges..... 73

Tuition Rebate for Designated Undergraduates ..... 74

Exemptions & Waivers from Tuition & Fees..... 75

Refund of Tuition & Fees (Sec. 54.006 Tex. Ed. Code)..... 78

Graduation Fee ..... 79

Room & Board ..... 79

Deposits ..... 81

Books & Supplies..... 81

Miscellaneous Expenses ..... 82

Returned Checks..... 82

Financial Aid ..... 82

Department of Assistive & Rehabilitative ServicesDivision of Rehabilitation  
Services (DRS)..... 83

Texas B-On-Time Loan..... 83

Scholarship Awards ..... 83

Return of Funds by Financial Aid Recipients ..... 86

**Student Services..... 89**

Academic Affairs ..... 89

    Academic Advising Center ..... 89

    Academic Assistance & Resource Center (AARC)..... 89

    International Student Support Services ..... 90

    SFA 101: Student Success ..... 90

University Affairs ..... 90

    Athletics ..... 91

    Campus Safety & University Police..... 91

    Counseling & Career Services..... 92

    Disability Services ..... 92

    Housing ..... 93

    Judicial Office ..... 93

    Student Affairs ..... 94

        Student Activities ..... 94

        Multicultural Center ..... 95

        Student Leadership Center ..... 95

        Jack Camp - New Student Transition Program ..... 95

        SFA Spirit Programs..... 95

        Graphics Shop ..... 96

        SFA Ticket Office ..... 96

        Student Government ..... 96

    SFASU Health Services - Student Health Center ..... 96

        Immunizations..... 97

        Attention Deficit Disorder Therapy ..... 97

        Meningitis Vaccination..... 98

    Student Publications ..... 98

    Student Center ..... 98

|   |            |
|---|------------|
| <b>Academic Units.....</b>                                  | <b>99</b>  |
| Core Curriculum .....                                       | 99         |
| Undergraduate Degrees .....                                 | 100        |
| <b>Business.....</b>  | <b>102</b> |
| Accounting .....  | 113        |
| Computer Science .....                                      | 118        |
| Economics & Finance .....                                   | 127        |
| General Business .....                                      | 134        |
| Management, Marketing, & International Business .....       | 140        |
| <b>Education .....</b>                                      | <b>152</b> |
| Elementary Education .....                                  | 174        |
| Human Sciences .....  | 187        |
| Human Services .....  | 199        |
| Kinesiology & Health Science .....                          | 214        |
| Secondary Education & Educational Leadership .....          | 229        |
| <b>Fine Arts .....</b>                                      | <b>232</b> |
| Art .....   | 245        |
| Music.....  | 253        |
| Theatre.....  | 266        |
| <b>Forestry and Agriculture.....</b>                        | <b>276</b> |
| Environmental Science .....                                 | 290        |
| Agriculture.....  | 295        |
| <b>Liberal &amp; Applied Arts .....</b>                     | <b>314</b> |
| Communication .....   | 331        |
| Criminal Justice .....                                      | 339        |
| English & Philosophy.....                                   | 345        |
| History .....   | 362        |
| Military Science .....                                      | 368        |
| Modern Languages.....                                       | 373        |
| Political Science, Geography, & Public Administration ..... | 379        |
| Psychology .....  | 390        |
| Social Work.....  | 397        |
| Sociology .....   | 405        |
| <b>Sciences &amp; Mathematics .....</b>                     | <b>426</b> |
| Biology .....   | 433        |
| Chemistry .....   | 443        |
| Geology.....  | 451        |
| Mathematics & Statistics .....                              | 456        |
| Nursing.....  | 463        |
| Physics & Astronomy .....                                   | 473        |
| Pre-professional Programs.....                              | 484        |
| <b>Appendix.....</b>  | <b>490</b> |
| <b>Faculty .....</b>  | <b>494</b> |

Any of the regulations appearing in this bulletin may be changed without prior notice. Ordinarily, the regulations appearing here will be in force starting fall 2007.

# Welcome to Stephen F. Austin State University

Now is an exceptional time to be a student at Stephen F. Austin State University.

You can feel the energy of a comprehensive university located on a beautiful campus that offers strong academic programs, new facilities to serve students and the personal attention of a private school at a state school price.

SFA students have access to the world with international study programs in the College of Fine Arts, the Nelson Rusche College of Business and the College of Liberal and Applied Arts. Students in our education and nursing programs earn among the highest marks on Texas professional examinations. And students can experience hands-on study and research opportunities in programs such as the Columbia Regional Geospatial Service Center, the Pharmaceutical Crops Center and the Poultry Science Center in the Arthur Temple College of Forestry and Agriculture.

Nearly \$170 million has been committed to campus improvements during the past few years. Two apartment-style residence halls that feel like home for most students opened in 2006. Parking on campus is easier now with three new parking garages. During 2007, we will welcome the addition of a new student center with a 382-seat theatre, as well as eating, shopping and meeting facilities. A new recreation center also will open and become the envy of students everywhere in Texas.

More than 100,000 degrees have been granted to SFA students since the university opened in 1923. As a SFA graduate myself, I can tell you with confidence that you will have the opportunity to develop the skills you need for a rewarding career and fulfilling life. Stephen F. Austin State University is a great place to begin your future.



Baker Pattillo '65, '66  
President



## Quick Facts

### BASICS

- Location: Nacogdoches, Texas – 140 miles northeast of Houston, 180 miles southeast of Dallas
- Main campus size: 360 acres
- Affiliation: Public university governed by autonomous Board of Regents, appointed by the governor and approved by the Texas Legislature
- Enrollment: 11,756 (fall 2006)

### FACULTY

- Instructional faculty, including part-time: 627
- Instructors and professors with highest degree in their field: 405
- Student-faculty ratio: 19 to 1

### COLLEGES

Nelson Rusche College of Business  
 College of Education  
 College of Fine Arts  
 Arthur Temple College of Forestry and Agriculture  
 College of Liberal and Applied Arts  
 College of Sciences and Mathematics

### ACADEMICS

- Enrollment periods: Two 16-week semesters (fall and spring) and two 5 1/2-week summer terms per year
- Accrediting body: Commission on Colleges of the Southern Association of Colleges and Schools
- Programs offered: more than 80 undergraduate majors and 120 areas of study; nearly 60 graduate degrees, including two doctoral programs

### COSTS\*

- Undergraduate tuition/fees academic year (15 semester hours per semester, for two semesters)\*
  - Texas resident: approximately \$5,232
  - Non-Texas resident: approximately \$13,452
- Room and board – average for academic year: \$6,544\*
- Financial aid awarded 2005-2006 \$86,150,689

*\*Based on costs at time of printing; subject to change*

### HISTORY

- Founded as: Teachers' college
- Chartered by Legislature: April 4, 1917 – put on hold because of World War I
- Funding legislation signed: 1921
- Nacogdoches selected as site: July 14, 1921
- First classes: September 18, 1923

## University Showcase

### **Clock tower to top off renovated Student Center**

A clock tower atop the newly renovated Student Center on the SFA campus will do more than give the time of day. It will serve as a landmark and beacon for the university.

The first of its kind in the nation, the clock tower has been created with interlocking double-panel frosted channel glass and is approximately 20 feet tall. Each evening, it will be lit from the interior – either white or with a purple glow following each Ladyjack or Lumberjack sports victory.

The clock tower is a part of the renovations that began in 2004 as a result of a student referendum for an expanded and improved student center with an attractive environment to serve students, faculty, staff and visitors. After the first renovation to the building in more than 25 years, the center now features a three-story atrium with skylights, a curved cherry wood accent wall and grand staircase that creates a welcoming environment for everyone on campus. The atrium houses services including an information center, bank, and graphics shop and copy center.

From banquets and ballroom dancing to meeting places for SFA's 200-plus students groups, gathering areas will be available to create a unifying force among the entire Lumberjack student body. The building includes a multi-outlet food court, sports cafe, study lounges and TV rooms, a 382-seat movie theater, retail shopping, and multicultural center. A cyber center is available, and the entire building offers wireless Internet access.

In the past few years, more than 345,000 square feet of new area has been dedicated to SFA students. Two new residence halls, Lumberjack Lodge and Lumberjack Village, house more than 900 students.

A new Student Recreation Center, with more than 78,000 square feet of interior recreational space and an additional 40,000 square feet of outdoor space, will offer activities for almost any interest. Some of the amenities include a large cardio-fitness and weight area, indoor elevated walking and jogging track, aerobics and dance rooms, climbing rock, leisure pool and spa, racquetball courts, an outdoor adventure center, basketball courts, and sand volleyball.

For decades, SFA has been a student-centered university, and these new facilities will ensure that students and their needs remain the primary focus of the university for years to come.



Architectural rendering of new Student Center

## University Calendar For 2007-2008

### Summer 2007

#### First Term

- May 27, Sunday  
10 a.m. Summer housing facilities open
- May 28, Monday  
Memorial Day holiday
- May 29, Tuesday  
8 a.m. to 5 p.m. Faculty available for advising  
8 a.m. ACT Residual given, Kennedy Auditorium  
1 p.m. Orientation for all new freshmen and transfer  
students enrolled for summer classes,  
E.L. Miller Science Building Room 137
- May 30, Wednesday  
8 a.m. Classes begin\*  
*Note: The deadline for submission of all admission materials  
is May 15 unless otherwise specified in departmental  
announcements.*
- May 31, Thursday  
Last day to change schedules other than to drop courses  
Last day to register (both full-time and part-time students)
- June 4, Monday  
Fourth class day
- June 14, Thursday  
Mid-term
- June 19, Tuesday  
Fifteenth class day
- June 21, Thursday  
Last day to drop courses  
Last day to withdraw from the university without WP or WF
- June 27, Wednesday  
Last day to withdraw from the university
- July 3, Tuesday  
End of term  
Final examinations
- July 4, Wednesday  
Independence Day holiday

- July 5, Thursday  
8 a.m. to 5 p.m. Faculty available for advising
- July 6, Friday  
8 a.m. to 5 p.m. Faculty available for advising  
8 a.m. ACT Residual given, Kennedy Auditorium  
1 p.m. Orientation for new freshmen and transfer students attending summer classes, E.L. Miller Science Building Room 137

## Second Term

- July 9, Monday  
8 a.m. Classes begin\*  
Last day to apply for degrees to be completed in August 2007  
Noon Grade entry completed for Summer I

*Note: The deadline for submission of all admission materials is June 15 unless otherwise specified in departmental announcements.*

- July 10, Tuesday  
Last day to change schedule other than to drop courses  
Last day to register (both full-time and part-time students)
- July 12, Thursday  
Fourth class day
- July 24, Tuesday  
Mid-term
- July 27, Friday  
Fifteenth class day
- July 31, Tuesday  
Last day to drop courses  
Last day to withdraw from the university without WP or WF
- August 3, Friday  
Last day to withdraw from the university
- August 8, Wednesday  
8 a.m. ACT Residual given, Kennedy Auditorium
- August 10, Friday  
Final examinations
- August 11, Saturday  
End of term  
Summer commencement  
Summer housing facilities close (except 12-month facilities) at 2 p.m.

August 15, Wednesday  
Noon

Grade entry completed for Summer II  
*\* Consult schedule of classes for variations in class beginning and ending dates.*

### Fall Semester 2007

August 21, Tuesday  
8 a.m. to noon  
1:30 p.m. – 3 p.m.

New Faculty General Orientation  
New Faculty Orientation - meet with librarians

August 22, Wednesday  
8:30 a.m. to noon

New Faculty Technology Orientation

August 23, Thursday  
8:30 a.m. - 9:30 a.m.  
10 a.m.  
11 a.m.  
10 a.m.  
1 p.m. – 5 p.m.  
  
1 p.m. – 5 p.m.

Faculty and staff meeting, Turner Auditorium  
Faculty meetings by college  
Faculty meetings by department  
Housing facilities open  
Orientation for all new freshmen and transfer students who did not attend summer orientation, Kennedy Auditorium  
Faculty available for advising

August 24, Friday  
8 a.m. - 5 p.m.  
8 a.m.

Faculty available for advising  
Orientation continues for all new freshmen and transfer students who did not attend summer orientation, Kennedy Auditorium

August 25, Saturday  
Housing Office, Financial Aid and Business Office open 10 a.m. to 4 p.m.

August 26, Sunday  
Housing Office, Financial Aid and Business Office open 10 a.m. to 4 p.m.

August 27, Monday  
8 a.m. Classes begin

*Note: The deadline for submission of all admission materials is August 1 unless otherwise specified in departmental announcements.*

August 30, Thursday  
Last day to change schedules other than to drop courses  
Last day to register (both full-time and part-time students)

September 3, Monday  
Labor Day holiday



8 a.m. – 5 p.m.                      Science Building Room 137  
Faculty available for advising

January 14, Monday  
8 a.m.                                      Classes begin

*Note: The deadline for submission of all admission materials is December 1 unless otherwise specified in departmental announcements.*

January 17, Thursday  
Last day to change schedules other than to drop courses  
Last day to register (both full-time and part-time students)

January 21, Monday  
Martin Luther King Jr. holiday

January 30, Wednesday  
Twelfth class day

February 11, Monday  
Twentieth class day

March 5, Wednesday  
Mid-semester

March 8, Saturday  
Beginning of spring holidays

March 17, Monday  
8 a.m.                                      Classes resume  
Last day to apply for degrees to be completed in May 2008

March 19, Wednesday  
Last day to drop courses  
Last day to withdraw from the university without WP or WF  
4 p.m. – Beginning of Easter holiday for students and faculty

March 24, Monday  
8 a.m.                                      Classes resume

April 21, Monday  
Last day to withdraw from the university

May 2, Friday  
Noon – 1:30 p.m.                      Mentor Ring Big Dip Ceremony

May 5-9, Monday-Friday  
Final examinations

May 10, Saturday  
End of semester  
Commencement

May 14, Wednesday  
Noon  
Grade entry completed for spring

## Summer 2008

### First Term

May 25, Sunday  
Housing facilities open

May 26, Monday  
Memorial Day holiday

May 27, Tuesday  
8 a.m. to 5 p.m.  
8 a.m.  
1 p.m.  
Faculty available for advising  
ACT Residual given, Kennedy Auditorium  
Orientation for all new freshmen and transfer  
students attending summer classes, E.L. Miller  
Science Building Room 137

May 28, Wednesday  
8 a.m.  
Classes begin\*

*Note: The deadline for submission of all admission materials is May 15  
unless otherwise specified in departmental announcements.*

May 29, Thursday  
Last day to change schedules other than to drop courses  
Last day to register (both full-time and part-time students)

June 2, Monday  
Fourth class day

June 12, Thursday  
Mid-term

June 17, Tuesday  
Fifteenth class day

June 19, Thursday  
Last day to drop courses  
Last day to withdraw from the university without WP or WF

June 25, Wednesday  
Last day to withdraw from the university

July 1, Tuesday

End of term

Final examinations

July 2, Wednesday

8 a.m. to 5 p.m.

Faculty available for advising

July 3, Thursday

8 a.m. to 5 p.m.

8 a.m.

1 p.m.

Faculty available for advising  
ACT Residual given, Kennedy Auditorium  
Orientation for new freshmen and transfer  
students attending summer classes, E.L. Miller  
Science Building Room 137

July 4, Friday

Independence Day holiday

## Second Term

July 7, Monday

Noon

Classes begin\*

Grade entry completed for Summer I

Last day to apply for degrees to be completed in August 2008

*Note: The deadline for submission of all admission materials is June 15 unless otherwise specified in departmental announcements.*

July 8, Tuesday

Last day to change schedule other than to drop courses

Last day to register (both full-time and part-time students)

July 10, Thursday

Fourth class day

July 22, Tuesday

Mid-term

July 25, Friday

Fifteenth class day

July 29, Tuesday

Last day to drop courses

Last day to withdraw from the university without WP or WF

August 1, Friday

Last day to withdraw from the university

August 6, Wednesday

8 a.m.

ACT Residual given, Kennedy Auditorium

August 8, Friday

Final examinations

August 9, Saturday

End of term

Summer commencement

August 13, Wednesday

Noon

Grade entry completed for Summer II

*\* Consult schedule of classes for variations in class beginning and ending*

## Guide to Using the Bulletin

### Organization

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

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

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

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

**Undergraduate Admissions** outlining application policies and procedures and testing requirements.

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

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

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

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

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

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

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

**Index** for help in locating a topic or department quickly.

## Definitions

The academic terms defined below are used throughout the bulletin.

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

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

**Audit.** To take a course without credit.

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

**Competency.** A specific skill in a specific area.

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

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

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

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

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

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

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

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

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

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

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

**Pre-professional programs.** Undergraduate courses of study taken in preparation for professional or graduate degrees.

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

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

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

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

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

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

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

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

## Explanation of Course Offerings

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

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

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

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

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

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

## Course Abbreviations

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

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



# General Information

## Governance & Accreditation

By legislative act, a nine-member Board of Regents appointed by the governor and confirmed by the Texas Senate governs Stephen F. Austin State University. Each member serves a six-year term, with three new appointments every two years. This board elects all members of the administration, faculty and professional staff, and sets general policies for the university program.

Stephen F. Austin State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools [1866 Southern Lane, Decatur, Georgia 30033-4097. Telephone number (404) 679-4501] to award degrees at the bachelor's, master's and doctoral levels.

Colleges and universities in the United States and all over the world recognize credit earned at Stephen F. Austin State University. Numerous programs of study at the university are accredited by specialized accrediting agencies. For accreditation of specific programs of study, see individual college pages in the Academic Units section of this bulletin.

## Administration

### The Board of Regents

|                                    |      |              |
|------------------------------------|------|--------------|
| Margarita de la Garza-Graham, M.D. | 2007 | Tyler        |
| Kenneth James                      | 2007 | Kingwood     |
| Fred Wulf                          | 2007 | Center       |
| Valerie E. Ertz                    | 2009 | Dallas       |
| Joe Max Green                      | 2009 | Nacogdoches  |
| Paul G. Pond                       | 2009 | Dallas       |
| Richard B. Boyer                   | 2011 | The Colony   |
| James A. Thompson                  | 2011 | Sugar Land   |
| Melvin R. White                    | 2011 | Pflugerville |
| Student Regent, Stephanie G. Tracy | 2007 | Dayton       |

### Officers of the Board

|                   |            |
|-------------------|------------|
| Valerie E. Ertz   | Chair      |
| Paul G. Pond      | Vice Chair |
| James A. Thompson | Secretary  |

**Officers of Administration**

Baker Pattillo, Ph.D. .... *President*  
 Marlin C. Young, Ed D. .... *Provost/Vice President for Academic Affairs*  
 Richard Berry, D.M.A. .... *Associate Provost/Vice President for Academic Affairs*  
 Deborah S. Baisden, M.B.A. .... *Vice President for Finance and Administration*  
 To be named ..... *Vice President for University Advancement*  
 Danny Gallant, M.B.A. .... *Associate Vice President Budget and Finance*  
 Steve Westbrook, M.Ed. .... *Interim Vice President for University Affairs*  
 Thomas Wheeler, Ph.D. .... *Associate Vice President and Dean of Graduate Studies and Research*

**Alumni Association**

Jim Jeter, M.Ed. .... *Associate Vice President for Alumni Affairs*

**Ralph W. Steen Library**

Shirley Dickerson, MLIS ..... *Interim Director of Library*

**Deans of Colleges**

James O. Standley, Ph.D. .... *Dean of the College of Liberal and Applied Arts*  
 Violet C. Rogers, Ph.D. .... *Dean of the College of Business*  
 John E. Jacobson, Ed.D. .... *Dean of the College of Education*  
 To Be Named ..... *Dean of the College of Fine Arts*  
 R. Scott Beasley, Ph.D. .... *Dean of the College of Forestry and Agriculture*  
 Anthony J. Duben, Ph.D. .... *Dean of the College of Sciences and Mathematics*

## University Vision, Mission & Core Values

### **Vision**

Stephen F. Austin State University will be the national model of a high quality, student-focused, comprehensive university whose graduates are productive citizens and successful leaders.

### **Mission**

The mission of Stephen F. Austin State University is to provide students a foundation for success, a passion for learning and a commitment to responsible global citizenship in a community dedicated to teaching, research, creativity and service.

### **Core Values**

#### **At SFA, we value:**

**The Individual Student:** Each student is an important member of the university community and deserves our time and attention. The size of our university, the priority of our teaching mission and the commitment of our employees make such personal attention to students possible. Respect and an assumption of ability and good will are extended to all members of the university community — students, faculty, administrators and staff — by all members of the community.

**Teaching and Learning:** Stephen F. Austin State University is a teaching-centered institution that values learning, intellectual achievement and well-qualified educators who are committed to teaching. Each student is expected to emerge from the university experience as an educated person of integrity, thoroughly knowledgeable in one or more specific fields and capable of analytical reasoning.

**Intellectual and Creative Discovery:** Stephen F. Austin State University places significant value on the development of new knowledge and on cultural enrichment. Therefore, the university is committed to providing faculty, staff and students with opportunities for innovative accomplishments through creative and scholarly activities.

**Service:** Stephen F. Austin State University values its role in serving the educational, cultural, social and economic needs of society. Course and degree offerings reflect regional, national and international needs. Consulting, other professional services and cultural events offered by the university are designed to enrich and improve the greater community.

**Academic Achievement:** Stephen F. Austin State University values academic achievement through students, faculty and staff working diligently and cooperatively. Educational experiences are provided that will empower each student to succeed. The university values knowledge, understanding, wisdom, diligence, integrity, high principles, enthusiasm and responsibility, along with consideration for all peoples of the world. This is the legacy we desire to pass on to the students of Stephen F. Austin State University.

## Location & History

Every history of Texas must include Nacogdoches. For more than two centuries, it was a pawn in French-Spanish imperial rivalries. As the capital of East Texas, Nacogdoches led in the Texas independence movements and was the seat of three republics before the successful Lone Star Republic. The city, therefore, flies nine flags rather than the traditional six flags.

The university tradition in Nacogdoches dates back to 1845 when the Republic of Texas chartered Nacogdoches University, which closed in 1904. The movement to replace the Old University succeeded in 1917 when the state of Texas decided to create a teachers' college "east of the 96th meridian." Nacogdoches won the prize. On September 18, 1923, the founding president, Alton W. Birdwell, opened the college in temporary quarters. The college moved to the present campus, on the homestead of Texas statesman Thomas J. Rusk, in May 1924.

SFA pioneered higher education in East Texas. The first 30 years, while difficult, were years in which the college became a source of regional pride and hope. The state did not fund the Rusk Library Building until 1926 and did not fund any other buildings until after World War II; however, generous donations allowed the college to have a gymnasium and other essential buildings. In the Depression, the East Texas region rallied to support SFA. By the end of Birdwell's presidency, the academic programs were on a solid foundation and were expanding into graduate offerings.

By 1939, SFA was the largest employer in the county. Enrollment, however, plummeted after the outbreak of World War II. Dr. Paul Boynton, named SFA's second president in 1942, faced problems even more dire than the Depression. During the war, Boynton saved the college by recruiting a Women's Auxiliary Army Corps training camp; after the war, SFA met the flood of returning veterans by procuring army surplus buildings for temporary housing and classrooms.

In 1958, Dr. Ralph W. Steen, a highly respected Texas historian, became the third president of SFA. Dr. Steen's 18-year presidency was a time of unprecedented change. SFA's enrollment climbed from 2,017 to 11,293, and the annual operating budget increased twelve fold, as did the value of the physical plant. Steen brought SFA through the civil rights movement and integration, the free speech and anti-war demonstrations of the Vietnam era, the sexual revolution, and the shift of the student body from a rural to an urban majority. He helped to create a climate in which positive change could occur. Because he believed first-rate citizens should have a first-rate education, he added undergraduate, graduate and doctoral programs and, in 1969, changed the status of the college to "Stephen F. Austin State University," with seven schools and its own Board of Regents.

Dr. William R. Johnson, the fourth president of SFA (1976-1990), faced statewide retrenchments in Texas education. Many problems that faced President Johnson also occupied the attention of the national academic community: new demographics, changing tax structures, competition from regional campuses of flagship universities, rapid turnover in faculty positions, new student and societal expectations, new national priorities and changing funding formulas. Subsequent presidents and interim presidents at SFA have all addressed these concerns: Donald Bowen (1990-1991), William J. Brophy (1991-1992), Dan Angel (1992-1999), Roland Smith (1999-2001), and Tito Guerrero (2001 to 2006). Recognizing the impact that planning could have on the institution's health, Dr. Angel initiated an endowment drive that raised approximately \$38 million in

donor pledges. During the tenure of Dr. Guerrero, the university secured more than \$40 million in gifts and \$200 million in extramural funding. Dr. Baker Pattillo joined the university as assistant director of placement and student financial aid in 1966. Subsequently, he was director of placement and student financial aid, dean of student services, vice president for student affairs and vice president for university affairs.

## Campus

The main campus includes 406 acres, part of the original homestead of Thomas J. Rusk, early Texas patriot and United States senator. In addition, the university maintains a 642-acre agricultural research center for beef, poultry and swine production and an equine center; an 18.7-acre experimental forest in southwestern Nacogdoches County and a 25.3-acre forestry field station on Lake Sam Rayburn.

In an impressive setting of pine trees and natural beauty, the university has some 28 major instructional buildings and numerous student housing options representing an investment of approximately \$500 million. In 1999 a new Science Research Center was developed on a 15.8-acre tract of land on Highway 259 approximately 5 miles from the main campus to support the growing master's programs in biotechnology and environmental science. Recent construction includes four new broiler houses operated by the Center for Applied Poultry Studies and Research, an expanded and renovated press box at Homer Bryce Stadium, a new athletic training facility and a new Human Services Building, which opened in spring 2004.

Construction recently completed, in progress or being designed totals more than \$168 million. Scheduled for completion in 2007 is a \$30 million student center renovation and expansion that will feature a three-story atrium, a movie theater, a food court, retail shops and more. A new 402-space parking garage adjacent to the student center opened in August 2005. Lumberjack Lodge, a four-story apartment-style facility that houses approximately 316 students opened in January 2006. A 550-space detached parking garage accommodates students living in the new residential facility. Lumberjack Village, a 610-bed, four-building student housing complex, and a 750-space parking garage were completed in fall 2006. A student recreation center will open in 2007. It will feature a large cardio-fitness and weight area, indoor elevated walking and jogging track, aerobics and dance rooms, climbing rock, leisure pool and spa, glass-backed racquetball courts, outdoor adventure center, wood-floor basketball courts, outdoor sand volleyball and basketball courts and picnic area. A baseball-softball complex also is planned.

By balancing a program of new construction with one of ongoing renovation of older structures, the institution has created an attractive, modern and functional living and learning environment for its students and a center of intellectual and cultural enhancement for its region.

## Library

The Ralph W. Steen Library is the main library at Stephen F. Austin State University and is the university's primary library and learning resource environment. Steen Library houses almost 1.9 million volumes, subscribes

to 59,328 serials (1,930 print serials and 57,398 electronic serials), and subscribes to more than 100 databases. The majority of the serials collection is available in full-text, online. Steen Library encompasses 245,000 gross square feet, is ADA-compliant, and has a wireless network throughout. The library is open 106 hours per week when classes are in session.

Steen Library is home to the LINC Lab (Library Information and Networking Center), a 135-seat open-access computer laboratory featuring both PC and Macintosh platforms. A total of 200-plus computers are available within the library for open use. Steen Library is home to the Academic Assistance and Resource Center (AARC), a state-of-the-art tutoring center, which is open to all SFA students free of charge. The library also is home to the East Texas Research Center (ETRC), an archive featuring cultural materials indigenous to East Texas and is a designated Federal and State Document Depository. Steen Library now features Digital Projects Department, which develops and coordinates digital project initiatives within the library and assists with digital project requests from the SFA community and beyond. The library also is responsible for the university's Web site.

The library is a member of TexShare, a Texas State College and University Library Consortium. As a member, the library provides students with free in-house and remote electronic searching of more than 100 databases of full-text articles and more than 28,000 e-books. Students can request a TexShare library card, which gives them borrowing privileges when they visit other Texas state college and university libraries.

## Campus Computing & Technology

Information Technology Services (ITS) is responsible for maintaining the availability, functionality and security of the university's administrative computer systems, wired and wireless campus network infrastructures, wide-area network communications, private intranet portal, e-mail services, and telephone system. ITS also provides separate computer repair services and help desks for students and for faculty/staff.

ITS is not the only department that supports computing and technology at SFA. Additional campuswide services are provided by two other departments, while laboratories and technology centers in the various schools and colleges offer more specialized support. Collectively, these facilities and services provide students, faculty and staff with a technology-rich educational environment.

The Office of Instructional Technology (OIT) supports faculty and students in the use of instructional technologies to enhance the teaching and learning process. OIT facilitates the integration of technology into instruction in classroom and distance education environments through professional development workshops, consultation and support services for faculty and students. OIT also provides support for all facets of electronically delivered instruction such as interactive videoconferencing (ITV) and Web-based systems such as WebCT.

The Ralph W. Steen Library provides general student academic computing support, manages a major student computing laboratory and provides electronic access to informational resources both within and external

to the library collections. The library also manages SFA's public Web site.

SFA provides all students with robust, personalized software tools and a high-performance network. All students receive both an SFA e-mail account and a private account on mySFA, the university's intranet portal, at the time they are admitted. Students use mySFA to accept financial aid, register for classes, complete class assignments through WebCT, check grades, vote in campus elections, respond to surveys, gain access to campus e-mail accounts, learn about upcoming activities, participate in campus groups, enter chat sessions, create personal calendars, and read world, national and local news.

All residence halls rooms have high-speed connections to the Internet. SFA also participates in the Internet2 research network, a consortium led by 200-plus universities working in partnership with industry and government to develop and deploy advanced network applications and technologies. In addition, SFA is a founding member of LEARN. The Texas Legislature has charged this higher education consortium with building and operating a statewide fiber backbone that will complete the nationwide next-generation National Lambda Rail (NLR) research network. By holding a seat on the LEARN Board of Directors, the university has taken a leadership role in making the latest networking technology available to the state and researchers at SFA.

The university provides free anti-virus software to all students. Through the Barnes & Noble Bookstore at the University Center, popular Microsoft products such as the Office Suite are available at low cost. The SHACK, ITS' student technical support facility, is the first line of support for all technology-related questions. Services such as removing viruses from students' workstations are available at no cost. The facility is temporarily located at 119 Feazell St. until a permanent location is built. Telephone and walk-up service is provided from 8 a.m. to 1 a.m. Monday through Friday.

## Alumni Association

Organized in 1928, the Stephen F. Austin State University Alumni Association is a non-profit organization dedicated to serving the alumni, friends and current students of Stephen F. Austin State University through programs, scholarships and activities that create an attitude of continued loyalty and support.

From its on-campus office, the organization sponsors a number of scholarships and awards. It also maintains addresses of ex-students, informs alumni on its activities and information as well as university events by publishing *Sawdust*, a quarterly magazine, and other alumni publications, operates the chapter program, sponsors the annual Homecoming and conducts the Mentor Ring program.

The combined Alumni Association and Alumni Foundation endowments now total nearly \$18 million and have provided more than \$1 million in scholarships and awards in recent years. In 1966, the association inaugurated the Distinguished Alumnus Award, presented each year at the membership meeting at Homecoming. The Celebration of Excellence honors the recipients of the Distinguished Professor Award and Outstanding Young Alumnus Award. The association also hosts a reception for the 50-year anniversary class each spring graduation.

All former students and SFA friends are encouraged to be active in the Alumni

Association through one of the following membership plans: Annual, \$40; Student Annual, \$25; Life, \$450; Student Life, \$400; Joint Life, \$500; Senior Life, \$300; or Joint Senior Life, \$400. Correspondence regarding membership or activities of the organization may be addressed to SFA Alumni Association, P.O. Box 6096, SFA Station, Nacogdoches, Texas 75962; telephone (936) 468-3407, or through its Web site ([www.sfaalumni.com](http://www.sfaalumni.com)).

Student scholarship applications are available beginning Sept. 1 of each year online or at the Tracie D. Pearman Alumni Center. Deadline for applying is Feb. 1 of each year.

## University Advancement

The Office of University Advancement is all about relationships—discovering them, nurturing them, valuing them. As one of the main divisions of Stephen F. Austin State University, University Advancement generates external recognition, support and financial resources essential for the university to carry out its mission and to achieve its goals. Working with alumni, parents, friends and the community, University Advancement broadens the resources available to the university to enhance academic quality and institutional prestige.

University Advancement brings recognition and resources to the university and works closely with faculty, volunteers and donors to help meet key specific funding needs of the various colleges and programs. In addition, University Advancement staffs the university's general-purpose philanthropic foundation, the SFASU Foundation, Inc.

## Public Affairs

The Public Affairs Office promotes better understanding of the university among the campus community, the media and community leaders. News stories on university activities, faculty, staff and student achievements, and other publicity is generated and disseminated to news media through the Office of Public Affairs. The office also manages the university's Web site, produces promotional and informational publications, maintains a university calendar of events, produces promotional video presentations, and provides photography services to the university.

# University Policies

## Acceptable Use of Information Resources

Stephen F. Austin State University encourages the responsible use of its information resources. The use of information resources is for the university's academic activities, research and public service. Access to the university's information resources is, however, a privilege. All users of information resources should act responsibly to maintain the integrity of these resources. Furthermore, all users must abide by all existing university codes of conduct as well as by local, state and federal statutes. The university reserves the rights to limit, restrict or extend privileges and access to its resources. The university's information resources include, but are not limited to, computers, servers, networks, computer-attached devices, network-attached devices, voice systems, cable systems and computer applications.

Appropriate use should always be legal and ethical, reflect academic honesty, uphold community standards and show restraint in the consumption of shared resources.

Appropriate use demonstrates respect for intellectual property, ownership of data, system security mechanisms, and every individual's right to privacy and to freedom from intimidation, harassment and unwarranted annoyance.

For additional information, consult the SFA Web site at [www.sfasu.edu/upp](http://www.sfasu.edu/upp) under University Services for Policy F-40, Acceptable Use of Information Resources.

## Americans with Disabilities Act of 1990 & Section 504

Stephen F. Austin State University does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities, including hiring or employment practices. This notice is provided under provisions of Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990. Questions, concerns, or requests for additional information regarding the ADA or the complaint/grievance procedure, may be forwarded to Chuck Lopez, ADA Coordinator, Disability Services, P.O. Box 6130, Stephen F. Austin State University, Nacogdoches, Texas 75962. A copy of the grievance procedure may be obtained from Disability Services in Room 325 of the Human Services Building.

The provision of all reasonable accommodations and services is based upon assessment of the impact of the student's disabilities on his or her academic performance at a given time in the student's life. Therefore, it is in the student's best interest to provide recent and appropriate documentation relevant to the student's learning environment. A school plan such as an individualized education program (IEP) or a 504 plan is insufficient documentation, but it can be included as part of a more comprehensive assessment battery. A comprehensive assessment battery and resulting diagnostic report should include a diagnostic interview, assessment of aptitude, academic achievement, information processing and a diagnosis.

Complete documentation guidelines should be obtained from Disability Services.

Persons with disabilities who need special accommodations (including auxiliary aids for effective communication) to participate in programs, services or activities of Stephen F. Austin State University are invited to make their needs and preferences known to the director of the program, service or activity in which the individual seeks to participate or to the ADA coordinator.

This bulletin is available on disk from the ADA coordinator, and, in addition, it may be accessed through the Internet on the SFA Web site.

## Discrimination Complaints/Sexual Harassment Policy

At Stephen F. Austin State University, no faculty, staff or student may discriminate against another on the basis of unlawful discrimination based on race, color, religion, sex, age, national origin, disability or disabled veteran status. Unlawful discrimination based on sex includes discrimination defined as sexual harassment.

Retaliation for filing an unlawful discrimination or sexual harassment complaint is prohibited by the policy and cause for severe disciplinary action, up to and including termination.

For additional information, consult the SFA Web site at [www.sfasu.edu/upp](http://www.sfasu.edu/upp) under Human Resources for Policy E-46, Discrimination Complaints/Sexual Harassment.

## Student Conduct Code

A student enrolling in the university assumes an obligation to conduct himself/herself in a manner compatible with the university's function as an educational institution. Misconduct for which students and student organizations are subject to discipline falls into several categories that are described in detail in the online Student Handbook at [www.osa.sfasu.edu/handbook/index.htm](http://www.osa.sfasu.edu/handbook/index.htm). Two acts which are strictly prohibited and result in specific disciplinary action are described below.

### Hazing

Stephen F. Austin State University is unequivocally opposed to any activities, on or off campus, by individuals or organizations which endanger the mental or physical health or safety of a currently enrolled or prospective student for the purpose of pledging, being initiated into, affiliating with or maintaining membership in any organization.

Hazing acts include but are not limited to:

- a. any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, placing a harmful substance on the body or similar activity;
- b. any type of physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- c. any activity involving consumption of a food, liquid, alcoholic

beverage, liquor, drug or substance which subjects the student to unreasonable risk of harm or that adversely affects the mental health of the student;

- d. any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame or humiliation or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered at the institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than to submit to the acts described in this policy;
- e. any activity that induces, causes or requires the student to perform a duty or task, which involves a violation of the Penal Code.

Any organization and/or any individual involved in any hazing activity will be subject to both university disciplinary sanctions and criminal prosecution. An offense is committed by (a) engaging in hazing; (b) soliciting, encouraging, aiding or directing another engaging in hazing; (c) intentionally, recklessly or knowingly permitting hazing to occur, or (d) having first-hand knowledge that a specific hazing incident is being planned or has occurred and failing to report said knowledge in writing to the judicial officer.

It is not a defense to prosecution of any offense that the person against whom the hazing was directed consented to or acquiesced in the hazing activity. Penalties relative to criminal prosecution range from a fine of \$2,000 and 180 days in jail for failure to report a hazing incident to a fine of \$10,000 and two years in jail for an incident which causes the death of a student. Further, an organization may be penalized with a fine of up to \$10,000 or double the expenses due to the injury, damage or loss.

Penalties relative to university sanctions range from probation to suspension for any individual committing an offense. Student organizations committing an offense may be placed on university probation and are subject to withdrawal of university recognition. Sanctioned student organization(s): Phi Delta Theta (2007), Sigma Chi (2007), and Omega Psi Phi (2008).

For additional information, consult the SFA Web site at [www.sfasu.edu/upp](http://www.sfasu.edu/upp) under General Regulations for Policy D-34.1, Student Conduct Code, and for Policy D-16, Hazing.

### **Illegal Drugs**

It is the policy of Stephen F. Austin State University that any unlawful manufacture, possession, use or delivery of any controlled substance or illegal drug is strictly prohibited. Moreover, it is the policy of the state of Texas and of this university that this institution will be as free of illegal drugs as it can possibly be. Therefore, in accordance with state law and university policy, any student who is determined, through the regular disciplinary procedures of the university, to have violated this policy will be suspended from the university for no more than two years and no less than the remainder of the current semester. At the discretion of the vice president of university affairs, a student suspended under this policy may, under certain conditions, remain enrolled at the university on disciplinary probation for the remainder of the current or subsequent semester, pending in position of a suspension at a later date.

For additional information, consult the SFA Web site at [www.sfasu.edu/upp](http://www.sfasu.edu/upp)

under General Regulations for Policy D-34.1, Student Conduct Code, and for Policy D-19, Illicit Drugs and Alcohol Abuse.

## Student Right-to-Know Act

In compliance with the U.S. Department of Education's Student Right to Know Act, Stephen F. Austin State University will make available to enrolled or prospective students information regarding graduation rates as well as institutional security policies and crime statistics. Graduation rates are available on the Web at <http://www.sfasu.edu/research/Reports/LBB/LBBmain.htm>. Institutional security policies and crime statistics are available from the Office of Admissions and the University Police Department. They also are available on the SFA Web site at [www.osa.sfasu.edu/handbook/safety.htm](http://www.osa.sfasu.edu/handbook/safety.htm) and at [www.osa.sfasu.edu/UPD/upd.html](http://www.osa.sfasu.edu/UPD/upd.html).

## Use and Release of Student Information

### Student Records

The purpose of Policy D-13, Student Records, is to comply with federal law that grants to students the right to access to their education records, protects students from illegal use of their education records and restricts the disclosure of the Social Security account number of students. A description of the types of records, the custodian of those records, as well as student and institutional rights, can be found in the policy.

Specific information may be obtained by consulting with administrative officials listed in Policy D-13. Each student has the right to be provided with a list of the types of education records maintained by the university; to inspect and review the contents of his/her records, excluding the exceptions included in Policy D-13; to obtain copies of his/her records at personal expense; to explanations and interpretations of his/her records; and to a hearing to challenge the contents of his/her records.

For more information, consult the SFA Web site at [www.sfasu.edu/upp](http://www.sfasu.edu/upp) under General Regulations for Policy D-13, Student Records.

### Directory Information

The university designates the following items as directory information: name; all addresses, university issued e-mail; all telephone numbers; major field of study; academic classification; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance and enrollment status; degrees and awards received; previous schools attended, photograph and class roster. The university may disclose any of these items without prior written consent, unless the student notifies the registrar in writing to the contrary by Sept. 1 of each fiscal year.

For more information, consult the SFA Web site at [www.sfasu.edu/upp](http://www.sfasu.edu/upp) under General Regulations for Policy D-13, Student Records.

# Undergraduate Admissions

## OFFICE OF ADMISSIONS

MONIQUE COSSICH,  
EXECUTIVE DIRECTOR OF  
ENROLLMENT MANAGEMENT  
Rusk 206  
Phone: (936) 468-2504  
Fax: (936) 468-3849  
P.O. Box 13051, SFA Station  
Nacogdoches, TX 75962-3051  
E-mail: [admissions@sfasu.edu](mailto:admissions@sfasu.edu)  
Web: [www.sfasu.edu/admissions](http://www.sfasu.edu/admissions)

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## Admission Policies & Procedures

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

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

**Application Fee.** All new undergraduate applicants for admission are required to submit a non-refundable application fee of \$35. Former SFA students are not required to pay an application fee. The application fee for international students is \$50.

### First-Semester Freshmen

#### Admission Policy

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

#### High School Preparation

SFA requires first-time freshmen applicants to have completed the Recommended High School Program or the Distinguished Achievement Program to ensure they have received adequate preparation for college-level work. Applicants who have not completed one of these programs will need to demonstrate that they have

completed a high school curriculum more rigorous than what is required of the Minimum Graduation Plan. Applicants from accredited private high schools and out-of-state high schools will be required to complete a curriculum similar to the Recommended High School Program.

### **Admission Requirements**

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

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

\*Students enrolling in the fall of 2007 and future semesters are required to submit the SAT Reasoning Test with writing scores or the ACT with writing scores. At this time, admission requirements do not include writing scores.

### **Review Process**

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

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

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

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

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

### Admission Procedure

1. Submit the Texas Common Application ([www.applytexas.org](http://www.applytexas.org)) for Freshmen with a \$35 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 enrolling in the fall of 2007 and future semesters are required to submit the SAT Reasoning Test with writing scores or the ACT with writing scores. At this time, admission requirements do not include writing scores. The highest composite ACT or SAT (critical reading plus math) result is used to determine admissibility. Test results must be forwarded directly from the testing service to SFA. Be sure to designate Stephen F. Austin State University in the ACT or SAT application. (The SFA school code is 4188 for ACT and 6682 for SAT.)
3. Arrange for an official high school transcript to be sent to the SFA Office of Admissions following completion of junior year. The transcript must indicate the applicant's numerical class rank at the conclusion of the junior year or first semester of the senior year.
4. Arrange for official transcripts from all post-secondary educational institutions attended to be forwarded to the Office of Admissions regardless of whether transfer credit was earned or is desired.

### Texas Success Initiative (TSI)

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

1. According to SFA regulations, you are exempt from TSI requirements ONLY if you satisfy one of the following conditions:
  - (a) You possess an associate or baccalaureate degree from an accredited higher education institution.
  - (b) You scored at a particular level on the SAT, ACT, TAAS or TAKS. (See the Academic Advising Center, Ferguson 291 for details or visit the department's Web site. at [www.sfasu.edu/advising/](http://www.sfasu.edu/advising/)).
  - (c) You are **not** a matriculated (degree-seeking) student.
  - (d) You have already met collegiate readiness standards at another public college or university in Texas 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 August 1, 1990.

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

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

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

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

## **Non-Traditional Students**

### **Mature Student Admission**

Applicants who have not attended high school for at least five years or who have not attended college for an extended period of time may apply for mature student admission. Eligibility for admission will be based on their ability to succeed

at SFA utilizing their individual educational, work and personal life experiences. Military service veterans with honorable or general discharges are eligible to apply for mature student admission. Applicants who did not graduate from high school are required to submit official GED (General Educational Development Test) scores.

### **Procedures for Mature Student Applicants**

1. Submit a completed Texas Common Application for Admission ([www.applytexas.org](http://www.applytexas.org)) with a \$35 non-refundable application fee.
2. Arrange for high school transcript to be sent to the SFA Office of Admissions (required whether or not applicant graduated).
3. Submit a copy of the GED (if not a high school graduate).
4. Arrange for transcripts from all post-secondary institutions attended to be forwarded to SFA Office of Admissions whether or not transfer credit was earned or desired.
5. Submit a copy of the DD-214 (if a veteran).
6. Additional documentation indicating probability of success in college may be required.
7. Mature students are subject to all applicable Texas Success Initiative requirements.

## **Transfer Students**

### **Admission Policy**

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

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

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

### **Admissions Procedure**

1. Submit a completed Texas Common Application ([www.applytexas.org](http://www.applytexas.org)) for Transfer Students with a \$35 non-refundable application fee.
2. Arrange for official transcripts from all post-secondary educational institutions attended to be forwarded to the Office of Admissions regardless of whether transfer credit was earned or is desired.

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

## Transfer Credit

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

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

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

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

## **Equivalency Guides**

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

## **Transfer of Core Curriculum**

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

## **Transfer Credit Dispute Resolution**

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

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

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

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

If SFA has cause to believe that a course being presented by a student for transfer is not of an acceptable level of quality, it will first contact the sending institution and attempt to resolve the problem. In the event SFA and the sending institution are unable to come to a satisfactory resolution, SFA may notify the commissioner of higher education who may investigate the course. If its quality is found to be unacceptable, the board may discontinue funding for the course.

## **Texas Common Course Numbering System**

SFA is a participant in the Texas Common Course Numbering System (TCCNS). The purpose of the system is to assist students who are transferring between participating institutions. The system utilizes single unique course alphabetic prefixes and numbers to identify freshman and sophomore-level courses which are

common between two or more member colleges or universities. The appropriate common course identifier appears parenthetically following each course title in the departmental section of this bulletin. Please refer to Appendix in the back of this bulletin for a listing of currently approved TCCNS courses.

### **Admission Policy for Former Students**

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

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

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

### **Additional Procedures for All New Students**

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

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

### **Admission Appeals**

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

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

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

### **Provisional Admission Programs**

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

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

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

### **Academic Fresh Start**

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

### **International Students**

International student applicants are evaluated on the quality, content and level of previous academic work. Graduates from international secondary schools who have completed the equivalent of at least an American high

school diploma may apply for admission to SFA. Applications may be submitted electronically at [www.applytexas.org](http://www.applytexas.org) or by writing to: Office of International Programs, Stephen F. Austin State University, P.O. Box 6152, SFA Station, Nacogdoches, Texas 75962-6152.

Applicants whose native language is not English are required to provide an official TOEFL score report to SFA from the Educational Testing Service, Box 6153, Princeton, N.J. 08541-6153, USA. SFA requires a minimum composite TOEFL score of 500 on the paper-based test, 173 on the computer-based test, or 79 on the Internet-based test. However, the files of applicants who do not meet minimum TOEFL scores will be individually reviewed. Alternatives to TOEFL are successful completion of the American English Language Institute (AELI), or a score of 5.5 on the IELTS exam with no band scores below 5.0.

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

International students also must satisfy all applicable requirements of the U.S. Department of Homeland Security, and the U.S. Citizenship and Immigration Services (USCIS). Students must complete all applicable pages of the International Freshman or Transfer Student Application, submit a \$50 application fee, all transcripts and evaluations, and test scores to determine admission status. A letter to the student will confirm admission to SFA and provide information on the amount of financial guarantee that must be provided in order for SFA to issue the I-20 for an F-1 (student) or DS-2019 for the J-1 (exchange student) visa. Complete the Statement of Financial Support (mailed to the student with the acceptance letter) showing complete financial verification. The student who wishes may provide this information with the initial application using the International Student Application (pages 1-4). The estimated cost for an academic year of nine months with a 12-hour academic load each semester is \$18,600. This amount includes tuition, fees, housing and food, required student insurance, books and supplies. This estimate may be significantly reduced for those qualifying for various scholarship programs offered by or through SFA. Students with an F-1 visa are eligible to work on campus for up to 20 hours per week; they are not eligible to work off campus.

Upon issuance of the I-20, the student should present the I-20, the letter of admission and all financial documents at the nearest U.S. Embassy or consulate to apply for the appropriate F-1 or J-1 student visa. All of these documents will be needed upon arrival in the United States when clearing customs/immigration at the border or airport. New students are required to attend International Student Orientation at the beginning of each semester. Provisions are made for transportation to SFA from IAH (Bush Intercontinental Airport 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 AELI Program should consult [www.sfasu.edu/aeli](http://www.sfasu.edu/aeli) for information on topics, schedules and costs. Information also may be obtained from the Office of International Programs, P.O. Box 6152, SFA Station, Nacogdoches, TX 75962-6152.



# AMERICAN ENGLISH LANGUAGE INSTITUTE

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The American English Language Institute (AELI) offers an intensive study program to assist international students who use English as a second language. The institute has been created to prepare international students for the challenges of university education in the United States. The program provides students with the necessary English skills to succeed in undergraduate and graduate university programs, especially at SFA.

Students who successfully complete the AELI program of study are granted admission to regular undergraduate programs at SFA. Although regular admission requirements do apply, TOEFL scores will not be required of AELI students.

International students will be placed in appropriate courses after their language skills have been assessed by the AELI staff. A full program of courses will typically provide 20 hours of instruction per week. Courses cover topics including Composition, Oral Communication, Practical Grammar, Academic English, Reading for Information and U.S. Life and Customs. A modern audio/video language laboratory supplements conversation and listening classes. A computer laboratory is used for writing instruction.

AELI students have full access to university services, including computer, health and fitness facilities and the library.

All classes are taught by highly qualified and experienced instructors.

Further information about the AELI programs may be obtained by writing to American English Language Institute, Stephen F. Austin State University, P.O. Box 6152, SFA Station, Nacogdoches, TX 75962-6152. Information is also available at the Web site [www.sfasu.edu/aeli](http://www.sfasu.edu/aeli).

### **Foreign Non-Degree Students**

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

Procedure: (1) Submit International Student Application and fee of \$50, indicating on the form “Foreign Non-degree” or “Study Abroad.” (2) Submit official transcript of university currently attending, showing that the applicant is a student in good standing. (3) If a sponsored program, submit a letter of support and any intended goals or results of experience. (4) Submit TOEFL score if English is not the native language of the applicant. For full enrollment the paper test score required is 500, the computer score is 173 and the Internet-based test score is 61. If score is below these standards, student may enroll in AELI to build ability in English, then move into regular academic work. (5) Submit a Housing Application Form. For non-degree students attending SFA for one year or less, the student is advised that university residence halls are the most beneficial option to enhance the international student’s exposure to U.S. culture. South Hall currently is designated a year-round hall (open during holidays and breaks).

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

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

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

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

### **Concurrent Students**

High school students with superior academic ability and achievement may be admitted to SFA and enroll in college courses while completing their high school studies. Enrollment is open to high school students who have completed three-fourths of the core high school graduation requirements and are recommended to participate by their high school counselor. ACT or SAT scores and a high school transcript must accompany the Concurrent Enrollment Program application and a \$35 non-refundable application fee. Students interested in participating in this program should contact their high school counselor or the Office of Admissions. Applicants also are subject to all applicable Texas Success Initiative regulations.

### **Transient Students (Summer Semester Only)**

Transient students planning to attend one or both of the summer sessions only are required to submit a completed undergraduate application, the \$35 application fee for new students and official transcripts from all educational institutions attended. Students must be in good academic standing at the last institution attended in order to be eligible for admission as transient students. Students currently on suspension from another educational institution are not eligible for admission as transient students. Transient students are subject to all applicable SFA probation/suspension policies. Transient students from other Texas state-supported schools must submit official THEA/TASP scores and are subject to the provisions of the Texas Success Initiative. Transient students who later decide to continue their academic studies at SFA must apply and meet the admission requirements as a transfer student. Beginning freshmen students cannot apply as transient students.

### **Veterans Affairs**

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

### **Senior Experience**

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

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

## **Transcripts**

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

# Academic Programs & 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 advisers 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. Any degree program of 130 hours or more may be considered a five-year program. 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.

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 grade point average 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 grade point average overall and a 2.8 grade point average in the major field. Any student in the Overlap Program must take the Graduate Record Examination (GRE) at the earliest possible date, or the Graduate Management Admission Test (GMAT) before admission.

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, and
4. Obtain the recommendation of the appropriate academic dean.

For more information, see the current Graduate Bulletin.

## Second Bachelor's Degree

A second bachelor's degree may be conferred upon the completion of a minimum of 42 additional semester hours of residence courses, at least 24

semester hours of which must be advanced, with at least a C average. The student must qualify for a new major and new minor and satisfy all other requirements of the second degree.

## Degree Plan Requirements

Each student is held responsible for meeting the requirements of a degree program as outlined in the General Bulletin and by the major/minor advisers and dean.

Each student is encouraged to file an Official Degree Program as early as possible, but no later than the completion of 100 hours or at least two semesters prior to his/her anticipated date of graduation.

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

## Application for Degree & Final Graduation Plan

In the term preceding his/her last registration, a student must apply for a degree. The application process begins in the Office of the Registrar with a request for the preparation of a Final Graduation Plan.

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 a reasonable possibility of completing degree requirements may apply for degrees and attend commencement exercises. The commencement program lists applicants or candidates for degrees. The appearance of a name in the commencement program and the fact 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.

## Class Attendance & 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 record of attendance. 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 documentation satisfactory to the instructor for each class missed. 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 as an attachment to an e-mail 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.

## 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.

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, WH, WF and WP, no grade points. The semester hours undertaken in all courses—except some remedial courses, repeated courses and courses dropped with grades of W or WP—are counted in the individual grade point averages.

A grade of WF counts as hours attempted with 0 grade points earned in computing the grade point average. A grade of WP does not count as hours attempted in computing the grade point average.

Ordinarily a grade of WH will be assigned only if the student cannot complete the course work 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.

### Repeating Courses

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

- A. For any course that is repeated once at SFA, the higher of the two grades will be used to determine the GPA.
- B. If a course is repeated more than once at SFA, all grades earned for that course will be used to determine the GPA. 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.
- C. See course repeats section for additional charges associated with course repeats.

## Grade Appeal

Good communication between faculty and students will 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.

These steps are to be followed when making an academic complaint: All materials under consideration at each step will be forwarded to the appropriate parties at the next procedural level.

1. In the event of course-related complaints or disputes, the student must first appeal to his/her instructor for a resolution to the matter and must do so within 30 days after the first class day of the next semester/session. Exceptions will be granted in which appeals may be considered after this time period given extenuating circumstances.
2. If a complaint or dispute is not satisfactorily resolved, the student may appeal to the chair/director of the academic department in which the complaint or dispute is centered. If a formal complaint is to be registered, it should be made in writing stating the specific issues. The faculty member will respond with a written statement to the department chair.
3. If the complaint or dispute is still unresolved after appeal to the chair/director, the student or faculty member may appeal in writing to the dean of the academic college in which the complaint or dispute is centered. The dean will notify the faculty member or student of the appeal.
4. If a resolution of the matter is not reached, the student or the faculty member may appeal to the college council of the college in which the complaint or dispute is centered. The college council will evaluate the oral and written statements of the student and the faculty member. If the college council does not have at least one student member, the president of the Student Government Association will be asked by the dean to recommend no more than two student representatives to serve for each case. The college council will submit its recommendation to the dean of the academic college.
5. If a resolution of the matter is not reached, the student or the faculty member may appeal in writing to the provost/vice president for academic affairs. The dean's written recommendation in addition to all previous materials will be submitted to the provost/vice president. The college council of the college in which the complaint or dispute is centered may serve as an advisory body to the provost/vice president who will make the final decision (regarding professional judgments) in the appeal process. The provost/vice president will evaluate all previous materials 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 within a reasonable period of time.

Steps for resolving student-initiated academic complaints:

Instructor

Department chair/director  
College dean  
College council and one or two students  
College dean  
Provost/vice president for academic affairs  
Consult the SFA Web site at [www.sfasu.edu/upp](http://www.sfasu.edu/upp) for Policy A-2, Academic Appeals by Students.

## Academic Integrity

Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways, including providing instruction on the components of academic honesty and abiding by university policy on penalties for cheating and plagiarism.

Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) falsifying or inventing any information, including citations, on an assigned exercise; and/or (3) 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 your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit.

A faculty member who has evidence and/or suspects that academic dishonesty has occurred shall gather all pertinent information, approach the student or students involved, and initiate the procedure outlined in university Policy A-9.1. (Academic Integrity – [www.sfasu.edu/upp](http://www.sfasu.edu/upp)).

After a determination of dishonesty, the faculty member shall notify the office of the dean of the student's major by submitting a Report of Academic Dishonesty form, along with supporting documentation as noted on the form. This report shall be made part of the student's record and shall remain on file with the dean's office for at least four years. The dean shall refer second or subsequent offenses to the University Committee on Academic Integrity established under policy A-9.1. The faculty member shall also inform the student of the appeals process available to all SFA students (Policy A-2 – Academic Appeals by Students).

Students who are found to have cheated/plagiarized and have withdrawn prior to the award of a grade will continue to have the determination of the infraction within their student records. This finding will be considered by the University Committee on Academic Integrity should the student commit future offenses.

A student who wishes to appeal decisions related to academic integrity follows procedures outlined in policy A-2. A student must appeal within 30 days of the beginning of the long semester following the incident. The student's grade may be withheld by the instructor pending resolution through the above procedures.

If the student wishes further appeal, he/she may apply to the provost/vice president for academic affairs for a hearing by the University Committee on Academic Integrity.

A student must accept the decision of the committee; however, the committee may not interfere in the faculty member's selection of a penalty for a confirmed instance

of academic dishonesty. If the committee rules that the student did not commit academic dishonesty, the faculty member may not impose a penalty of any kind. The faculty member retains the right to assign student course grades without interference from the committee. When a student is found guilty of two or more infractions, the case will be referred to the University Committee on Academic Integrity. In addition, faculty members may request that the dean refer particularly serious cases (buying or selling papers, stealing an exam, significantly plagiarizing at the graduate level, etc.) directly to the University Committee on Academic Integrity. The committee also may function when a student has exhausted the normal appeals process and wishes to have an additional hearing.

## Satisfactory Progress & Standing

As shown elsewhere in this publication, an undergraduate student enrolled for 12 or more semester hours of course work 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 course work a year. A part-time student likewise is considered making satisfactory progress toward a degree by passing course work undertaken in proportion to 24 or more semester hours a year.

## Scholastic Probation & Suspension

To satisfy the minimum standards of the university, a student must achieve a 2.0 grade point average (GPA) on all hours attempted.

### **Good Standing**

A student must maintain a minimum cumulative grade point average of 2.0 in order to remain in good academic standing at the university.

### **Probation**

A student is placed on academic probation after the first regular semester in which the grade point average fails to meet the minimum standard. Probation students whose semester grade point average is 2.0 or higher will be placed on "extended academic probation" until the cumulative grade point average is 2.0 or higher. Academic probation will continue until the student achieves good standing or is suspended from the university.

### **Suspension**

A student is placed on academic suspension after a regular semester that immediately follows a semester of probation if the student's semester grade point average falls below 2.0.

### Reinstatement

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

1. Following the student's first suspension, attend summer school at Stephen F. Austin State University and:
  - A. Raise his/her grade point average to the minimum university standard,  
or
  - B. Pass with a C average or better at least nine semester credit hours as specified by his/her dean.
2. Following the student's first suspension, be reinstated on probation automatically after one regular semester's absence from the university. Following the student's second or subsequent suspension be reinstated on probation automatically after an absence from the university of two regular semesters. Summer terms are exempted from periods of academic suspension.
3. Follow procedures established by his/her dean.

### Change of Major

A student on probation or suspension may not change his/her major.

## Withdrawal from the University

(Also see *Refund of Tuition & Fees* in *Fees, Expenses & Financial Aid* section of 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 and
3. The student will not be issued a diploma.

## President's Honor Roll & 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 grade point average of 3.500 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 grade point average of 4.000 qualify for President's Honor Roll.
3. Undergraduate students meeting the above requirements with a semester grade point average of 3.500 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 residence course work excluding Pass/Fail hours and has an overall grade point average 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

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

### **Admission Criteria for the School of Honors**

1. Beginning freshmen - Beginning freshmen at SFA are invited to apply if they achieve a minimum ACT composite score of 27 or a minimum SAT verbal-plus-math score of 1220 or top 15 percent of class.
2. Students enrolled at SFA - SFA undergraduates who have earned a GPA of 3.25 or higher are invited to apply for admission to the School of Honors. These applicants are requested to submit an academic transcript and a letter from an SFA faculty member attesting to their academic qualifications.
3. Transfer students - Subject to the approval by the honors director, students with a minimum GPA of 3.25 may transfer in as many as 12 credit hours of honors courses from their former institution(s) into the School of Honors at SFA. In addition to the 3.25 GPA, a letter from a faculty member at a former institution attesting to the applicant's academic qualifications is required for a transfer admission to the SFA School of Honors. Transcripts from previous college(s) must also be submitted.
4. Admission of non-honors students to honors courses - Permission of a professor 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.

### **Graduation with University Honors**

Students graduate with a certificate, from the School of Honors, if they meet the following conditions:

1. Complete 25 hours of honors course work, including 12 semester hours of upper division classes, with a minimum GPA in honors courses of 3.00.
2. Achieve an overall GPA of at least 3.25.

Students meeting these criteria also have their final transcript noted "Graduated Through the School of Honors."

For further information about the SFA School of Honors, write in care of P.O. Box 6114, SFA Station, Nacogdoches, Texas 75962; fax a request to (936) 468-7619; or phone the Office of the School of Honors at (936) 468-2813.

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

### **Office of International Programs**

The Office of International Programs (OIP) serves as a clearinghouse and facilitator for international activities and exchanges at SFA. OIP serves students, faculty and administrators in disseminating information about study abroad, in encouraging and facilitating the organization of faculty-led study abroad programs and in 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 American 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 – Independent**

OIP coordinates and facilitates opportunities for our students to experience independent study abroad. Students need to register with the Study Abroad Office; select from many opportunities and experiences which meet their academic goals; meet with the Admissions Office to determine transferability of such courses to SFA; participate in a pre-departure orientation; and upon return, provide an opportunity for debriefing on experiences, accomplishments and perception of the study abroad activity.

Students may opt for a single semester or more depending on the number of credits desired and the availability of appropriate courses. Opportunities are available through affiliations between SFA and universities abroad or from programs offered by other academic institutions. SFA recently joined with ISEP (International Student Exchange Program). Through this partnership SFA students have access to study in more than 100 partner universities around the world at the same tuition, fees and room and board as SFA.

Scholarships and financial aid may be available for study abroad.

### **Study Abroad – Faculty Led Courses**

The OIP coordinates and facilitates opportunities for faculty to lead groups of SFA students using one or more of their courses (as included in approved inventory of courses).

The OIP will assist in developing logistical arrangements, programmatic support and travel arrangements. The office will also assist in budget development.

Applications for faculty-led programs are available in the OIP office. A completed application must be sent to the Texas Higher Education Coordinating Board for final approval. Once that approval is obtained, planning and fee collection may begin in earnest.

Faculty salaries are paid by departmental teaching allocation. Generally three or six hours credit is provided during Summer I or Summer II semesters. Travel costs of the instructor are prorated over the pool of registrants.

Students will pay SFA tuition and fees and their share of the programmatic and travel expenses. Financial aid and scholarships may be available.

### **American English Language Institute (AELI)**

The AELI is an intensive English language program that provides international students with the necessary English skills to succeed in undergraduate and graduate university programs at SFA.

The AELI does require a minimum TOEFL score of 433 on the paper-based TOEFL, 120 on the computer-based TOEFL and 40 on the Internet-based TOEFL for admission. 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 AELI application form on the AELI Web site ([www/sfasu.edu/aeli](http://www/sfasu.edu/aeli)).
- (2) Provide diploma or certificate from high school.
- (3) Pay a \$40 nonrefundable application fee (U.S. check, international bank draft or money order made payable to American English Language Institute).
- (4) Provide proof of financial support (required for visa purposes; form available on AELI Web site).

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.

Students will be placed in appropriate courses after their English language skills are assessed upon arrival on campus.

The AELI program is comprised of a minimum of 18 hours of supervised instruction per week, plus conversational partner programs.

Instruction is provided in:

- Composition
- Oral Communication (pronunciation and conversation)
- Academic grammar
- Academic Reading
- U.S. life and culture

## Advanced Placement & 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 (CLEP), Advanced Placement Program (AP) of the College Board, International Baccalaureate Program (IB) 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 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 or (b) any subject area in which the student has already earned credit for a more advanced course except by permission of the dean or (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 course work 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 requirement and does not satisfy requirements for the provisional program. (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.

### **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. The following is a list of SFA courses and credit hours that are awarded for successful AP scores:

### **The College Board's Advanced Placement (AP) Examinations**

| <b>AP Examination</b>      | <b>Minimum Score</b> | <b>SFA Course</b>        | <b>Credit Hours</b> |
|----------------------------|----------------------|--------------------------|---------------------|
| Art - Drawing              | 5                    | ART 100                  | 3                   |
| Art - 2 Dimensional Design | 5                    | ART 110                  | 3                   |
| Art - 3 Dimensional Design | 5                    | ART 130                  | 3                   |
| Art History                | 3                    | ART 280                  | 3                   |
| Biology                    | 4                    | BIO 100-level for majors | 4*                  |

|  |        |  |     |
|--|--------|--|-----|
| Calculus - AB                          | 3      | MTH 233                                    | 3   |
| Calculus - BC                          | 3      | MTH 233, 234                               | 6   |
| Chemistry                              | 3      | CHE 111, 112                               | 8   |
| Chinese Language&Culture *             | *      | *  | *   |
| Computer Science - A                   | 4      | CSC 102                                    | 3   |
| Computer Science - AB                  | 4      | CSC 102 & CSC 202                          | 6   |
| Economics - Macro                      | 4      | ECO 231                                    | 3   |
| Economics - Micro                      | 4      | ECO 232                                    | 3   |
| English Lang./Composition              | 3      | ENG 131                                    | 3^^ |
|  | 4 or 5 | ENG 131 and 132                            | 6   |
| English Lit./Composition               | 3      | ENG 131                                    | 3^^ |
|  | 4 or 5 | ENG 131 and 132                            | 6   |
| Environmental Science                  | 4      | ENV 110                                    | 4   |
| French Language                        | 3      | FRE 131, 132                               | 8   |
|  | 4      | FRE 131, 132, 231                          | 11  |
|  | 5      | FRE 131, 132, 231, 232                     | 14  |
| French Literature                      | 3      | FRE 131, 132, 231, 232                     | 14  |
|  | 4 or 5 | FRE 131, 132, 231, 232, 304                | 17  |
| German Language                        | 3      | 100-Level ILA                              | 8   |
| German Language                        | 4      | 100-Level ILA (8) and<br>200-Level ILA (3) | 11  |
| German Language                        | 5      | 100-Level ILA (8) and<br>200 Level ILA (6) | 14  |
| Government & Politics - US             | 3      | PSC 141                                    | 3   |
| Government & Politics -<br>Comparative | 3      | 100-Level PSC                              | 3   |
| #History - European                    | n/a    | No credit                                  | 0   |
| #History - US                          | 4      | HIS 133, 134                               | 6   |
| #History - World                       | n/a    | no credit                                  | 0   |
| Human Geography                        | 3      | GEO 132                                    | 3   |
| Italian Language&Culture               | 3      | 100-level ILA (8)                          | 8   |
|  | 4      | 100-level ILA (8) + 200-level ILA (3)      | 11  |
|  | 5      | 100-level ILA (8) + 200-level ILA (6)      | 14  |
| Japanese Lang. & Culture               | *      | *  | *   |
| Latin: Vergil/Latin Literature         | 3      | LAT 131, 132 ( no language lab)            | 6   |
|  | 4      | LAT 131, 132 (6) + LAT 231                 | 9   |
|  | 5      | LAT 131, 132 (6) + LAT 231, 232            | 12  |
| Music Theory                           | 4      | MTC 151                                    | 1   |
| (Aural Subscore)                       | 5      | MTC 151, 152                               | 2   |
| Music Theory                           | 4      | MTC 161                                    | 2   |
| (Non-Aural Subscore)                   | 5      | MTC 161, 162                               | 4   |
| Physics B                              | 3      | PHY 101, 102                               | 8   |
| Physics C - Mechanics                  | 3      | PHY 131                                    | 4   |
| Physics C - Electricity<br>& Magnetism | 3      | PHY 132                                    | 4   |
| #Psychology                            | n/a    | no credit                                  | 0   |
| Spanish Language                       | 3      | SPA 131, 132                               | 8   |
|  | 4      | SPA 131, 132, 231                          | 11  |
|  | 5      | SPA 131, 132, 231, 232                     | 14  |
| Spanish Literature                     | 3      | SPA 131, 132, 231, 232                     | 14  |

|            |        |                             |    |
|------------|--------|-----------------------------|----|
|            | 4 or 5 | SPA 131, 132, 231, 232, 304 | 17 |
| Statistics | 4      | MTH 220                     | 3  |

\* under review

^Biology majors should consult with adviser to determine appropriate credit to be awarded.

^^Students who take both the Language/Composition and Literature/Composition will earn the following ENG credit: score of 3 on each, ENG 131 & 132; 3 on one exam and 4 or 5 on other exam, ENG 131, 132, 200; 4 or 5 on each exam, ENG 131, 132, 200, and 220.

#New scores effective for exams taken after Sept. 1, 2007

### 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 be currently 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 to have additional score reports sent. The following are the minimum computer-based CLEP score requirements to receive college credit at SFA:

### College Level Examination Program (CLEP)

| <u>Subject Examination</u>         | <u>Minimum Score</u> | <u>SFA Course</u>         | <u>Credit Hours</u> |
|------------------------------------|----------------------|---------------------------|---------------------|
| American Government                | 50                   | PSC 141                   | 3                   |
| American Literature                | n/a                  | No credit                 | 0                   |
| Analyzing & Interpretation of Lit. | n/a                  | No credit                 | 0                   |
| Biology                            | 57                   | *BIO 100-level for majors | 4                   |
| Calculus                           | 50                   | MTH 233                   | 3                   |
| Chemistry                          | 50                   | CHE 111/111L              | 4                   |
|                                    | 60                   | CHE 111/111L & 112/112L   | 8                   |
| College Algebra                    | 50                   | MTH 138                   | 3                   |
| College Algebra - Trigonometry     | n/a                  | No credit                 | 0                   |
| College Mathematics                | n/a                  | No credit                 | 0                   |
| English Composition                | n/a                  | No credit                 | 0                   |
| English Literature                 | n/a                  | No credit                 | 0                   |
| French Language                    | 50                   | FRE 131/132               | 8                   |
| Freshman College Composition       | n/a                  | No credit                 | 0                   |
| German Language                    | 50                   | 100-Level ILA             | 8                   |
| Human Growth & Development         | 60                   | EPS 485                   | 3                   |
| Humanities                         | n/a                  | No credit                 | 0                   |
| Information Sys. & Computer Appls. | n/a                  | No credit                 | 0                   |
| Intro to Educational Psychology    | 60                   | EPS 380                   | 3                   |
| Introductory Business Law          | 57                   | BLW 335                   | 3                   |
| #Introductory Psychology           | n/a                  | No credit                 | 0                   |
| Introductory Sociology             | 50                   | SOC 137                   | 3                   |
| Natural Sciences                   | n/a                  | No credit                 | 0                   |

|                              |     |             |   |
|------------------------------|-----|-------------|---|
| Pre-Calculus                 | 50  | MTH 139     | 3 |
| Principles of Accounting     | 50  | ACC 231     | 3 |
| Principles of Macroeconomics | 54  | ECO 231     | 3 |
| Principles of Management     | 56  | MGT 370     | 3 |
| Principles of Marketing      | 62  | MKT 351     | 3 |
| Principles of Microeconomics | 54  | ECO 232     | 3 |
| Social Sciences & History    | n/a | No credit   | 0 |
| Spanish Language             | 50  | SPA 131/132 | 8 |
| Trigonometry                 | 50  | MTH 133     | 3 |
| #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 |

\*Biology majors should consult with adviser to determine appropriate credit to be awarded.

#New scores effective for exams taken after Sept. 1, 2007.

### The International Baccalaureate Program

Students who participate in the International Baccalaureate Diploma Programme may receive college credit for exam scores of 4 or better on the Higher Level (HL) Exam; and for a 5 or better on the standard level (SL) exam. In accordance with SB 111, a minimum of 24 hours of credit may be awarded to students who have earned the IB diploma and who have no score lower than a 4 on either the standard or higher-level exams. The amount of credit awarded will depend upon test score and level and will be awarded by the Office of Admissions according to the following chart:

| <b>IB Subject</b>          | <b>SL Score</b> | <b>HL Score</b> | <b>SFA Course</b>           | <b>Credit Hours</b> |
|----------------------------|-----------------|-----------------|-----------------------------|---------------------|
| English A1                 | 5               | 4               | ENG 131, 132                | 6                   |
|                            |                 | 5+              | ENG 131, 132, 200, 210      | 12                  |
| French A2 or B             | 5               | 4               | FRE 131, 132                | 8                   |
|                            |                 | 5+              | FRE 131, 132, 231, 232      | 14                  |
| Spanish A2 or B            | 5               | 4               | SPA 131, 132                | 8                   |
|                            |                 | 5+              | SPA 131, 132, 231, 232      | 14                  |
| other languages A2 or B5   |                 | 4               | ILA 111, 112                | 8                   |
|                            |                 | 5+              | ILA 111, 112, 231, 232      | 14                  |
| Classic Languages (Latin)4 |                 | 4               | LAT 131, 132                | 6                   |
|                            |                 | 5+              | LAT 131, 132, 231, 232      | 12                  |
| Classic Languages (Greek)4 |                 | 4               | ILA 111, 112                |                     |
|                            |                 | 5+              | ILA 111, 112, 200-level (6) | 12                  |
| Business & Management      | 5               | 4               | GBU 147                     | 3                   |
| Economics                  | 5               | 4               | ECO 231, 232                | 6                   |
| Geography                  | 5               | 4               | GEO 131                     | 3                   |
|                            |                 | 5+              | GEO 131, 132                | 6                   |
| History                    | 5               | 4               | 100-level HIS               | 3                   |
|                            |                 | 5+              | 100-level HIS               | 6                   |
| Islamic History            | 5               | 4               | 100-level HIS               | 3                   |

|                                      |   |    |                           |   |
|--------------------------------------|---|----|---------------------------|---|
|                                      |   | 5+ | 100-level HIS             | 6 |
| Philosophy                           | 5 | 4  | PHI 153                   | 3 |
|                                      |   | 5+ | PHI 153, PHI 100-level    | 6 |
| Psychology                           | 5 | 4  | PSY 133                   | 3 |
|                                      |   | 5+ | PSY 133, PSY 100-level    | 6 |
| Social & Cultural                    | 5 | 4  | ANT 231                   | 3 |
| Anthropology                         |   | 5+ | ANT 231, ANT 200-level    | 6 |
| Biology                              |   | 4  | BIO 121                   | 4 |
| Biology                              |   | 5  | BIO 131 or 133 (see dept) | 4 |
| Chemistry (must pass lab for credit) | 6 | 6  | CHE 133/133L, 134/134L    | 8 |
| Chemistry (must pass lab for credit) | 6 | 6  | CHE 111/111L, 112/112L    | 8 |
| Physics                              | 5 | 4  | PHY 101/101L, 102/102L    | 8 |
| Mathematics (HL only)                |   | 4  | MTH 233                   | 3 |
| Computer Science                     | 5 | 4  | CSC 101                   | 3 |
| Visual Arts                          | 5 | 4  | ART 280                   | 3 |
| Music                                | 5 | 4  | MUS 140                   | 3 |
| Theatre Arts                         | 5 | 4  | THR 161                   | 3 |

### 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 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 to 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 of less 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 above, 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. Communication 111 and 201: For credit to be granted in 201, students must take a written examination over photography principles with a minimum score of 85 and, in addition, submit a portfolio of prints which will be evaluated by a committee of three photography professors. To qualify for the advanced placement exam in COM 111, students must have completed two years of high school speech, not including drama

- and theatre activities, with an A average. The exam itself consists of a written test over speech communication principles and a 10-minute persuasive speech to be delivered by the student before a panel of three communication professors. The minimal passing grade is B.
5. 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.
  6. English: Qualified students may earn advanced placement credit as a consequence of their performance in one of the accelerated courses for freshmen—ENG 133 and ENG 235. 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 133. Those who perform well in this course, usually earning a grade of A or B, will be recommended by the instructor for advanced-placement credit in ENG 132.  
Students with a score of 31 or higher on the English section of the ACT or of 650 or higher on the SAT Reading Test are eligible to enroll in ENG 235, a six-hour course which meets daily throughout each fall semester. The instructor may recommend at the conclusion of ENG 235 that a student receive advanced-placement credit for three hours in ENG 131 or for six hours in both ENG 131 and 132 if the student performs well, usually earning a grade of A or B.
  7. Geology 131 and 132 (General Geology): The minimal passing grade is B.
  8. History 151 and 152 (Western Civilization) and 133 and 134 (United States History): The minimal passing grade is B.
  9. Mathematics 133 (Plane Trigonometry), 138 (College Algebra), and 139 (Plane Analytic Geometry): The minimal passing grade is C.
  10. 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.
  11. Modern Languages: Advanced placement with credit for courses bypassed may be earned in French and Spanish. Such credit is available in the sequence of French and Spanish 131-132, 231-232, 303; Spanish 235-320. 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. In the case of 235-320, the student must earn a grade of A or a high B with recommendation of the instructor. 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 Modern Languages.

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 adviser recommends a course commensurate with the student's level of competence in the language.

The student who chooses not to take the placement examination may use the following as a guide:

- A. With two years of previous language training, the student may enroll in 132.
  - B. With three years of previous training, the student may enroll in 231.
  - C. With four or more years of previous training, the student may enroll in 232.
12. Music: Through internally administered examinations, students may earn a maximum of six hours credit in music theory. The minimal passing grade is B.
  13. Physics 110 (Fundamentals of Electronics), 131 (Mechanics and Heat), and 132 (Electricity, Sound, and Light): The minimal passing grade is B.
  14. Political Science 141 and 142: The minimal passing grade is C. To be eligible to take one or both tests, an entering (beginning) freshman student presents an ACT Composite Score of 25 or more, or an ACT Composite Score of 23 or more with ACT Social Studies Score of 27 or more. Freshman students with SAT composite scores of 1110 or more, or SAT Reading scores of 650 or more are also eligible to take the exam(s). All other students must present evidence of an overall GPA of 3.00 or better to be eligible to take the exam(s).

Advanced Placement Examinations for PSC 141 and PSC 142 are designed to determine the general information about American national and Texas state governments which the student has acquired. Material covered on each exam is readily available in any standard college-level American government or Texas state government textbook.

15. Sociology 137 (Introduction to Sociology): Student seeking pass credit for Sociology 137 must earn a score of 50 or better on the Introduction to Sociology CLEP exam.
16. 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.

17. SPH 172 and SPH 272 (Beginning and Intermediate American Sign Language).

The SPH 172 placement test consists of:

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

The SPH 272 departmental exam consists of:

1. A computer-based receptive test.
2. An interview with a faculty member. For both tests a score of 80 percent or better 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 devise an evaluation procedure consisting of examinations and/or projects which 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 nor require the student to pay tuition charges for awarded courses.

## Correspondence Work

Correspondence courses are meant for the student unable to enroll for residence courses. While SFA does not offer correspondence instruction, it recognizes correspondence work completed at other 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.

# Registration

## OFFICE OF THE REGISTRAR

SHERRY WELLS, REGISTRAR

Rusk 204  
 Phone: (936) 468-2501  
 Fax: (936) 468-2261  
 P.O. Box 13050, SFA Station  
 Nacogdoches, Texas 75962-3050  
 E-mail: registrar@sfasu.edu  
 Web: www.sfasu.edu/registrar

Registration dates for both full-time and part-time students are listed in the Schedule of Classes. After a student registers, courses should not be added or dropped except for class conflicts or other acceptable reasons. In a regular semester the final date for registration or adding courses is the fourth class day. In a summer term, it is the second class day.

## Unit of Credit & Course Load

The unit of credit is the semester hour, defined as one class meeting a week (or its equivalent) for one semester of 15 weeks. Most courses meet three hours per week and have a credit value of three semester hours. For each hour in class, at least two hours of preparation are expected on the part of the student. Many students should spend more than this amount of time in study.

Any student registered for 12 semester hours or more during the fall or spring semester or six hours in a summer session is considered a full-time student. The normal student-hour load is 15 to 19 semester hours during the fall or spring semester and six or seven hours in summer terms. Approval for heavier loads may be given by a student's academic dean under exceptional circumstances or if a student had an average of B or above during the preceding semester or the preceding summer session.

## Student Classification

Students are classified as freshmen, sophomores, juniors or seniors according to the number of semester hours of course work completed, as follows:

| Classification | Semester Hours Completed |
|----------------|--------------------------|
| Freshman       | 1-29                     |
| Sophomore      | 30-59                    |
| Junior         | 60-94                    |
| Senior         | 95-up                    |

## Registration Procedures

### Prior to your registration time:

1. First-time freshmen and undergraduate transfer students must be advised and clear their registration hold with their academic adviser or department chair.
2. Students who have not demonstrated college readiness in reading, writing and mathematics according to the provisions of the Texas Success Initiative must be cleared for registration by the Academic Advising Center (Ferguson 291). Students who do not have TSI scores (ACCUPLACER, THEA/TASP, COMPASS, ASSET) on file will not be eligible for registration until scores have been received by the Academic Advising Center.
3. All students with a GPA below 2.0 must be advised and cleared for registration by their academic dean. Suspension students in the College of Business are not eligible to register early.
4. Currently enrolled and returning students may register according to the published time schedule. Date of birth will not be accepted as a valid PIN. If you are currently using date of birth as your PIN, the system will ask you to change it before proceeding with your registration. If you forget your PIN, you must contact the Registrar's Office at (936) 468-1370.
5. Clear **all** delinquencies.
6. Follow procedure described in the class schedule for registration.

**Complete registration** (at your scheduled time): You must access "mySFA" for registration. If you require assistance, phone (936) 468-1370 between 8 a.m. and 5 p.m. or request personal service in Room 202 of the Rusk Building during the same business hours.

You must visit each of the following offices and complete required procedures to ensure receipt of a proper billing statement and schedule of classes:

1. All students who have a Housing hold report to the Housing Office, Room 131, Austin Building or call (936) 468-2601.
2. All students living in university-owned housing must rent an SFA post office box.
3. Report to the University Police Department on East College Street if you plan to park any motorized vehicle on campus property. Parking permits are required.
4. Report to the Business Office, Room 204, Austin Building if you wish to choose tuition and fee installment payment plan.
5. Order yearbook in the Birdwell Building Room 111 or online at mySFA.

### Clearing Delinquencies

#### Delinquency:

Admissions/Undergraduate  
Admissions/Graduate  
Financial Aid  
Fiscal Office  
Health Clinic  
Library  
Texas Success Initiative  
University Housing  
University Police Department

#### Go to Building & Room Number

Rusk Building, Room 206  
Vera Dugas Building, Room 423  
Austin Building, Room 104  
Austin Building, Room 210  
Health Clinic, East College Street  
Library Circulation Desk  
Ferguson Building, Room 291  
Austin Building, Room 131  
Austin Building, Room 210

## Adding & Dropping Courses

(Also see, *Dropped Course Refunds* elsewhere in this bulletin.)

Students may add courses through the second class day during the summer semesters and through the fourth class day during the fall or spring semesters. Academic department chairs may reconcile class schedules through the official reporting date. Students may drop classes through five working days past mid-semester or mid-session as applicable. A student will not be allowed to drop a course after these dates, unless he or she withdraws from the university. The first class day is listed in the university calendar.

The following applies:

1. Through the official reporting date, withdrawals or a course dropped will not be recorded on a student's transcript.
2. After the official reporting date through five working days past mid-term for full semester courses or mid-session for partial semester courses, a drop, as well as a withdrawal, will be noted as a "W" on the transcript.
3. If a student has been found guilty of cheating/plagiarism according to policy A-9.1, Cheating and Plagiarism, the grade of "W" may be changed to "WF" at the discretion of the faculty member involved.
4. Beginning on the sixth working day after mid-term for full semester courses or mid-session for partial semester courses, a drop will not be permitted unless the student withdraws from all courses for the term. This withdrawal will be noted on the transcript as a "WP" if the student is passing at the time or a "WF" if the student is failing at the time.

## Auditing Courses

Students may enroll for continuing education credit or 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 enroll for continuing education credit or audit regular academic courses offered off campus.

In those cases where a student enrolls for continuing education credit or audits a regular academic course, the fee shall be the same as the tuition paid by regularly enrolled students. (See fee information in the *Fees, Expenses and Financial Aid* section of this bulletin.) Individuals age 65 and over may audit at no charge on a space-available basis and with the permission of the instructor.

# Fees, Expenses & Financial Aid

Tuition, fees, and deposits as shown in this section are obligations of each student. Payment may be made by cash, check or money order payable to Stephen F. Austin State University, or by credit card. Students are encouraged to pay via the Internet at <https://www.mysfa.sfasu.edu>.

## Tuition & Fees

Statutory tuition and required fees at Texas state universities are established by legislative enactment. Designated tuition and other fees are established within statutory limitations by the Stephen F. Austin State University Board of Regents.

Stephen F. Austin State University reserves the right to change tuition and fees in keeping with acts of the Texas Legislature or the University Board of Regents. All charges are subject to corrections.

### Tuition and Required Fees—Fall or Spring Semester 2007-2008\*

| # of Sem. Hrs.     | Texas Residents Tuition ** | Non-Texas Residents Tuition | Designated Tuition | Student Service Fee | Student Center Fee | Computer Use Fee | Library Fee | Rec Sports Fee | Publication Fee |
|--------------------|----------------------------|-----------------------------|--------------------|---------------------|--------------------|------------------|-------------|----------------|-----------------|
| 1                  | \$50                       | \$325                       | \$85               | \$11                | \$35               | \$10             | \$4         | \$50           | \$1             |
| 2                  | 100                        | 650                         | 170                | 22                  | 35                 | 20               | 8           | 50             | 2               |
| 3                  | 150                        | 975                         | 255                | 33                  | 35                 | 30               | 12          | 50             | 3               |
| 4                  | 200                        | 1300                        | 340                | 44                  | 36                 | 40               | 16          | 50             | 4               |
| 5                  | 250                        | 1625                        | 425                | 55                  | 45                 | 50               | 20          | 50             | 5               |
| 6                  | 300                        | 1950                        | 510                | 66                  | 54                 | 60               | 24          | 50             | 6               |
| 7                  | 350                        | 2275                        | 595                | 77                  | 63                 | 70               | 28          | 120            | 7               |
| 8                  | 400                        | 2600                        | 680                | 88                  | 72                 | 80               | 32          | 120            | 8               |
| 9                  | 450                        | 2925                        | 765                | 99                  | 81                 | 90               | 36          | 120            | 9               |
| 10                 | 500                        | 3250                        | 850                | 110                 | 85                 | 100              | 40          | 120            | 10              |
| 11                 | 550                        | 3575                        | 935                | 121                 | 85                 | 110              | 44          | 120            | 11              |
| 12                 | 600                        | 3900                        | 1020               | 132                 | 85                 | 120              | 48          | 120            | 12              |
| 13                 | 650                        | 4225                        | 1105               | 143                 | 85                 | 130              | 52          | 120            | 13              |
| 14                 | 700                        | 4550                        | 1190               | 150                 | 85                 | 140              | 56          | 120            | 14              |
| 15                 | 750                        | 4875                        | 1275               | 150                 | 85                 | 150              | 60          | 120            | 15              |
| 16                 | 800                        | 5200                        | 1360               | 150                 | 85                 | 160              | 64          | 120            | 16              |
| 17                 | 850                        | 5525                        | 1360               | 150                 | 85                 | 170              | 68          | 120            | 17              |
| 18                 | 900                        | 5850                        | 1360               | 150                 | 85                 | 180              | 72          | 120            | 18              |
| 19                 | 950                        | 6175                        | 1360               | 150                 | 85                 | 190              | 76          | 120            | 19              |
| 20                 | 1000                       | 6500                        | 1360               | 150                 | 85                 | 200              | 80          | 120            | 20              |
| For each hour over |                            |                             |                    |                     |                    |                  |             |                |                 |
| 20 add             | 50                         | 325                         | 0                  | 0                   | 0                  | 10               | 4           | 0              | 1               |

\*Stephen F. Austin State University reserves the right to change fees in keeping with acts of the Texas State Legislature or the University Board of Regents.

\*\*Students enrolled in graduate courses will be charged additional graduate tuition of \$30 per credit hour.

For the most current information regarding tuition and fees, go to <http://sfasu.edu> and

click on "Students" and then "Business Office" and then "Current Students" and then "Tuition Calculator."

**NOTE:** All students are required to pay a non-refundable Registration and Records fee of \$8 and a refundable International Education fee of \$3. In addition, a course fee or lab fee may be charged for some courses to cover the cost of supplies and/or travel associated with the courses.

### Tuition and Required Fees—Summer Term\* (Five and one-half weeks)

| # of Sem. Hrs.     | Texas Residents Tuition** | Non-Texas Residents Tuition | Designated Tuition | Student Service Fee | Student Center Fee | Computer Use Fee | Library Fee | Rec Sports Fee | Publication Fee |
|--------------------|---------------------------|-----------------------------|--------------------|---------------------|--------------------|------------------|-------------|----------------|-----------------|
| 1                  | \$50                      | \$325                       | \$85               | \$11                | \$35               | \$10             | \$4         | \$25           | \$1             |
| 2                  | 100                       | 650                         | 170                | 22                  | 35                 | 20               | 8           | 25             | 2               |
| 3                  | 150                       | 975                         | 255                | 33                  | 35                 | 30               | 12          | 25             | 3               |
| 4                  | 200                       | 1300                        | 340                | 44                  | 36                 | 40               | 16          | 25             | 4               |
| 5                  | 250                       | 1625                        | 425                | 55                  | 45                 | 50               | 20          | 25             | 5               |
| 6                  | 300                       | 1950                        | 510                | 66                  | 54                 | 60               | 24          | 25             | 6               |
| 7                  | 350                       | 2275                        | 595                | 77                  | 63                 | 70               | 28          | 60             | 7               |
| 8                  | 400                       | 2600                        | 680                | 88                  | 72                 | 80               | 32          | 60             | 8               |
| 9                  | 450                       | 2925                        | 765                | 99                  | 81                 | 90               | 36          | 60             | 9               |
| 10                 | 500                       | 3250                        | 850                | 110                 | 85                 | 100              | 40          | 60             | 10              |
| For each hour over |                           |                             |                    |                     |                    |                  |             |                |                 |
| 10 add             | 50                        | 325                         | 85                 | 11                  | 0                  | 10               | 4           | 0              | 1               |

\*Stephen F. Austin State University reserves the right to change fees in keeping with acts of the Texas State Legislature or the University Board of Regents.

\*\*Students enrolled in graduate courses will be charged additional graduate tuition of \$30 per credit hour.

For the most current information regarding tuition and fees, go to <http://sfasu.edu> and click on "Students" and then "Business Office" and then "Current Students" and then "Tuition Calculator."

**NOTE:** All students are required to pay a non-refundable Registration and Records fee of \$8 and a refundable International Education fee of \$3. In addition, a course fee or lab fee may be charged for some courses to cover the cost of supplies and/or travel associated with the courses.

## Auditing

Tuition and fees for auditing are the same as those paid by regularly enrolled students [see *Tuition and Required Fees* earlier in this section]. Individuals age 65 and over may audit at no charge on a space-available basis with permission of the instructor.

## Payment Deadlines

Students who register during the Regular Registration period (as listed in the Schedule of Classes): Full payment of current amounts due must be made by the due date designated in the Schedule of Classes. Prior to the first class day of the term, the university will drop unpaid students from classes, and current tuition and fee amounts will be removed from the students' accounts. Bills will not be mailed. Students will be notified by e-mail of billed amounts through SFA's E-Bill system.

Students who register, add or change classes during the Late Registration period (beginning with the first class day of the term): Full payment of current amounts due must be made by the university's 20<sup>th</sup> class day. Students enrolling for classes during the Late Registration period incur a financial obligation immediately and must officially withdraw from the university if they decide not to attend, even if they have not yet paid. **Classes unpaid by the 20<sup>th</sup> class day will be dropped.** If no payment is made by the 20<sup>th</sup> class day, the student will be withdrawn. Any courses dropped or withdrawal is subject to the university's refund policy (see *Refund of Tuition and Fees* later in this section.)

## Late Registration & Late Course Addition Fees

Each semester or term, student enrollment counts are taken on the "official census date" established by the state. These census dates are the 12<sup>th</sup> class day for fall and spring semesters and the fourth class day for summer terms. Students who register or add classes on or after the first day of the semester or term will incur the following additional fees:

|   |                      |
|---|----------------------|
| <u>Late Registration Fee</u>            | <u>Amount</u>        |
| First class day through the census date | \$5                  |
| After the census date                   | \$50 per credit hour |
| <br><u>Late Course Addition Fee</u>     | <br><u>Amount</u>    |
| After the census date                   | \$50 per credit hour |

*NOTE: The normal last day to register is published each semester or term in the Schedule of Classes. The last day to register is always prior to the census date. Enrollment or adding courses after the last day to register will be permitted only in extraordinary circumstances and at the university's sole discretion.*

## Reinstatement Fee

In extraordinary circumstances, the university, at its sole discretion, may allow a student to be reinstated in classes after the 20<sup>th</sup> class day. In this case, a \$50 per credit hour reinstatement fee will apply. During summer sessions, the reinstatement fee will apply after the 15<sup>th</sup> class day.

## Installment Payment Plan for Tuition, Fees, Room & Board

In accordance with Tex. Ed. Code 54.007, tuition and fees for **fall and spring** semesters may be paid using one of two alternatives. In addition, the university offers these same payment alternatives for room and board payments:

1. Full payment of tuition, fees, room and board in advance of the beginning of the semester; **or**
2. 1/2 payment of tuition, fees, room and board in advance of the beginning of the semester  
1/4 payment of tuition, fees, room and board prior to the sixth class week  
1/4 payment of tuition, fees, room and board prior to the 11<sup>th</sup> class week

All types of financial aid (i.e., federal, state and private) administered by the university to a student must be applied toward payment of the first installment and each subsequent installment in the order due.

Students choosing to pay tuition and fees in installments will be charged a \$15 administrative fee. Those electing to pay tuition, fees, room and board in installments will be charged a \$25 administrative fee. Students on the installment plan who pay their entire balance anytime prior to the first payment due date will not be charged the installment fee.

The installment plan for fees applies to mandatory fees only. Optional and one-time fees (e.g., parking, yearbook, administrative fee, property deposit, late payment, student identification card, post office box) are ineligible for the installment plan and must be paid in advance of the beginning of the semester.

The costs for courses added after the initial registration are payable under the same payment alternative as was originally selected. Likewise, any refunds for dropped courses are made in accordance with the originally selected payment alternative.

If enrollment is terminated for any reason, the unpaid balance of tuition, fees, room and board is due and payable immediately. Refunds for withdrawals are made in accordance with the regular refund schedule [see *Refund of Tuition and Fees* later in this section]. Installment payments due will be deducted from the refund. The student is responsible for the immediate payment of any remaining balance due after the refund is applied. Students who fail to pay the balance in full will be considered delinquent.

The university will e-mail students notifying them prior to the second and third installment due dates via SFA's E-Bill system. Students who fail to make full payment by the due date will be placed on delinquency status and will incur late charges of \$25 for each missed payment date.

Any student electing the installment payment alternative must sign an Installment Contract. Copies of the current contract are available in the Business Office (second floor of the Austin Building) or on the Web site: [www.sfasu.edu](http://www.sfasu.edu) and click on "Students" then "Business Office" then "Current Students" and then "Installment Contract."

## Residence Status

The university is guided by state law in determining the resident status of students. Sections 54.001-54.209 of the Texas Education Code provide, in part, as follows:

In essence, the student who has not resided in Texas for 12 months immediately preceding the student's registration into the university will be classified as non-resident.

A non-resident teaching or research assistant employed at least half-time in a position which relates to his or her degree program shall be entitled to pay the tuition and fees of a resident student.

A non-resident student holding a competitive scholarship of at least \$1,000 for the academic year awarded by a scholarship committee of SFA is entitled to pay the tuition and fees of a resident student during the period covered by the scholarship.

Rules and regulations governing the resident classification of a student shall be available in the Office of Admissions and any student who is uncertain of status should obtain such rules and regulations and seek a determination of status through that office.

Individual determinations can be affected by death or divorce of parents, custody of minor by court order, active military duty of student or student's parents.

Registering under the proper residency classification is the responsibility of the student. If there is any question of the right to classification as a resident of Texas, it is his or her obligation to raise the question with the Office of Admissions prior to registration.

## International Students

**Insurance Requirement:** The Bureau of Citizenship and Immigration Services (BCIS - formerly called INS) requires all international students to carry health and accident insurance. The university has such a policy which meets all required coverage; applications are available at the SFA Health Clinic, admissions office, or the Office of International Programs.

**Tuition and Fees:** If an international student is awarded a competitive scholarship by a scholarship committee of SFA of at least \$1,000, he/she becomes eligible for tuition and fees of an in-state student during the period covered by the scholarship.

(See also *Scholarships and Financial Assistance for International Students* in this section of the bulletin.)

## Additional Tuition Charges

### Tuition Charged for Excess Credit Hours

Texas Education Code, Chapter 54.068 stipulates that the State of Texas will not provide funds to state institutions of higher education for excess semester credit hours earned by a resident undergraduate student. Since funding will not be provided by the state, and as permitted by state law, SFA will charge tuition at the non-resident rate to all students who exceed the semester credit hour limit of their

program.

The law states, "The board may not include funding for semester credit hours earned by a resident undergraduate student who before the semester or other academic session begins has previously attempted a number of semester credit hours for courses taken at any institution of higher education while classified as a resident student for tuition purposes that exceeds by at least 30 hours the number of semester credit hours required for completion of the degree program in which the student is enrolled."

The limitation on excess credit hours applies only to those undergraduate students who first enter higher education in the fall of 2006 and after. The 2005 Legislative Session amended Texas Education Code 54.068 by changing the number of semester credit hours that exceeds the number of semester credit hours required for completion of the degree program in which the student is enrolled from 45 hours to 30 hours. Those undergraduate students who first entered higher education in the fall of 1999 through the summer of 2006 will still be held to the 45 semester hour limitation. The semester credit hours counted toward the limitation include all hours attempted by the student except:

- Semester credit hours earned by the student before receiving a baccalaureate degree that has been previously awarded.
- Semester credit hours earned by the student by examination or under any other procedure by which credit is earned without registering for a course for which tuition is charged.
- Credit for remedial education courses, technical courses, workforce education courses funded according to contract hours, or other courses that do not count toward a degree program at the institution.
- Semester credit hours earned by the student at a private or an out-of-state institution.

### **Course Repeats**

The Texas Legislature eliminated funding to higher education for courses that are attempted three or more times. An attempted course is defined as any course in which a grade is earned on the transcript or repeated courses and courses dropped after the census date. In order to compensate for this loss of state funding, students attempting a course for three or more times may be required to pay up to \$100 per semester credit hour for the repeated course.

## Tuition Rebate for Designated Undergraduates

Section 54.0065 of the Texas Education Code authorizes a tuition rebate of up to \$1,000 for certain baccalaureate degree recipients. To be eligible for a rebate under this program, students must meet all of the following conditions:

1. They must have enrolled for the first time in an institution of higher education in the fall semester of 1997 or later.
2. They must be requesting a rebate for work related to a first baccalaureate degree received from a Texas public university.

3. They must have been a resident of Texas and have been entitled to pay in-state tuition at all times while pursuing a degree.
4. They must have *attempted* no more than three hours in excess of the minimum number of semester credit hours required to complete the degree according to the catalog under which they graduated. Hours attempted include but are not limited to transfer credits, course credit earned exclusively by examination (the first nine hours of credit gained through examination do not count as hours attempted), courses that are dropped after the official census date, for-credit developmental courses, optional internship and cooperative education courses and repeated courses. Courses dropped for reasons that are determined by the institution to be totally beyond the control of the student shall not be counted.
5. Additionally, students entering an institution in the fall of 2005 or later also must complete the baccalaureate degree within four calendar years for a four-year degree or within five calendar years for a five-year degree if the degree is a program determined by the Coordinating Board to require more than four years to complete.

More information concerning this program is available at the Office of the Registrar.

## Exemptions & Waivers from Tuition & Fees

### **Hazelwood Act (Sec. 54.203 Tex. Ed. Code)**

Certain veterans who served on active military duty and received an honorable discharge, who were residents of Texas at the time of entry into the service, who were citizens of the United States at the time of entry into service, and who resided in Texas for at least the 12-month period before the date of registration are eligible for exemption from the payment of tuition and some fees at public schools. These exemptions also apply to children of members of the U.S. armed forces who were killed in action or who died while in the service. Additionally, they apply to children of members of the Texas National Guard and Texas Air National Guard killed since Jan. 1, 1946, while on active duty. The exemptions shall not exceed a cumulative total of 150 credit hours.

To obtain this exemption, the veteran should furnish the following documents to the Business Office:

1. A copy of the veteran's discharge papers;
2. A letter from the Veterans Administration verifying that veterans benefits have been exhausted; VA Regional Office in Muskogee Okla. at 1-888-442-4551.
3. Completed application for Hazelwood

All documents should be submitted to the Business Office well in advance of registration. Until his entitlement for this exemption has been established, the student will pay the regular tuition and fees from his own funds.

**Children of Certain Disabled/Deceased Public Employees  
(Sec. 54.204 Tex. Ed. Code)**

Children of certain firemen, peace officers, employees of the Texas Department of Corrections and game wardens who have suffered injury resulting in death or disability sustained in the line of duty are exempt from payment of tuition and required fees. Application for this exemption should be made to the Student Services Division, Texas Higher Education Coordinating Board, P.O. Box 12788, Austin, Texas, 78711.

**Hearing Impaired and Visually Impaired Students  
(Sec. 54.205 Tex. Ed. Code)**

Certain hearing impaired and visually impaired students who are Texas residents are eligible for exemption from payment of tuition and some fees. Application for this exemption should be made to the Department of Assistive and Rehabilitation Services.

**Good Neighbor (Students from Other Nations of the American Hemisphere) (Sec. 54.207 Tex. Ed. Code)**

Certain native-born students from other nations of the American hemisphere may be eligible for exemption of tuition. Individuals requesting this exemption should contact the Office of Student Financial Assistance.

**Prisoners of War (Sec. 54.219 Tex. Ed. Code)**

A student is exempt from the payment of tuition and fees if that student:

1. is a Texas resident and was a Texas resident at the time of original entry into the U.S. armed forces;
2. was first classified as a prisoner of war by the U.S. Department of Defense on or after Jan. 1, 1999; and
3. is enrolled for at least 12 semester credit hours.

Additionally, an eligible student is exempt from the payment of fees and charges for room and board if residing on campus. Otherwise, a reasonable stipend to cover the costs of lodging and board will be provided. A scholarship will also be awarded to cover the costs of books and educational materials required for the course work.

**Children of Prisoners of War or Persons Missing in Action  
(Sec. 54.209 Tex. Ed. Code)**

Dependent children of any person who is a domiciliary of Texas on active duty as a member of the U.S. armed forces, and who at the time of registration is classified by the Department of Defense as a prisoner of war or as missing in action, are eligible for exemption of tuition and some fees. Application for this exemption should be made in the Business Office well in advance of the student's registration.

### **Honor Graduate (Sec. 54.201 Tex. Ed. Code)**

The highest ranking graduate of each accredited Texas high school is eligible for an exemption from tuition for both semesters of the first regular session immediately following his graduation. When in the opinion of the institution's president the circumstances of an individual case (usually military service) merit such action, this exemption may be granted for any one of the first four regular sessions following that individual's graduation from high school. Application for this exemption should be made in the Business Office.

### **Students in Foster or Other Residential Care (Sec. 54.211 Tex. Ed. Code)**

A student is exempt from the payment of tuition and fees if the student:

1. was in foster care or other residential care under the conservatorship of the Department of Protective and Regulatory Services on or after the day preceding the student's 18th birthday; and
2. enrolls in an institution of higher education as an undergraduate student not later than the third anniversary of the date the student was discharged from the foster or other residential care.

Application for this exemption should be made in the Business Office prior to registration.

### **TANF Students (Sec. 54.212 Tex. Ed. Code)**

Tuition and fees will be waived for one year for eligible students who received financial assistance under Chapter 31, Tex. Human Resources Code, for at least six months as a dependent child in the last year of high school. Additional information about this exemption is available in the Business Office.

### **Early High School Graduation Scholarship Program (Sec. 56.201 Tex. Ed. Code)**

Qualifying students who complete high school in Texas, on or after Sept. 1, 2003, in 36 consecutive months or less will be exempted from \$2,000 in tuition, starting any time after graduation, with an additional \$1,000 awarded if the student also graduates with at least 15 hours of college credit. Students who graduate in more than 36 but less than 41 months will be exempted from \$500, with an additional \$1,000 awarded if the student also graduates with at least 30 hours of college credit. Students who graduate in more than 41 but less than 46 months and have at least 30 hours of college credit will be exempted from \$1,000. Students interested in exercising this exemption should contact the Student Services Division, Texas Higher Education Coordinating Board, P.O. Box 12788, Austin, Texas 78711.

### **Selected ROTC/National Guard and Reserve Students**

Selected ROTC, National Guard and Reserve students will be exempt from the payment of tuition, fees and/or room. Information about this exemption is available from the Military Science Department.

### **Senior Citizens (Sec. 54.210 Tex. Ed. Code)**

Persons 65 years of age or older may enroll in up to six hours of courses each semester or summer term without payment of tuition, if space is available. Fees will be assessed. Senior citizens will be allowed to audit any courses offered by the university, without payment of tuition or fees, if space is available and with permission of the instructor.

### **Concurrent Enrollment (Sec. 54.216 Tex. Ed. Code)**

Students enrolled in course work for concurrent high school and college-level credit will be charged a discounted rate. The course(s) taken must entitle the student to both of the following: (1) course credit toward the student's high school academic requirements; (2) course credit toward a degree offered by SFA.

### **Children of Professional Nursing Program Faculty (Sec. 54.221 Tex. Ed. Code)**

Qualifying undergraduate students 25 years of age or younger who is a child (includes an adopted child) of a person who is employed by an undergraduate or graduate professional nursing program in the state of Texas as a full time member of its faculty or staff with duties that include teaching, serving as an administrator, or performing other professional services, is entitled to a tuition exemption at the institution at which the child's parent is employed or is under contract. Additional information about this exemption is available in the Business Office.

### **Preceptors for Professional Nursing Education Program (Sec. 54.222 Tex. Ed. Code)**

Preceptors for Professional Nursing Education Program who are enrolled as students or whose children are enrolled as students are eligible for a \$500 exemption of the total amount of tuition and fees, provided that they are a registered nurse and they are serving under a written preceptor agreement with an undergraduate professional nursing program as a clinical preceptor for students enrolled in the program for the semester or academic term for which the exemption is sought. Additional information about this exemption is available in the Business Office.

### **Refund of Tuition & Fees (Sec. 54.006 Tex. Ed. Code)**

Withdrawal Refunds (See also *Academic Programs & Policies - Withdrawal from the University* elsewhere in this bulletin). A student officially withdrawing from the university is eligible for refund of tuition and certain fees according to the following schedule:

**Regular Semester**

|                                      |              |
|--------------------------------------|--------------|
| 1. Prior to first class day          | *100 percent |
| 2. During the first five class days  | 80 percent   |
| 3. During the second five class days | 70 percent   |
| 4. During the third five class days  | 50 percent   |
| 5. During the fourth five class days | 25 percent   |
| 6. After the fourth five class days  | None         |

**Summer Term**

|  |              |
|--|--------------|
| 1. Prior to first class day                    | *100 percent |
| 2. During the first, second or third class day | 80 percent   |
| 3. During the fourth, fifth or sixth class day | 50 percent   |
| 4. Seventh day of class and thereafter         | None         |

\* A student officially withdrawing from the university prior to the first class day will be assessed a matriculation fee of \$15. Full refund of tuition and fees will be made if withdrawal is due to death or transfer under military orders.

*Dropped Course Refunds.* (Also see *Registration - Adding & Dropping Courses* elsewhere in this bulletin.) A student dropping a course within the first 12 class days of a regular semester or the first four class days of a summer term is eligible for a full refund of tuition and fees for the course dropped, provided the student remains enrolled at the university for that semester or term.

## Graduation Fee

Each time a student applies for a degree from the university, he or she must pay a graduation fee. If the degree candidate plans to participate in commencement exercises, he or she may rent a cap and gown at the Barnes & Noble bookstore in the University Center. For additional information, contact the Office of the Registrar.

## Room & Board

Students who reside in university residence halls (except B unit at Village) will obtain room and board in a package plan, for a single unit price, as listed in the schedule below:

### Academic Year 2007-2008

Rates (including tax) are subject to change prior to the beginning of the academic year.

Room and board refunds are pro-rated from the end of the week that the student notifies Housing and Food Services personnel to discontinue service unless the housing contract states otherwise. Because of administrative costs necessary to process refund checks, no refunds will be made for amounts of \$5 or less.

#### Installment Payment of Room and Board

| Residence Hall         | Nine-Month Facilities: Fall & Spring Semester |                     |                     |                | Summer I or II      |                     |
|------------------------|---|---------------------|---------------------|----------------|---------------------|---------------------|
|                        | Room Only<br>No Meal<br>Plan                  | w/7 day<br>14 meals | w/ 7 day<br>20 meal | w/120<br>block | w/7 day<br>14 meals | w/ 7 day<br>20 meal |
| 5 Wisely Hall          | N/A   | \$2,780             | \$2,869             | \$3,013        |                     |                     |
| 7 Todd Hall            | N/A   | \$2,641             | \$2,730             | \$2,874        |                     |                     |
| 9 North Hall           | N/A   | \$2,833             | \$2,922             | \$3,066        |                     |                     |
| 10 Hall 10             | N/A   | \$2,689             | \$2,778             | \$2,922        | \$1,006             | \$1,114             |
| 11 Mays Hall           | N/A   | \$2,689             | \$2,778             | \$2,922        | \$1,006             | \$1,114             |
| 12 South Hall          | N/A   | N/A                 | \$3,020             | \$3,109        | \$1,135             | \$1,243             |
| 14 Hall 14             | N/A   | \$2,641             | \$2,730             | \$2,874        |                     |                     |
| 15 Griffith Hall       | N/A   | \$2,641             | \$2,730             | \$2,874        |                     |                     |
| 16 Hall 16             | N/A   | \$2,641             | \$2,730             | \$2,874        |                     |                     |
| 17 Steen Hall          | N/A   | \$2,989             | \$3,078             | \$3,222        |                     |                     |
| 18 Kerr Hall           | N/A   | \$2,641             | \$2,730             | \$2,874        |                     |                     |
| 20 Hall 20             | N/A   | \$3,039             | \$3,128             | \$3,272        |                     |                     |
| Lumberjack Lodge (4)   | N/A   | \$3,505             | \$3,594             | \$3,738        |                     |                     |
| Lumberjack Lodge (2)   | N/A   | \$3,750             | \$3,794             | \$3,938        |                     |                     |
| Lumberjack Village (A) | N/A   | \$3,750             | \$3,794             | \$3,938        |                     |                     |
| Lumberjack Village (B) | \$2,800                                       | *                   | *                   | *              |                     |                     |

\*See [housing@sfasu.edu](mailto:housing@sfasu.edu) for meal plan information.

Rates above include sales tax for board.

**NOTE:** The costs listed above may change as operating costs increase.

Room and board may be paid in installments during the fall or spring semesters. (See *Installment Payment Plan for Tuition, Fees, Room & Board* earlier in this section.) Room and board for each summer term must be paid in full at registration.

| 12- Month Facilities: Fall & Spring Semester |                                  |                                   |                  |                  |             | Summer I or II         |                        |
|--|----------------------------------|-----------------------------------|------------------|------------------|-------------|------------------------|------------------------|
| 12 Month Facilities                          | Rent only monthly (no meal plan) | Rent only semester (no meal plan) | W/7 Day 14 Meals | W/7 Day 20 Meals | W/210 block | or II w/7 day 14 meals | or II w/7 day 20 meals |
| Garner Apts                                  | \$508                            | N/A                               | *                | *                | *           |                        |                        |
| University Woods 1 bdrm                      | \$508                            | N/A                               | *                | *                | *           |                        |                        |
| University Woods 2 bdrm                      | \$655                            | N/A                               | *                | *                | *           |                        |                        |

## Deposits

**Housing:** A student who lives in university housing must deposit \$100 with the Housing Department prior to enrollment.

**General Property Deposit (Sec. 54.502 and 54.5021 Tex. Ed. Code):** Each student enrolled in the university must make a general property deposit of \$10. This deposit is subject to charges for property loss, damage and breakage in libraries and laboratories. The deposit, less charges, will be returned to the student at his/her request upon withdrawal or graduation. Any deposit that remains without a refund request for a period of four years from the date of last attendance shall be forfeited.

## Books & Supplies

Students must provide their own textbooks and supplies. The university bookstore is contracted to Barnes and Noble College Booksellers.

### Bookstore Refund Policy

- The Barnes and Noble College Booksellers refund policy is as follows:
- Refunds will be issued in the original form of payment for textbooks purchased at the bookstore if returned in the original condition, with a valid receipt and within the first two full weeks after classes begin.
  - Refunds will be issued in the original form of payment at any time during the semester for general merchandise purchased in the bookstore if returned in the original condition and with a valid receipt.
  - Refunds or exchanges will not be issued for custom course materials, outlines, study guides, school guides, magazines and prepaid cards. Opened software may be exchanged for the identical item only.
  - Student identification cards are required when selling books or purchasing by check or credit card in the bookstore.

## Miscellaneous Expenses

Expenses for laundry, grooming, entertainment and personal incidentals are in addition to the expenses listed in this section.

## Returned Checks

A charge of \$20 plus applicable sales tax will be assessed for each unpaid check returned to the university.

## Financial Aid

Applications for financial aid are available in January to apply for aid for the following fall and spring semesters. Scholarship applications must be filed with the Office of Student Financial Assistance no later than Feb. 1. For priority considerations, applicants for financial aid should complete their financial aid application by April 1. Financial aid programs in which the university participates include the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Academic Competitiveness Grant (ACG), National SMART Grants, Federal Leveraging Educational Assistance Program, Texas Grant Program, Texas Public Educational Grant, Federal Work-Study Program, Federal Perkins Loan, Federal Family Educational Loan Program (Stafford Loan), Texas B On-Time Loan and the Hinson-Hazelwood Student Loan Program.

Consideration for the above programs requires need analysis. This process begins with the electronic submission of the Free Application for Federal Student Aid and typically takes two weeks to complete. Students must meet all eligibility requirements, including satisfactory academic progress, to receive financial aid from federal and state programs. Financial assistance may be available to part-time as well as full-time students.

Unsubsidized Stafford Loans, Federal Parent Loans, short-term emergency loans and university scholarships may be available to students who do not demonstrate financial need.

Students who wish to work on campus while attending the university must register in the Student Employment Center, third floor of the Rusk Building.

Summer financial aid is available for eligible students who complete a summer general application.

Dropping courses may result in a reduction of financial aid funds for the current term. In order to receive financial assistance for future terms, you must make Satisfactory Academic Progress, and dropping classes will affect your Satisfactory Academic Progress standing. For information concerning this policy, visit the office's Web site at [www.sfasu.edu/faid.com](http://www.sfasu.edu/faid.com).

Students who receive financial aid and withdraw from the university or receive all QF's for the semester aid was received will be subject to a return of financial aid. (Please see *Return of Funds by Financial Aid Recipients* in this section of the bulletin.)

All inquiries concerning student aid should be addressed to the Office of Student Financial Assistance, P.O. Box 13052, SFA Station, Nacogdoches, Texas, 75962-3052.

## Department of Assistive and Rehabilitative Services Division of Rehabilitation Services (DRS)

A Texas state agency that provides rehabilitation services to persons who have certain physical or emotional handicaps. This vocational rehabilitation program helps Texans with disabilities prepare for, find and keep employment. The office is located on the SFA campus in the Human Services Building Room 324.

To be eligible for DRS: a) the individual must have a physical or mental disability which constitutes or results in a substantial handicap to employment and b) vocational rehabilitation services may reasonably be expected to benefit the individual in terms of employment.

The plan for services is individualized to each consumer and along with vocational counseling, the following assistance MAY be provided:

1. Medical treatment and/or physical restoration
2. Assistive devices
3. Job development and job placement
4. Vocational and/or academic training which may consist of:
  - Tuition and required fees
  - Room and board
  - Mobility assistance
  - Note-takers/tutors
  - Attendant care

To begin the eligibility process, an individual must apply in person at the DRS office nearest to their permanent residence. The following Web site provides a list of all the DRS offices within the state: <http://www.dars.state.tx.us/drs/DRSoffices.asp>.

## Texas B-On-Time Loan

The Texas B-On-Time Loan program provides eligible Texas students no-interest loans to attend colleges and universities in Texas. If a student meets specified goals, the entire loan amount can be forgiven upon graduation.

The student must be a Texas resident; have graduated in the 2002-2003 academic year or later under the recommended high school program from a public or accredited private high school in Texas or have received an associate degree from an eligible institution no earlier than May 1, 2005; have not earned a bachelor's degree; be enrolled full time in an undergraduate degree or certificate program at an eligible institution; and have completed a FAFSA and be eligible to receive federal financial aid.

Other requirements apply to remain eligible and to have the loan forgiven. For more information, see the Office of Student Financial Assistance.

## Scholarship Awards

The university has hundreds of scholarships available to new and returning students. Scholarships are based on need, merit, or athletic and special skills. Selection criteria may include (but are not limited to) an applicant's academic

record, degree goals, financial status and performance on a standardized test. If applicable, other factors may be taken into consideration; these may include socioeconomic background, first generation of college attendance, rank in class, the applicant's region of residence, involvement in community activities, extracurricular activities, and career plans after graduation from college. The university scholarship committee or donors of scholarship funds may specify other appropriate selection criteria.

The university complies with all state and federal laws concerning awarding scholarships and other financial assistance. Scholarship amounts range from \$100-\$8,000. Some are renewable based upon academic performance, while others are one-time awards. Applications and additional information may be obtained from the departments listed below:

**General Scholarships:** The Office of Student Financial Assistance awards a number of scholarships through the General Scholarship Program. Eligibility criteria for each scholarship vary. The application deadline is Feb. 1.

**Academic Excellence Scholarships:** Awards \$3,000 scholarships to entering freshmen for fall 2007 who meet the eligibility requirements. If specific criteria are met, the scholarship may be renewed for three additional years after the initial award while pursuing the first baccalaureate degree.

Eligibility:

- Receive the offer of admission to SFA by June 1 for fall 2007
- Rank in the top 10 percent of graduating class, or rank in the top quarter of graduating class and earn a minimum score of 1100 on the SAT Reasoning Test (critical reading/reading and math combined) or 24 on the ACT (not including writing sample score).

A formal application for scholarship is not required as students are considered and evaluated when officially admitted to the university. Scholarships will be awarded to eligible students who are admitted to the university by June 1 for the fall 2007 semester. Amount: Any student who meets the requirements and is admitted to the university by June 1 for fall 2007 semester will receive a \$3,000 scholarship. The scholarship is awarded as follows: fall 2007 semester \$1,500; spring 2008 semester \$1,500.

**Community College Transfer Scholarships:** The Community College Transfer Scholarship Program, available through the Office of Admissions, offers new students transferring from community colleges only an opportunity to qualify for awards up to \$2,000. Students with a minimum of 45 transferable semester hours, as computed by the Office of Admissions, are eligible for \$1,000 with a transferable GPA of 3.00-3.49 or for \$2,000 with a transferable GPA of 3.50-4.00. There is no separate scholarship application. Students will automatically be considered and notified of their eligibility upon admission to SFA.

**University Scholars Scholarships:** School of Honors scholarships are available to incoming freshmen meeting a minimum SAT composite score of 1220 or a minimum ACT composite score of 27 and to currently enrolled students with a minimum GPA of 3.25. The scholarship amount is \$2,000 per year (renewable up to four years if specific requirements are met for a total award of \$8,000). Application deadline is Feb. 1.

**School of Honors Scholarships:** Scholarships are awarded to freshmen only, provide up to \$4,000 per semester of financial support for up to eight semesters for recipients actively participating in the School of Honors and maintaining a

minimum GPA of 3.25 on a 4.0 scale. Minimum score of 1220 on the SAT or 27 on the ACT is required.

**Regents Scholarships:** Each academic department offers two residence hall scholarships to academically gifted undergraduates. Recipients will be awarded a housing allowance up to \$1,500 per semester to be used toward the cost of tuition, fees or housing in an on-campus residence hall operated by SFA. While emphasis is placed on awarding the scholarships to incoming freshmen, new sophomores and juniors also are eligible. To be eligible for consideration, a freshman-, sophomore- or junior-level student who has not previously attended SFA must apply and be admitted to the university. Entering freshmen must be in the top 15 percent of their high school graduating class or in the top 25 percent of the class with an SAT score of at least 1220 or an ACT score of at least 27. Transfer students must meet the same requirements as entering freshmen and must have maintained a 3.25 grade point average (on a 4.0 scale) in all college work taken at other institutions of higher education. Other requirements apply. For more information, call the Office of Admissions, (936) 468-2504, or visit [www.sfasu.edu/admissions](http://www.sfasu.edu/admissions).

**Alumni Association Scholarships:** The Alumni Association has nearly 900 scholarships it awards to deserving SFA students each year. Award amounts vary. The deadline for application is Feb. 1.

**Athletic Scholarships:** Athletic scholarships are available through the Athletic Department in all NCAA sanctioned sports in which SFA participates.

**ROTC Scholarships:** Army Reserve Officer Training Corps Scholarships are available through the Department of Military Science. Scholarships are available for entering freshmen, transfer students, as well as continuing students.

**Departmental Scholarships:** Departmental scholarships are available to incoming freshmen and currently enrolled students who have selected a major. For additional information, consult the *Academic Units* section of this bulletin.

## Scholarships and Financial Aid for International Students

**Office of International Programs/SFA International Scholarship:** The OIP/SFA International Scholarship is awarded to academically qualified students who also will contribute to the increased diversity of SFA. The amount of the scholarship is from \$500 to \$1,000 per year (August 1-July 31). Graduate students who are awarded \$1,000 OIP/SFA scholarships and are subsequently awarded graduate assistantships will have their scholarships reduced to \$500 per year.

Criteria for consideration (must satisfy at least two of the following):

1. A student whose mother tongue is other than English.
2. A student who has lived in a country other than the United States for a period of five years or more.
3. A student who has foreign or dual citizenship: recognized by foreign country and not by United States.
4. A student who can demonstrate how he/she will make a contribution to international diversity on the SFA campus. (Prepare a 100-word essay explaining the contribution.)

Additional requirements:

For entering freshmen: a very successful secondary educational record as evaluated for admission to SFA.

- For transfer students from a community college or senior university: a GPA of 3.0 will be required (to be calculated on transferable credit at SFA).
  - For continuing undergraduate students with this scholarship (pending availability of funds): must be a student in good standing with a GPA of 3.0+ on 4.0 scale.
  - For entering graduate students: a very successful educational record as evaluated for admission to SFA or equivalent. Graduate students must have a GPA of 3.5 on 4.0 scale.
- All awardees must show financial need in order to be awarded the scholarship.

Applications are available in the Office of International Programs. Students may use the uniform scholarship application form for SFA and include the options above and submit to the OIP. Evaluation and award of this scholarship will be determined by the OIP. Deadline for application is July 1 for fall semester and November 1 for spring semester awards.

**Pilot 19:** As a result of the NAFTA Agreement, two students from Mexico per 1,000 students enrolled at SFA are eligible to pay in-state tuition and fees. (For example, if there are 12,000 students at SFA, 24 students from Mexico would be entitled to receive this tuition waiver.) Students accepted into this financial aid program must sign a financial need statement.

**Good Neighbor Scholarship:** The Texas Legislature enacted a law that awards 10 scholarships to students from every country south of the United States (except Cuba) and Canada. In addition, 30 scholarships are awarded to students from Peru and Mexico. Students must have been accepted into a Texas university by March 1. Then the university submits names to the Texas Higher Education Coordinating Board, which awards the scholarships. Recipients do not pay state tuition for fall, spring and summer following the award made in May. Recipients must intend to return to the eligible country upon completion of the program of study.

**Other scholarships:** See *Scholarship Awards* in this section of the bulletin for other scholarships, such as Community College Transfer Scholarship, for which international students may be eligible.

**Other financial aid for international students:**

TPEG Grants – See *Financial Aid* in this section of the bulletin. (Applications for international students are available in the OIP.)

International or nonresident students who hold competitive scholarships of at least \$1,000 for an academic year or summer session are entitled to pay resident tuition and fees provided they compete with other students, including Texas residents, for the scholarship. The scholarship must be awarded by a scholarship committee officially recognized by the university, such as the OIP. The waiver of non-resident fees is available only during the period covered by the scholarship.

## Return of Funds by Financial Aid Recipients

When a student has received financial aid payments to cover educational costs for a semester or payment period and subsequently withdraws from the university during the semester for which payments were received, these funds can no longer

be considered as being used for educational purposes. Therefore, the funds must be repaid to the aid programs from which they were received by way of a return from the university and/or a repayment from the student.

### **Per Diem Return Policy for Federal Financial Aid Recipients**

Federal regulations require the university to perform a return calculation for all students who receive federal financial aid and withdraw during the semester. The return amount due to the program(s) is calculated on per diem basis with a formula established by federal regulations. Returns are required on any student who withdraws before 60 percent of the semester is completed. The student will be responsible for reimbursing SFA for any funds returned by the university on behalf of the student.

In addition, federal regulations require that this return calculation be done for students who stop attending their classes and receive a grade of all QF's for the semester. Per regulations, these students will receive a calculation using a 50 percent completion rate on a percentage based on the last documented date of attendance. It is the responsibility of the student to provide the Office of Student Financial Assistance with documentation of continued attendance if he or she receives all QF's for the semester. Documentation must be provided within 21 days of the end of the semester, unless an extension is announced.

### **Return Policy for Non-Federal Financial Aid Recipients**

SFA also requires a return of funds for all non-federal financial aid recipients who withdraw during the semester. In the event that non-federal financial assistance programs or privately funded scholarships have their own return policy, their policy supersedes this policy.

#### **Regular Semester:**

- Prior to the first class day, 100 percent of the award must be returned.
- During the first five class days, 80 percent of the award must be returned.
- During the second five class days, 70 percent of the award must be returned.
- During the third five class days, 50 percent of the award must be returned.
- During the fourth five class days, 25 percent of the award must be returned.
- After the fourth five class days, none of the award must be returned.

#### **Summer Term:**

- Prior to the first class day, 100 percent of the award must be returned.
- During the first five class days, 80 percent of the award must be returned.
- During the second five class days, 60 percent of the award must be returned.
- During the third five class days, 40 percent of the award must be returned.
- After the third five class days, none of the award must be returned.

The student will be responsible for reimbursing the university for any funds returned by the university on behalf of the student.



# Student Services

## Academic Affairs

The Division of Academic Affairs offers numerous programs designed to foster student success. These include the Academic Advising Center; Academic Assistance and Resource Center; Office of International Programs; SFA 101: Freshman Seminar; and SFA 198: Learning and Study Skills.

### **Academic Advising Center**

The Academic Advising Center provides advising services for students who have not declared an academic major. Full-time advisers are available to assist students with course selection and with materials to help them explore career options. The center also has information and literature on all academic majors offered at SFA.

Students who are not yet ready to declare an academic major when they enter the university should select "Undecided Liberal and Applied Arts" as their major. Because most first-year courses are chosen to fulfill General Education requirements, a student's university career is not necessarily prolonged by an initial period of being undecided about a major. Any undecided student may be advised in the Academic Advising Center until the student has earned 45 semester hours of credit.

The center also serves as the campus liaison for the Texas Success Initiative (TSI), formerly TASP. Students who have questions or concerns about TSI should consult with the center's staff. For a detailed description of TSI, see the *Undergraduate Admissions* section of this bulletin.

The Academic Advising Center is located in Ferguson 291. The phone number is (936) 468-5803. Please visit the Web site at [www.sfasu.edu/advising/](http://www.sfasu.edu/advising/).

### **Academic Assistance & Resource Center (AARC)**

The AARC is a nationally acclaimed tutoring center and winner of the Texas Higher Education Coordinating Board's Star Award for exemplary programs. The AARC offers free services for students who want to improve their chances of academic success by providing one-on-one peer tutoring, small tutor-led study groups and/or supplemental instruction in most of the lower division, core curriculum and high-risk courses. SFA students visit the AARC more than 40,000 times per year. Assistance is offered through one-on-one tutoring and small study groups, as well as through supplemental instruction (SI) groups. Supplemental instruction offers students in traditionally difficult courses the opportunity to work with an SI leader who has previously taken that course and made an "A." The SI leader sits in on the course again and then meets twice a week in an AARC classroom with any students enrolled in that course who want to attend. AARC tutors and SI leaders are students at SFA who have been selected based on their desire to help, their high degree of academic success in their tutoring field, faculty recommendations and their overall demeanor. AARC tutors and SI leaders are trained to help their clients develop study and problem-solving skills that will ensure

their success at SFA.

The AARC also provides tutorial assistance for THEA test preparation and offers an assistance service to aid students with disabilities in accessing library resources and materials.

AARC is located on the first floor of the Steen Library. For additional information on how to register for services, stop by the AARC reception desk, call (936) 468-4108, or visit the AARC Web page at <http://libweb.sfasu.edu/aarc>. Students may register for a tutoring appointment online or come to the Math, Writing, Chemistry or Spanish walk-in tables. See times for these disciplines on the AARC Web site.

### **International Student Support Services**

The Office of International Programs provides international student support services. Services include an SFA orientation, cultural adjustment, assistance with visa issues, banking assistance, resources for assistance, and initial transportation from IAH Bush Intercontinental Airport in Houston to SFA upon arrival in Texas. In addition, the American English Language Institute is available for students who encounter difficulties with the use of the English language.

Academic support is offered through the Academic Assistance and Resource Center (AARC). All offices and departments at SFA are committed to student success and therefore will assist international students with their needs.

Also available is a 12-month residence hall, open year-round, which allows uninterrupted living for any student who might be unable to return home during holiday or vacation periods or semester breaks.

### **SFA 101: Student Success**

It is important that students understand how a university works and what they need to do to be successful. Toward that end, the university has created a one-credit course designed specifically for the first-semester college student. In classes of no more than 25, SFA 101 students work with an experienced SFA instructor and a successful junior, senior or graduate student. SFA 101 is not a required course, however, there are things in SFA 101 to benefit all beginning college students.

**SFA 101: Freshman Seminar.** This course provides study and practice in methods for success in college. Topics include critical thinking skills, study skills, time and money management, goal setting, career planning, and a review of university resources and regulations.

**SFA 198: Learning and Study Skills.** Applications of theoretical and practical research on learning and successful academic performance; emphasis on practical aspects of learning and study skills.

## **University Affairs**

The Division of University Affairs is composed of the following departments: Counseling and Career Services, Student Health Services, Auxiliary Services, University Police, Intramural Activities, Judicial Office, Student Affairs, Student Publications, Disability Services and Intercollegiate Athletics.

## **Athletics**

Mission: Stephen F. Austin State University is a comprehensive, state-supported university committed to excellence in undergraduate and graduate education. This commitment extends to maintaining a successful intercollegiate athletic program as a substantial contributor to a comprehensive collegiate environment. The goals of the university and the Intercollegiate Athletics Department include excellence in achievement through specialized and multidisciplinary development, training and competition.

The university and the Intercollegiate Athletics Department provide a successful, high quality program that involves a broad range of sports for students throughout the campus community, conforms to NCAA and Southland Conference regulations, and focuses on the educational, physical, mental and social well being of student-athletes.

The university and the Intercollegiate Athletics Department ensure that all student-athletes meet academic standards set by the university and NCAA. All student-athletes are encouraged to complete chosen academic programs and become contributing citizens. Their health and safety receive the highest priority.

The university and the Intercollegiate Athletics Department are committed to providing equal opportunities for all student-athletes and members of the athletics staff.

SFA competes in both men's and women's intercollegiate athletics on the NCAA Division I level (I-AA football) as members of the Southland Conference.

Men's intercollegiate sports include football, cross-country, basketball, baseball, indoor/outdoor track and golf. Women's intercollegiate sports include basketball, equestrian, cross-country, softball, indoor/outdoor track, volleyball, tennis and soccer.

Excellent facilities are located on campus, including a 15,000-seat artificial turf football stadium, a 7,000-seat basketball coliseum and an all-weather surface track.

## **Campus Safety & University Police**

The University Police Department is responsible for the protection of public and private property, public safety and the enforcement of university regulations and of the laws and ordinances of the city of Nacogdoches and the state of Texas. Known or suspected wrongful acts, loss of personal property, safety hazards, accidents or other emergencies should be reported to the university police immediately. Police headquarters are open 24 hours a day. The department provides 24-hour patrol protection to the campus, including all parking lots, residence halls and married student housing.

Each semester, the department provides classes for residence hall supervisors, resident hall assistants and other campus leaders. It also presents programs relating to campus safety, theft prevention and sexual assault prevention.

Located at various campus locations are emergency call boxes. These call boxes are bright yellow in color and are labeled "Police" in black letters. Operation of a call box is easy. A person opens the door, pushes the appropriate button and talks directly into the speaker when the call is answered. The call goes directly to the University Police Department Communications Division. Call boxes can be used to request police assistance, escorts, assists with vehicle problems and information.

The university also continues to replace and enhance campus lighting to ensure pathways are adequately illuminated.

### **Counseling & Career Services**

The Counseling and Career Services staff assists students to develop a positive self-image, discover career goals, develop a sense of self-direction and prepare for careers in their chosen fields.

**Orientation.** Orientation is provided for new freshmen, transfer students and their parents and families in the summer prior to enrollment. An orientation session for those not attending Summer Orientation is held each semester prior to registration.

**Counseling Services.** Confidential assistance by Licensed Professional Counselors help students deal with personal adjustment and relationship problems as well as educational problems such as time management, study habits and test anxiety. Career counseling includes career interest surveys, a career library and SIGI 3 (the System of Interactive Guidance Information).

**Alcohol Services.** Confidential substance abuse counseling and referrals are available, and staff members will provide educational programs for student groups. The Mental Health Library contains books, periodicals and free pamphlets about alcohol/drug use and abuse and other mental health issues.

**Testing Services.** National tests such as the ACT, GRE, MAT, LSAT, MCAT, TEXES/ExCET, and GMAT, and the state-mandated THEA and Quick THEA are offered through this office. Computer-based testing is offered for the THEA, ACCUPLACER (approved THEA substitute), GRE, GMAT, TOEFL, MCAT, NET, MAP, Major Fields Test and CLEP. Distance learning testing and the GED, for those establishing high school equivalency, and correspondence tests are also administered.

**Career Services.** This office is a liaison between employers and prospective employees. Professional credentials are maintained electronically and disseminated for graduating students and alumni. Job vacancies and internships are posted online and a career library has useful information relative to job search preparation and prospective employers. This office also coordinates job fairs and on-campus interviewing opportunities. Students are encouraged to register with Career Services early in their college career.

**Student Employment Center.** This office assists students who are seeking part-time employment on or off campus. The SEC verifies students' eligibility for campus employment and maintains vacancy listings, which are posted in the office and online.

### **Disability Services**

The university is committed to providing equal opportunities in higher education to academically qualified students with disabilities who demonstrate a reasonable expectation of college success. Students with disabilities who attend SFA will be integrated as completely as possible into the university community. The university shares responsibility with the student for modifying campus facilities and programs to meet the individual need.

Following acceptance for clear admission to SFA, the process of obtaining services and accommodations begins with the submission of documentation by the student and completion of the application for services. Special housing

accommodations needed because of a disability should be requested on the request form available through the Housing Office or Disability Services. Documentation for academic and/or housing accommodations should provide sufficient evidence of a disability which substantially limits one or more major life activities as defined by Section 504 of the Rehabilitation Act of 1973 as amended, and the Americans with Disabilities Act of 1990. Guidelines for documentation are provided by Disability Services and should be reviewed by the student prior to obtaining documentation from a qualified professional. Guidelines for learning disabilities are intended to meet or exceed those adopted by the Association of Higher Education and Disabilities (AHEAD).

Documentation should be submitted well in advance of the initial semester in which accommodations will be requested. Sufficient time is necessary to provide for committee review of documentation and appropriate coordination of services. Recommended accommodations may differ from those provided in the public school setting. The committee review is aimed toward identifying areas of substantial limitation based upon the student's diagnosis; and, recommending the most appropriate accommodations that reasonably can be expected to assist the student in the post-secondary environment.

The review committee for academic accommodations meets monthly. The complete application and documentation should be received in Disability Services by the fifth of the month in which the student seeks review. Committee review of housing requests is scheduled as needed.

Refer to *Americans with Disabilities Act of 1990 & Section 504* in the *University Policies* section of this bulletin regarding provision of services for persons with disabilities. Requests for additional information should be directed to: Disability Services, Stephen F. Austin State University, P.O. Box 6130, Nacogdoches, Texas 75962-6130; voice: (936) 468-3004, TDD: (936) 468-1004; fax: (936) 468-1368; [www.sfasu.edu/disabilityservices/index.htm](http://www.sfasu.edu/disabilityservices/index.htm).

## Housing

The housing and residence life program exists as an integral part of the educational program and academic support services of the university. The mission of housing and residence life is to provide a residential environment that is clean, well-maintained and comfortable while cultivating a community that stimulates student development through co-curricular programs grounded in both human resource and student development theories. Students who have less than 60 hours of completed course work or who are younger than 21 years of age reside on-campus and have the opportunity to discover the full university experience. Students who reside in university residence halls (except B unit at Village) will obtain room and board in a package plan. Additional housing information, off-campus requirements policies and procedures can be found at [www.sfasu.edu/housing](http://www.sfasu.edu/housing).

## Judicial Office

The Judicial Office adjudicates student misconduct in a manner that complements the university's mission to enhance total education. It is the goal of the Judicial Office that every disciplinary hearing serve as a teachable moment that assists a student in learning to live in a community as a responsible citizen. The Judicial Office also provides student advocacy, alcohol and other drug

education, and houses the student legal counsel. The student legal counsel is an attorney provided by the university to offer free legal counseling to students.

### **Student Affairs**

The mission of Student Affairs is to promote student learning and personal development. We work to promote an environment of active learning that is directed toward our students' social, civic, leadership, ethical and career development that is supportive of their academic achievement and consistent with the goals of the university. The programs, services and facilities we offer contribute to our mission and encourage the development of community and productive, healthy lifestyles.

The Office of Student Affairs is located in the new Student Center on the third floor.

Student Affairs is comprised of the following departments: Student Activities, Campus Recreation, Multicultural Center, Student Leadership Center, Jack Camp and the SFA Spirit Program.

Student Activities gathers the names, addresses, e-mail addresses and telephone numbers of persons registering with the university as student organization officers and advisers. This information will be considered directory information.

The Student Affairs Web site is: [www.osa.sfasu.edu](http://www.osa.sfasu.edu).

### **Student Activities**

Student Activities provides quality services and programs that create educational opportunities, foster collegiate success, enhance continuous learning and promote a just and inclusive campus.

Student Activities hosts the annual Organizations Fair, which provides an opportunity for students to learn more about the diverse array of recognized student organizations. Joining a student organization opens the door to building new friendships, enhancing the academic experience, fostering leadership development, promoting social interaction, encouraging community interaction and exploring career opportunities. As an active member of a student organization, you will learn important leadership and management skills as you participate in a variety of programs. This may include planning campus-wide political, academic, cultural, arts, religious or social events or competing in athletic or academic competitions or helping with community service projects. Come to the Fall Organizations Fair, which is held in conjunction with freshman convocation during the first week of school.

Some of our areas of expertise are:

#### **Student Activities Association (SAA)**

The Student Activities Association is a student-run organization dedicated to providing affordable, quality entertainment and special events for the entire SFA community. SAA reaches out to the university community by co-sponsoring major events with other organizations and departments. As an important part of Student Activities, SAA provides a wide variety of educational, cultural, diverse, and community-building programs.

Membership in SAA offers opportunities to gain worthwhile experience while working with professionals in the arts and entertainment fields. SAA members are responsible for every step of the event planning process, from booking of talent and contract negotiation to technical production and publicity.

**Greek Life**

Greek life offers students a unique opportunity to have a balanced college experience with a focus on academic achievement, leadership development, service participation and the development of lifelong friendships.

Greek letter organizations constitute one of SFA's largest and most diverse student communities on campus. Joining a fraternity or sorority provides students with a great way to find their niche within the SFA community and provides lifetime affiliations that cannot be matched.

**Student Organization**

SFA has many different types of student organizations, so if you are looking to get involved, find out more information about student groups, or just have an overwhelming sense of curiosity, this is the place for you!

Remember, learning doesn't just take place in the classroom. By becoming involved in a student organization you can learn things about yourself you may not have known. By involving yourself in a group, you get the chance to meet new friends with common interests, take on leadership roles, network for your future career and have a great time.

**Campus Recreation**

Campus recreation promotes a wellness-focused environment at SFA that encourages healthy lifestyle choices and social interaction while enhancing student life by providing educational experiences, activities for student participation, student development-oriented opportunities and excellent support services.

Opportunities for active competition, fitness conditioning, skill building, stress release, leadership development, and peer socialization will be available through campus recreation programming. Students will be able to take advantage of these opportunities through programs such as aquatics, intramurals, sport clubs, fitness, wellness, and outdoor programs. Campus recreation also coordinates all campus-wide alcohol awareness education through its wellness program.

**Multicultural Center**

The Multicultural Center's mission is to support SFA in preparing graduates for success in a diverse and global community. The center accomplishes this by providing many opportunities for our minority and international students to become active, productive and collaborative within the university community. In addition, the center strives to promote cultural awareness and respect for cultural diversity to the entire university community.

**Student Leadership Center**

The Student Leadership Center consists of the following programs: Freshman Leadership 101, the SFA Leadership Workshops for emerging leaders and Omicron Delta Kappa for established leaders. The students awards program also is coordinated by the SLC.

**Jack Camp - New Student Transition Program**

Jack Camp is an optional program for incoming freshmen and transfers designed to help new students establish friendships, meet student leaders, become familiar with SFA traditions and learn about SFA campus life in a very relaxed atmosphere. Students who participate in this program have a significantly higher retention rate compared to those students who do not.

**SFA Spirit Programs**

Dedicated to excellence, the SFA spirit teams have captured numerous national championships and remain a model program for spirit and dance teams all over the country. Membership is highly competitive.

**Cheerleaders**

Part of the SFA landscape for more than 70 years, these students serve as the ambassadors for spirit and Lumberjack pride at football and basketball games nationwide. Composed of 24-26 students plus the Lumberjack mascot, these students have won National Cheerleading Association National Championships in 1994, 1997, 2000, 2001, 2003, 2004, 2005 and 2006.

**Pom Squad**

The SFA Pom Squad is made up of some of the best college dancers in the nation. This five-time national champion squad performs at all home SFA football and men's and women's basketball games.

**The SFASmall Coed Squad**

The Small Coed Squad cheers at SFA football and volleyball games and attends NCA Nationals where they have been a top five finisher.

**Graphics Shop**

This is the university's one-stop-shop for copies, digital printing, large format posters, banners and other print-related services and supplies. The Graphics Shop specializes in fast turn-around of small quantity jobs helping students and campus departments produce needed materials quickly.

**SFA Ticket Office**

The SFA Ticket Office sells tickets for SFA athletic events, campus departmental events and community activities. The ticket office also offers regional amusement park tickets to students and employees at a discount (compared to gate prices).

**Student Government**

The Student Government Association (SGA) serves as the representative voice of the student body to the faculty and administration. Concerns and issues important to students can be made known through legislation passed by the SGA. A three-branch system consisting of the executive, legislative and judicial branches is utilized. The president of SGA with the help of the other executive officers heads the executive branch and helps activate legislation passed by the Student Senate. The senate is chaired by the speaker and is comprised of representatives elected from the colleges and classes. Judicial authority is vested in the Student Supreme Court.

**SFASU Health Services - Student Health Center**

(Located on the corner of East College and Raguet Streets)

The University Health Clinic is an outpatient medical facility offering preventive and medical services to all currently enrolled students. It is staffed by licensed and qualified physicians, nurses, laboratory personnel and supportive technical and administrative staff.

The University Health Clinic is one of the campus services partially funded by a portion of the student service fees paid at registration. Prepaid fees cover all clinical visits, diagnostic laboratory tests, injections of patient-furnished allergy medications, minor surgery, as determined by the clinic physicians, and many other services during regular clinic hours. However, it **does not** cover medicines, X-rays, hospital charges, emergency room charges, ambulance fees or fees for services rendered by any physician **other than** those provided by the University Health Clinic physicians. In addition, some cost-saving services are provided at a

nominal fee (e.g. well-person screening tests, laboratory tests ordered by outside physicians, influenza immunizations).

Patients with urgent medical conditions will be seen immediately. Otherwise, all doctor visits **require** an appointment. **Appointments** are scheduled between **8:30 a.m. - 11:30 a.m. and 1 p.m. - 4:30 p.m.** Monday through Friday. (If unable to keep an appointment, please call 468-4008 to cancel. If a student is more than 10 minutes late for an appointment, the appointment will be rescheduled). For life-threatening emergencies, call 911. In Nacogdoches, there are two hospitals with 24 hour, 7 day a week emergency room services. Patients without an emergency or an appointment will be triaged by a nurse and worked into the physician's schedule if necessary, or treated for minor illnesses according to established approved protocol, or advised to schedule an appointment.

Students who do not have hospitalization insurance to cover after-hours emergencies, hospitalization and any other medical needs that are not provided by the University Health Clinic are strongly urged to obtain the university-endorsed student health policy or the equivalent. The university has endorsed a student health policy provided by an independent company. If you are interested in this insurance coverage, please contact our office, leave you name and address, and we will mail the information to you.

### **Immunizations**

All students must show adequate levels of:

1. Immunity, acquired naturally or by immunization, against the following diseases: Tetanus/Diphtheria - The last of the three initial injections or a booster must have been within the past 10 years; Poliomyelitis-(Types I, II, and III); Measles - Prior to registration all new students born on or after January 1, 1957, must show proof of two doses of measles vaccine administered on or after their first birthday and at least 30 days apart or serologic confirmation of immunity to measles; Rubella - Prior to admission all new students must show proof of rubella vaccine administered on or after their first birthday or serologic confirmation of rubella immunity; Mumps - Prior to admission all new students born on or after January 1, 1957, must show proof of mumps vaccine on or after their first birthday or serologic confirmation of mumps immunity.
2. Freedom from infectious tuberculosis as evidenced by a negative tuberculin test (PPD) within one year prior to matriculation or a physician's statement documenting a negative chest X-ray.

Evidence of these, such as a statement from a physician or copies of high school or college immunization records, must be provided to the University Health Clinic.

### **Attention Deficit Disorder Therapy**

Due to the increasing abuse of Adderall, Ritalin and amphetamines, students desiring prescriptions for these type agents must document need for these drugs through a clear clinical diagnosis of attention deficit disorder or related disorder made by a practicing psychiatrist, psychologist or pediatrician specializing in development disorders. The diagnosis must have been made within three years of the date that the student presents to the SFA Health Clinic requesting the medication, and the assessment methods for making the diagnosis must be identified and the impact of medical therapy on the student's academic performance documented.

**Meningitis Vaccination**

The state of Texas has recommended meningococcal vaccination for all freshmen students coming into a university setting. All students and their families are informed of this by mail prior to their arrival. The university makes this vaccination available in October by sponsoring an outside company to come on campus to administer the vaccine to all students who would like to be vaccinated after they arrive on campus.

**Student Publications**

*The Pine Log* is the official newspaper of the students of Stephen F. Austin State University and is edited and published under the supervision of the director of student publications.

The *Stone Fort* is a pictorial account of the year and is issued in yearbook form. Pictures for the yearbook are taken by SFA student photographers during fall and spring semesters.

**Student Center**

The Student Center is the hub of campus activities with an emphasis on customer service and satisfaction. It's located at the entrance to the university for easy access.

Within the Student Center are ballrooms, banquet rooms, meeting rooms, conference rooms, lounges, Information Desk, Student Center lost and found, Barnes and Noble Student Center Bookstore Inc., University Post Office, Grand Central Station, retail eating establishments, convenience store, Graphics Shop, Ticket Office and a banking center.

# Academic Units

## Core Curriculum

### Core Curriculum Mission

In its Core Curriculum, Stephen F. Austin State University seeks to equip students with the broad intellectual foundations needed to live satisfying lives, to ready themselves for advanced study, to contribute significantly to society, and to succeed in a diverse global community. In the service of these objectives, the mission of the Core Curriculum is to develop students' abilities to think in disciplined, critical, quantitative, and creative ways and to communicate effectively.

### Core Curriculum Requirements

- A. Communication
  - (1) English rhetoric/composition (6 hours)  
ENG 131, 132, 133, 235
  - (2) Communication Skills (6 to 8 hours)  
BCM 247; COM 111, 170; FRE 131, 132; ILA 111, 112;  
SPA 131, 132; ENG 273; SPH 172, 272; LAT 131, 132; GRK  
131, 132
- B. Mathematics (3 hours)  
MTH 110, 127, 128, 133, 138, 139, 143, 144, 220, 233, 234
- C. Natural Sciences (6 to 8 hours)  
BIO 121, 123, 131, 133, 225, 238; CHE 111, 112, 133, 134; ENV  
110, GOL 131, 132; PHY 101, 102, 110, 118, 131, 132, 241,  
242; AST 105
- D. Humanities & Visual and Performing Arts
  - (1) Visual and Performing Arts (3 hours)  
ART 280, 281, 282; MUS 140, 160; THR 161, 370; DAN 140,  
341
  - (2) Other (3 hours)  
ENG 200 - 235, 300; PHI 153, 223; HIS 151, 152
- E. Social and Behavioral Sciences
  - (1) US History (w/Texas option) (6 hours)  
HIS 133, 134, 335
  - (2) Political Science (6 hours)  
PSC 141, 142
  - (3) Social/Behavioral Science (3 hours)  
ANT 231; ECO 231, 232; GEO 131, 230; PSY 133, 153; SOC  
137, 139

TOTAL 42-46

Please note: Specific degree programs may direct core curriculum choices due to accreditation requirements or other considerations. Please see core requirements for specific degree programs.

# Undergraduate Degrees

|                                     | B.A. | B.A.A.S. | B.B.A. | B.F.A. | B.M. | B.S. | B.S. Ag. | B.S.F. | B.S.I.S. | B.S.N. | B.S. Rhb. | B.S.W. |
|-------------------------------------|------|----------|--------|--------|------|------|----------|--------|----------|--------|-----------|--------|
| Accounting                          |      |          | ●      |        |      |      |          |        |          |        |           |        |
| Agribusiness                        |      |          |        |        |      |      | ●        |        |          |        |           |        |
| Agricultural Development            |      |          |        |        |      |      | ●        |        |          |        |           |        |
| Agricultural Development-Production |      |          |        |        |      |      | ●        |        |          |        |           |        |
| Agricultural Machinery              |      |          |        |        |      |      | ●        |        |          |        |           |        |
| Agronomy                            |      |          |        |        |      |      | ●        |        |          |        |           |        |
| Animal Science                      |      |          |        |        |      |      | ●        |        |          |        |           |        |
| Applied Arts & Sciences             |      | ●        |        |        |      |      |          |        |          |        |           |        |
| Art                                 | ●    |          |        | ●      |      |      |          |        |          |        |           |        |
| Art History                         | ●    |          |        |        |      |      |          |        |          |        |           |        |
| Biochemistry                        |      |          |        |        |      | ●    |          |        |          |        |           |        |
| Biology                             |      |          |        |        |      | ●    |          |        |          |        |           |        |
| Business Economics                  |      |          | ●      |        |      |      |          |        |          |        |           |        |
| Chemistry                           |      |          |        |        |      | ●    |          |        |          |        |           |        |
| Child Development & Family Living   |      |          |        |        |      | ●    |          |        |          |        |           |        |
| Communication Disorders             |      |          |        |        |      | ●    |          |        |          |        |           |        |
| Communication-Journalism            | ●    |          |        |        |      | ●    |          |        |          |        |           |        |
| Communication-Radio/Television      | ●    |          |        |        |      | ●    |          |        |          |        |           |        |
| Communication-Speech Communication  | ●    |          |        |        |      | ●    |          |        |          |        |           |        |
| Computer Information Systems        |      |          | ●      |        |      |      |          |        |          |        |           |        |
| Computer Science                    |      |          |        |        |      | ●    |          |        |          |        |           |        |
| Creative Writing                    |      |          |        | ●      |      |      |          |        |          |        |           |        |
| Criminal Justice-Corrections        | ●    |          |        |        |      |      |          |        |          |        |           |        |
| Criminal Justice-Law Enforcement    | ●    |          |        |        |      |      |          |        |          |        |           |        |
| Criminal Justice-Legal Assistant    | ●    |          |        |        |      |      |          |        |          |        |           |        |
| Dance                               |      |          |        |        |      | ●    |          |        |          |        |           |        |
| Deaf and Hard of Hearing            |      |          |        |        |      | ●    |          |        |          |        |           |        |
| Economics                           | ●    |          |        |        |      |      |          |        |          |        |           |        |
| English                             | ●    |          |        |        |      |      |          |        |          |        |           |        |
| Environmental Science               |      |          |        |        |      | ●    |          |        |          |        |           |        |
| Family and Consumer Sciences        |      |          |        |        |      | ●    |          |        |          |        |           |        |
| Fashion Merchandising               |      |          |        |        |      | ●    |          |        |          |        |           |        |
| Finance                             |      |          | ●      |        |      |      |          |        |          |        |           |        |
| Foods & Nutrition/Dietetics         |      |          |        |        |      | ●    |          |        |          |        |           |        |
| Forest Management                   |      |          |        |        |      |      |          | ●      |          |        |           |        |
| Forest Recreation Management        |      |          |        |        |      |      |          | ●      |          |        |           |        |
| Forest Wildlife Management          |      |          |        |        |      |      |          | ●      |          |        |           |        |

B.A. - Bachelor of Arts  
 B.A.A.S. - Bachelor of Applied Arts & Sciences  
 B.B.A. - Bachelor of Business Administration

B.F.A. - Bachelor of Fine Arts  
 B.M. - Bachelor of Music  
 B.S. - Bachelor of Science

|                                       | B.A. | B.A.A.S. | B.B.A. | B.F.A. | B.M. | B.S. | B.S. Ag. | B.S.F. | B.S.I.S. | B.S.N. | B.S. Rhb. | B.S.W. |
|---------------------------------------|------|----------|--------|--------|------|------|----------|--------|----------|--------|-----------|--------|
| Forestry                              |      |          |        |        |      |      | ●        |        |          |        |           |        |
| French                                | ●    |          |        |        |      |      |          |        |          |        |           |        |
| General Agriculture                   |      |          |        |        |      | ●    |          |        |          |        |           |        |
| General Business                      |      | ●        |        |        |      |      |          |        |          |        |           |        |
| Geography                             | ●    |          |        |        |      | ●    |          |        |          |        |           |        |
| Geology                               |      |          |        |        |      | ●    |          |        |          |        |           |        |
| Gerontology                           | ●    |          |        |        |      | ●    |          |        |          |        |           |        |
| Health Science                        |      |          |        |        |      | ●    |          |        |          |        |           |        |
| History                               | ●    |          |        |        |      |      |          |        |          |        |           |        |
| Horticulture                          |      |          |        |        |      |      | ●        |        |          |        |           |        |
| Hospitality Administration            |      |          |        |        |      | ●    |          |        |          |        |           |        |
| Interdisciplinary Studies - Education |      |          |        |        |      |      |          | ●      |          |        |           |        |
| Interior Design                       |      |          |        |        |      | ●    |          |        |          |        |           |        |
| International Business                |      | ●        |        |        |      |      |          |        |          |        |           |        |
| Kinesiology                           |      |          |        |        |      | ●    |          |        |          |        |           |        |
| Liberal Studies                       | ●    |          |        |        |      |      |          |        |          |        |           |        |
| Management                            |      | ●        |        |        |      |      |          |        |          |        |           |        |
| Marketing                             |      | ●        |        |        |      |      |          |        |          |        |           |        |
| Mathematics                           |      |          |        |        |      | ●    |          |        |          |        |           |        |
| Music                                 |      |          |        |        | ●    |      |          |        |          |        |           |        |
| Nursing (Generic)                     |      |          |        |        |      |      |          |        |          | ●      |           |        |
| Nursing (Post RN)                     |      |          |        |        |      |      |          |        |          | ●      |           |        |
| Orientation & Mobility                |      |          |        |        |      |      |          |        |          |        | ●         |        |
| Philosophy                            | ●    |          |        |        |      |      |          |        |          |        |           |        |
| Physics                               |      |          |        |        |      | ●    |          |        |          |        |           |        |
| Political Science                     | ●    |          |        |        |      | ●    |          |        |          |        |           |        |
| Poultry Science                       |      |          |        |        |      |      | ●        |        |          |        |           |        |
| Psychology                            | ●    |          |        |        |      | ●    |          |        |          |        |           |        |
| Public Administration                 | ●    |          |        |        |      | ●    |          |        |          |        |           |        |
| Rehabilitation Services               |      |          |        |        |      |      |          |        |          |        | ●         |        |
| Social Work                           |      |          |        |        |      |      |          |        |          |        |           | ●      |
| Sociology                             | ●    |          |        |        |      | ●    |          |        |          |        |           |        |
| Spanish                               | ●    |          |        |        |      |      |          |        |          |        |           |        |
| Theatre                               | ●    |          | ●      |        |      |      |          |        |          |        |           |        |

B.S. Ag. - Bachelor of Science in Agriculture  
 B.S.F. - Bachelor of Science in Forestry  
 B.S.I.S. - Bachelor of Science in Interdisciplinary Studies

B.S.N. - Bachelor of Science in Nursing  
 B.S. Rhb. - Bachelor of Science in Rehabilitation  
 B.S.W. - Bachelor of Science in Social Work