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### **Purpose of Catalog**

This catalog is printed to provide information about the academic programs of Tarleton State University to students, prospective students, faculty, and staff of the University. While every effort has been made to make this catalog as complete and accurate as possible, changes may occur at any time in requirements, deadlines, fees, curricula, and courses listed in this catalog.

This catalog was prepared in advance of its effective date; therefore, academic programs and course descriptions may vary from actual program requirements and course content. Thus, the contents of the catalog cannot be considered an agreement or contract between individual students and the University.

The *Tarleton State University Schedule of Classes* is published for each semester and summer term and is available upon request from the Office of School Relations. Students should refer to the *Schedule of Classes* for the offerings in any given semester. For administrative reasons, because of insufficient enrollment or limited resources, a given course may not be offered in the announced semester.

## UNIVERSITY CALENDARS & FINAL EXAMINATION SCHEDULES

### FALL SEMESTER 2005

April 11	Monday, Registration for Fall 2005 begins. For more information, see Class Schedule. Contact your major department for advising times.
June 1	Wednesday, Priority date for completing student financial aid folder for first consideration for Fall Semester 2005 financial aid programs
August 1	Monday, Priority date for submitting credentials for first-time enrollment at Tarleton for Fall Semester 2005.
August 25	Thursday, Residence Halls open at 9 AM.
August 25	Thursday, General assembly and placement testing for all new students.
August 26	Friday, Tuition and Fee Payment Deadline.
August 29	Monday, Classes begin.
August 29-31	Monday through Wednesday, ADD/DROP/LATE registration. (\$25 late fee will be assessed for late registrants.)
August 31	Wednesday, Last day to register for university credit.
September 5	Monday, Labor Day, NO CLASSES.
September 9	Friday, Deadline for graduation candidates to file for Fall 2005 degree conferral.
September 14	Wednesday, Last day to drop courses with no record.
October 13	Thursday, Writing Proficiency Examination at 6 PM (Stephenville, Killeen, Fort Worth, and Waco).
October 14	Last day to defend dissertation.
October 15	Saturday, Writing Proficiency Examination at 10 AM (Stephenville and Killeen).
October 15	Saturday, Last day to apply for student teaching in Fall 2006.
October 16-22	Homecoming Week.
October 19	Wednesday, Midterm Grades entered into student information system by 5 PM.
November 4	Friday, Deadline for submission of the committee-approved copy of the thesis/dissertation to the Graduate College Office for review.
November 7	Monday, Last day to drop a course.
November 8	Tuesday, Registration for Spring Semester 2006 begins. For more information, see Class Schedule. Contact your major department for advising times.
November 15	Tuesday, Priority date for completing student financial aid folder for first consideration for Spring Semester 2006 financial aid programs.
November 15	Tuesday, Deadline for graduation candidates to file for Spring 2006 degree conferral.
November 23	Wednesday, Comprehensive Graduate Exam results due in Graduate Office.
November 24-26	Thanksgiving Holiday. UNIVERSITY CLOSED (Holiday period begins 5 PM Wednesday, November 23 thru Saturday, November 26.)
December 1	Thursday, Application deadline for all Spring 2006 scholarships

administered by University Scholarship Committee

December 7 Wednesday, Restricted Activities period begins at 8 AM.

December 8 Thursday, Last class day; last day to withdraw from university.

December 9 Friday, Study day. Final examinations begin at 6:30 PM.

December 15 Thursday, Last day of final examinations. Restricted Activities period ends at 9:00 PM.

December 15 Thursday, Final Grades for Departmental Outstanding Graduates due in Registrar's Office by 4 PM.

December 15-19 Thursday-Monday, Commencement (TBA).

December 16 Friday, Residence Halls close at 10 AM.

December 19 Monday, All grades entered in student information system by 4 PM.

December 19 Monday, Final thesis/dissertation copies to the Graduate College Office.

**FINAL EXAMINATION SCHEDULE-STEPHENVILLE**

Exam Time	8:00-10:30 AM	11:30 AM-2:00 PM	3:00-5:30 PM	6:30-9:00 PM
Fri., Dec 9	<b>STUDY DAY</b>			Other class times not listed on the final examination schedule*
Sat., Dec 10	ALL FR CHEMISTRY	MWF 12:00 NOON	MWF 3:00 PM	ALL FR ENGLISH
Mon., Dec. 12	MWF 9:00 AM	ALL MATH 1073 EDU 4043 EDU 4303	MWF 11:00 AM	M or M-F 5:00 PM or later; MW 6-7:15 PM
Tue., Dec. 13	TR 9:25 AM	MWF 1:00 PM	TR 1:00 PM	T 5:00 PM or later; TR 6-7:15 PM
Wed., Dec. 14	MWF 8:00 AM	TR 2:25 PM	TR 10:50 AM	W 5:00 PM or later; MW 7:30-8:45 PM
Thur., Dec. 15	TR 8:00 AM	MWF 10:00 AM	MWF 2:00 PM	R 6-9 PM; TR 7:30-8:45 PM

Final examinations are to be given only on scheduled final examination days as printed on the Final Examination Schedule.

Any student with three or more final examinations on the same day may request of his/her instructors to take one of the final examinations on another day during the Final Examination Schedule.

\*Classes having starting times not listed on the table (or within an hour of that starting time) will have their exam on Friday, December 9 from 6:30-9:00 PM or at a time designated by the instructor between December 10 and December 15.

**Tarleton – Central Texas**

Finals will be given between December 9 and December 15 at the regularly scheduled class time.

August	2005							September							2005							October							2005						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S								
	1	2	3	4	5	6	4	5	6	7	8	9	10	2	3	4	5	6	7	8	2	3	4	5	6	7	8								
7	8	9	10	11	12	13	11	12	13	14	15	16	17	9	10	11	12	13	14	15	9	10	11	12	13	14	15								
14	15	16	17	18	19	20	18	19	20	21	22	23	24	16	17	18	19	20	21	22	16	17	18	19	20	21	22								
21	22	23	24	25	26	27	25	26	27	28	29	30	23	24	25	26	27	28	29	23	24	25	26	27	28	29									
28	29	30	31										30	31							30	31													

November 2005							December 2005							January 2006						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5	4	5	6	7	8	9	10	8	9	10	11	12	13	14
6	7	8	9	10	11	12	11	12	13	14	15	16	17	15	16	17	18	19	20	21
13	14	15	16	17	18	19	18	19	20	21	22	23	24	22	23	24	25	26	27	28
20	21	22	23	24	25	26	25	26	27	28	29	30	31	29	30	31				
27	28	29	30																	

**SPRING SEMESTER 2006**

November 8, 2005	Tuesday, Registration for Spring Semester 2006 begins. For more information, see Class Schedule. Contact your major department for advising times.
November 15, 2005	Tuesday, Priority date for completing student financial aid folder for first consideration for Spring Semester 2006 financial aid programs.
November 15, 2005	Tuesday, Deadline for graduation candidates to file for Spring 2006 degree conferral.
January 4, 2006	Wednesday, Priority date for submitting credentials for first-time enrollment at Tarleton for Spring Semester 2006.
January 12	Thursday, Residence Halls open at 9 AM.
January 12	Thursday, General assembly and placement testing for all new students.
January 13	Friday, Tuition and Fee Payment Deadline.
January 16	Monday, Martin Luther King, Jr. Day, UNIVERSITY CLOSED
January 17	Tuesday, Classes begin.
January 17-19	Tuesday through Thursday, ADD/DROP/LATE registration. (\$25 late fee will be assessed for late registrants.)
January 19	Thursday, Last date to register for university credit.
February 1	Wednesday, Last day to drop courses with no record.
February 15	Wednesday, Application deadline for all Fall 2006 scholarships administered by University Scholarship Committee.
February 15	Wednesday, Last day to apply for student teaching in Spring 2007.
March 1	Wednesday, Priority date for completing student financial aid folders for first consideration for Summer School 2006
March 2	Thursday, Writing Proficiency Examination at 6 PM (Stephenville, Killeen, Fort Worth, and Waco).
March 4	Saturday, Writing Proficiency Examination at 10 AM (Stephenville and Killeen).
March 8	Wednesday, Midterm Grades entered in student information system by 5 PM.
March 10	Friday, Deadline for graduation candidates to file for Summer 2006 degree conferral
March 13-18	Spring Break.
March 16	Last day to defend dissertation.
April 3	Monday, Last day to drop a course.
April 4	Tuesday, Academic Advisement and Registration for Summer School and Fall 2006 begins. For more information see Class Schedule. Consult your major department for advising times.
April 5	Wednesday, Deadline for submission of the committee-approved copy of the thesis/dissertation to the Graduate College Office for review.
April 14-15	Friday, Saturday, NO CLASSES
April 14	Friday, Deadline for graduation candidates to file for Fall 2006 degree conferral.

- April 28 Friday, Comprehensive Graduate Exam results due in Graduate Office.
- May 2 Tuesday, Restricted Activities period begins at 8 AM.
- May 3 Wednesday, Last class day; last day to withdraw from university.
- May 4 Thursday, Study Day. Final Examinations begin at 6:30 PM.
- May 10 Wednesday, Last day of final examinations. Restricted Activities period ends at 9:00 PM.
- May 11 Thursday, Residence Halls close at 10 AM.
- May 11 Thursday, Final Grades for Departmental Outstanding Graduates due in Registrar's Office by 4 PM.
- May 11-15 Thursday-Monday, Commencement (TBA).
- May 15 Monday, All grades entered in student information system by 4 PM.
- May 15 Monday, Final thesis/dissertation copies to the Graduate College Office.

February 2006							March 2006							April 2006						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4	5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

  

May 2006							June 2006							July 2006						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6	4	5	6	7	8	9	10	2	3	4	5	6	7	8
7	8	9	10	11	12	13	11	12	13	14	15	16	17	9	10	11	12	13	14	15
14	15	16	17	18	19	20	18	19	20	21	22	23	24	16	17	18	19	20	21	22
21	22	23	24	25	26	27	25	26	27	28	29	30		23	24	25	26	27	28	29
28	29	30	31											30	31					

**FINAL EXAMINATION SCHEDULE-STEPHENVILLE**

Exam Time	8:00-10:30 AM	11:30 AM-2:00 PM	3:00-5:30 PM	6:30-9:00 PM
<b>Thur., May 4</b>	STUDY DAY			Other class times not listed on the final examination schedule*
<b>Fri., May 5</b>	ALL FRESHMAN CHEMISTRY	TR 2:25 PM	MWF 2:00 PM	ALL FRESHMAN ENGLISH
<b>Sat., May 6</b>	TR 8:00 AM	MWF 12:00 NOON	ALL MATH 1073 EDU 4043 EDU 4303	R 5:00 PM or later; TR 7:30-8:45 PM
<b>Mon., May 8</b>	MWF 9:00 AM	TR 10:50 AM	MWF 11:00 AM	M or M-F 5:00 PM or later; MW 6-7:15 PM
<b>Tue., May 9</b>	TR 9:25 AM	MWF 1:00 PM	TR 1:00 PM	T 5:00 PM or later; TR 6-7:15 PM
<b>Wed., May 10</b>	MWF 8:00 AM	MWF 10:00 AM	MWF 3:00 PM	W 5:00 PM or later; MW 7:30-8:45 PM

Final examinations are to be given only on scheduled final examination days as printed on the Final Examination Schedule.

Any student with three or more final examinations on the same day may request of his/her instructors to take one of the final examinations on another day during the Final Examination Schedule.

\*Classes having starting times not listed on the table (or within an hour of that starting time) will have their exam on Thursday, May 4 from 6:30-9:00 PM.

**Tarleton – Central Texas**  
**Finals will be given between May 4 and May 10 at the regularly scheduled class time.**

**SUMMER SESSIONS 2006**

**10 week session\* (May 30-August 3)**

- March 1, 2006      Wednesday, Priority date for completing student financial aid folder for first consideration for Summer Semester 2006 financial aid programs.
- March 10      Friday, Deadline for graduation candidates to file for Summer 2006 degree conferral.
- April 4      Tuesday, Academic Advisement and Registration for Summer school and Fall 2006 begins. For more information see Class Schedule. Contact your major department for advising times.
- April 14      Friday, Deadline for graduation candidates to file for Fall 2006 degree conferral.
- May 25      Thursday, Residence Halls open at 8 AM.
- May 26      Friday, General assembly and placement testing for all new students.
- May 29      Monday, Memorial Day. NO CLASSES.
- May 30      Tuesday, Classes begin.
- May 30      Tuesday, ADD/DROP/LATE registration. (\$25.00 late fee will be assessed for late registrants.)
- June 7      Wednesday, Last day to drop courses with no record.
- June 8      Thursday, Writing Proficiency Examination at 6 PM (Stephenville and Killeen).
- June 16      Last day to defend dissertation.
- July 4      Tuesday, Independence Day. UNIVERSITY CLOSED.
- July 7      Friday, Deadline for submission of the committee-approved copy of the thesis/dissertation to the Graduate College Office for review.
- July 21      Friday, Comprehensive Graduate Exam results due in Graduate Office.
- August 2      Wednesday, Last class day; last day to withdraw from university.
- August 3      Thursday, Final Examinations will be held during normal class time.
- August 4      Friday, Residence Halls close at 10 AM.
- August 3-7      Thursday-Monday, Commencement (TBA).
- August 7      Monday, All grades entered into student information system by 4 PM.
- August 7      Monday, Final thesis/dissertation copies to the Graduate College Office.

**5 week Session 1\* (May 30-June 29)**

- March 1, 2006      Wednesday, Priority date for completing student financial aid folder for first consideration for Summer Semester 2006 financial aid programs.
- March 10      Friday, Deadline for graduation candidates to file for Summer

	2006 degree conferral.
April 4	Tuesday, Academic Advisement and Registration for Summer School and Fall 2006 begins. For more information see Class Schedule. Contact your major department for advising times.
April 14	Friday, Deadline for graduation candidates to file for Fall 2006 degree conferral.
May 25	Thursday, Residence Halls open at 8 AM.
May 26	Friday, General assembly and placement testing for all new students.
May 29	Monday, Memorial Day, NO CLASSES.
May 30	Tuesday, Classes begin.
May 30	Tuesday, ADD/DROP/LATE registration. (\$25.00 late fee will be assessed for late registrants.
June 2	Friday, Last day to drop courses with no record.
June 8	Thursday, Writing Proficiency Examination at 6 PM (Stephenville and Killeen).
June 16	Last day to defend dissertation.
June 28	Wednesday, Last class day; last day to withdraw from university.
June 29	Thursday, Final Examinations will be held during normal class time.
July 3	Monday, All grades entered in student information system by 8 AM.
July 4	Tuesday, Independence Day. UNIVERSITY CLOSED.
July 7	Friday, Deadline for submission of the committee-approved copy of the thesis/dissertation to the Graduate College Office for review.
July 21	Friday, Comprehensive Graduate Exam results due in Graduate Office.
August 3-7	Thursday-Monday, Commencement (TBA).
August 7	Monday, Final thesis/dissertation copies to the Graduate College Office.

#### **5 week Session 2\* (July 5-August 4)**

March 1	Wednesday, Priority date for completing student financial aid folder for first consideration for Summer Semester 2006 financial aid programs.
March 15	Wednesday, Deadline for graduation candidates to file for Summer 2006 degree conferral.
April 4	Monday, Academic Advisement and Registration for Summer school and Fall 2006 begins. For more information see Class Schedule. Contact your major department for advising times.
April 14	Friday, Deadline for graduation candidates to file for Fall 2006 degree conferral.
June 7	Wednesday, Deadline for graduation candidates to file for August degree conferral.
June 8	Thursday, Writing Proficiency Exam at 6 PM (Stephenville and Killeen).
June 16	Last day to defend dissertation.
July 4	Tuesday, Independence Day. UNIVERSITY CLOSED.
July 5	Wednesday, General assembly and placement testing for all new students.
July 5	Wednesday, Classes begin.
July 5	Wednesday, ADD/DROP/LATE registration. (\$25.00 late fee will

	be assessed for late registrants.)
July 7	Friday, CLASS DAY for all 5 week Session 2
July 7	Friday, Last day to drop courses with no record.
July 7	Friday, Deadline for submission of the committee-approved copy of the thesis/dissertation to the Graduate College Office for review.
July 21	Friday, Comprehensive Graduate Exam results due in Graduate Office.
August 2	Wednesday, Last class day; last day to withdraw from university.
August 3	Thursday, Final Examinations will be held during normal class time.
August 4	Friday, Residence Halls close at 10 AM.
August 3-7	Thursday-Monday, Commencement (TBA).
August 7	Monday, All grades entered in student information system by 4 PM.
August 7	Monday, Final thesis/dissertation copies to the Graduate College Office.

\*For additional course offerings, see printed schedule

## TARLETON STATE UNIVERSITY: AN OVERVIEW

### THE TARLETON HERITAGE

Since its creation, Tarleton State University, a public coeducational institution, has provided a broad-based education. Established by a \$100,000 bequest from John Tarleton, an Erath County pioneer, John Tarleton College opened in 1899 as a private preparatory school and college for the youth of the surrounding rural region. During the next decade, students could earn a baccalaureate degree. In 1908, declining enrollment and inadequate funding caused college officials to reorganize the institution to a two-year degree program. This revised curriculum emphasized a liberal arts education, while retaining the two-year preparatory division. Again in 1916, Tarleton experienced financial difficulties; consequently, the Texas Legislature in 1917 approved the college as a branch of Texas Agricultural and Mechanical College, which would later become The Texas A&M University System. John Tarleton Agricultural College, as renamed by the Legislature, retained the two-year degree as well as the preparatory program and specialized curricula in agriculture, home economics, and military science.

To meet the needs of a changing constituency, Tarleton has adjusted and enriched its curriculum since the 1920s. Accredited as a junior college by the Southern Association of Colleges and Schools in 1926, Tarleton gradually redeveloped a liberal arts education. Then in 1949, the Legislature changed the name of the school to Tarleton State College, and in 1953 the preparatory division was discontinued, reflecting the increased access to public schools throughout the state. By a 1959 act of the Legislature, Tarleton once again became a four-year degree-granting institution, with the first class graduating in 1963. Accredited as a senior college in 1966, Tarleton initiated many new programs, including graduate courses in 1970. Because Tarleton offered a broad liberal arts education within undergraduate and graduate degrees, the Texas Legislature recognized the institution as a university in 1973, and changed the name officially to Tarleton State University. In 2003, a doctoral degree in Educational Leadership was initiated.

Over the past century, Tarleton has grown from a small private college into a thriving state university with approximately 9,000 students. In 1999, Tarleton established the first university system center in Texas, providing public, upper-level academic programs for the citizens of central Texas. This entity is called the Tarleton State University System Center – Central Texas and it is located in Killeen. In addition, the University maintains the Terrell School of Clinical Laboratory Sciences in Fort Worth, the Dora Lee Langdon Cultural and Educational Center in Granbury, and the W. K. Gordon Center for Industrial History of Texas, Museum and Gallery in Thurber. These centers have enabled Tarleton to meet diverse educational demands from across the state. Throughout its first one hundred years, Tarleton has never lost the commitment to excellence that was the vision of its founder, John Tarleton.

## **STATEMENT OF INSTITUTIONAL PURPOSE**

### **VISION**

Creating a Culture of Excellence for our Students

### **MISSION**

Tarleton State University exists to provide an academically challenging educational experience through effective teaching, scholarship, research, and service enabling students to pursue truth and acquire the understanding, knowledge, and skills necessary for establishing successful careers and becoming responsible citizens and leaders

### **PURPOSE AND ROLE**

Tarleton State University is a comprehensive university providing educational programs that emphasize teaching excellence, faculty-student research, and student service. The University functions as an educational, scientific, and cultural center for north central Texas. While the primary emphasis is on teaching and excellence in the classroom, Tarleton is committed to expanding roles in research and service.

Tarleton, as a public university, is sensitive and responsive to the needs of society as well as its students. Learning and the pursuit of truth are fostered in a culture of excellence that enables students to acquire knowledge, understanding, skills and cultural experiences necessary to grow as educated individuals promoting civility. While offering a wide variety of professional and pre-professional undergraduate programs and graduate degrees in selected disciplines, Tarleton requires a thorough foundation in the liberal arts.

Tarleton expects its talented, dedicated faculty to excel in teaching, advising, and serving students. Accordingly, the University attracts faculty and provides development programs to achieve this excellence. The University staff provides a variety of student services and professional expertise focused on enhancement of the college experience for students.

The University meets its public service leadership responsibility by enhancing the intellectual, cultural, and economic life of the region through an array of community education programs, numerous sponsored events, and the sharing of facilities and professional assistance.

The Tarleton University System Center-Central Texas is an initiative encouraged by the State of Texas and The Higher Education Coordinating Board. It operates as a means to provide both experimental and traditional higher education. The Center is intended to improve access for students in central Texas. Tarleton expects the Center to expand and become a model for twenty-first century higher education.

Tarleton's commitment to applied and basic research continues to develop. Sponsored research grants at Tarleton have increased significantly. The university has a national reputation in public-policy environmental research. Through its Agricultural Excellence Center, using primarily federal grants, much progress is being made in data warehousing and mining with specific focus on agricultural needs.

Providing a campus culture of acceptance and friendliness, Tarleton welcomes individuals into the university community without regard to race, gender, conditions of disability, or national origin. While historically serving a regional student body, the University recognizes a growing state, national, and international representation on campus. Stressing equality and fairness, Tarleton pledges to continue meeting the educational needs of a changing society and an expanding world.

### **GOALS**

1. Excellence in Scholarship and Learning - Tarleton will ensure that its students have an educational experience of excellence that will result in their becoming knowledgeable and productive citizens.
2. Student Services and Campus Life - Tarleton will create a friendly and caring campus culture that supports student scholarship, learning, and development in all aspects of university life.
3. Access, Equity, and Inclusion - Tarleton will respond effectively, and with fairness, to the needs of all qualified students who represent a changing population in the State of Texas and in a diverse, global community.
4. Leadership Development - Tarleton will graduate students who are committed to the improvement of society through their leadership and service.
5. Institutional Advancement - Tarleton will secure additional funding sources, including private donations and federal and state grants, to help meet its needs and goals.
6. Personnel and Resources - Tarleton will effectively manage its personnel and its financial, physical, and library resources to ensure outstanding academic programs and to provide a campus culture that is conducive to the pursuit of scholarship and excellence in learning.
7. Educational Technology - Tarleton will incorporate electronic and communication technology in the library and throughout the University so that scholarship, teaching, research, outreach activities, and student services are current and effective.
8. Historically Underutilized Businesses - Tarleton State University will establish and carry out policies governing purchasing and public works contracting that foster meaningful and substantive inclusion of historically underutilized businesses.

### **ENROLLMENT AND FACULTY**

Approximately 9,000 students attend Tarleton State University, with a male-female ratio of 1:1. Students from approximately 220 Texas counties, 45 states, and 17 foreign countries comprise the student body. More than 275 full-time faculty are devoted to academic excellence and the personal development of each student. The student-faculty ratio is 18:1.

### **THE CAMPUS**

One of the most striking features of Tarleton State University is the spacious 125-acre campus located in the heart of Stephenville, a city of 15,000 people

only 65 miles southwest of Fort Worth. Featuring malls, open space, and beautifully-landscaped grounds, the campus is dominated by majestic oak and pecan trees, which create a warm atmosphere for living and learning. The architectural integrity of aged red brick buildings is maintained campus wide. Tarleton is proud of its spacious classrooms, well-equipped laboratories, extensive library collections, and physical education complex. Other facilities include a multimedia foreign language laboratory, a modern Fine Arts Center, and updated agricultural facilities.

An ongoing construction and modernization program ensures that Tarleton keeps abreast of new developments. The Barry B. Thompson Student Center, a 90,000-square-foot facility, which opened in Fall 1994, is the hub for campus activity and is an integral part of the University's educational environment. The Center offers a food court, bookstore, post office, game room, weight room, conference and meeting facilities, study areas, and commuter lounge. During Spring 2001, Tarleton completed construction of a new \$30 million science building. This facility provides state-of-the-art laboratory and classroom space for students to engage in study and research. It features the only planetarium in The Texas A&M University System. In fall 2001, the new student apartment complex was completed, and providing housing for 400 students. In fall 2004, a new residence hall and addition to the student apartment complex was completed, providing housing for 300 students.

The Tarleton State University System Center – Central Texas was established in Killeen in September, 1999 to serve the Killeen-Temple metropolitan area, which has a combined population of more than 300,000. This area is the fifth fastest growing region in Texas. The System Center uses existing facilities on the Central Texas College campus to provide upper-level and graduate courses and degree programs to approximately 1,600 students. Through sharing facilities with Central Texas College, Temple College, Fort Hood, area school districts, and the Blacklands Research Center in Temple, the Center provides residents of the area with access to affordable, upper-level public higher education.

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### **THE TEXAS A&M UNIVERSITY SYSTEM**

Academic institutions under the direction of the Board of Regents of The Texas A&M University System include:

- Prairie View A&M University
- Tarleton State University
- Texas A&M International University
- Texas A&M University
- Texas A&M University - Commerce
- Texas A&M University - Corpus Christi
- Texas A&M University - Kingsville
- Texas A&M University - Texarkana
- West Texas A&M University

Other agencies and programs in The Texas A&M University System are:

- Health Science Center
- Texas Agricultural Experiment Station
- Texas Cooperative Extension
- Texas Engineering Experiment Station
- Texas Engineering Extension Service
- Texas Forest Service
- Texas Transportation Institute

Texas Veterinary Medical Diagnostic Laboratory

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The Texas A&M University System  
A&M System Building, Suite 2043  
200 Technology Way  
College Station, Texas 77845-3424  
Phone: (979) 458-6000  
FAX: (979) 458-6044

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# ADMISSIONS

Cindy Hess, Director of Undergraduate Admissions

Administration Building

Box T-0030, Stephenville, TX 76402

(800) 687-8236 or (254) 968-9125

e-mail: [uadm@tarleton.edu](mailto:uadm@tarleton.edu)

[www.tarleton.edu/~admissions](http://www.tarleton.edu/~admissions)

Admission to The Texas A&M University System and any of its sponsored programs is open to qualified individuals, regardless of race, color, religion, sex, national origin, or educationally unrelated handicaps.

Transfer services such as Transfer Equivalency Guides, Texas Common Course Numbering System Equivalency Guides, Common Core Equivalency Guides, and 2+2 Degree Plans are available for students transferring to Tarleton State University from a junior or community college. Please check with the Coordinator of Transfer Services at 1-800-687-8236 or review the information online at [www.tarleton.edu/~admissions](http://www.tarleton.edu/~admissions).

## **PRE-ENROLLMENT RECOMMENDATIONS**

### **MATERIALS NEEDED FOR APPLICATION**

1. The State of Texas Common Application for Public Universities,\* available at the following locations:
  - a. the Undergraduate Admissions Office,
  - b. local high school or community college counselor's office,
  - c. [www.applytexas.org](http://www.applytexas.org) (Application is submitted electronically.),
  - d. [www.tarleton.edu/~admissions](http://www.tarleton.edu/~admissions) (printed or on-line version).
2. Official transcripts from high school/colleges previously attended (see next page)
3. Official scores from the Scholastic Aptitude Test (SAT I) or the American College Test (ACT) including the essay writing component, if applicable,\*\*
4. Application fee, \$25, and
5. Section of application form used to determine Texas residency for tuition purposes (Part B). Texas residency is determined in accordance with state law. See p. 67.

Each of the above items must be received before an application can be evaluated. Other documents may be requested as needed.

\* **Used by U.S. citizens and permanent residents to apply for undergraduate admission.**

\*\* **Scores must be on an official high school transcript, or an official college transcript or sent directly from the testing agency.**

Materials should be on file well in advance of registration. Students are encouraged to apply on or before the following dates:

<b>Semester</b>	<b>Recommended application date</b>
Fall Semester	November 30 (application based on transcript through junior year) April 28 (application based on transcript through first semester of senior year) July 1 (transfer students)
Spring Semester	December 1
Summer I	May 1
Summer II	June 1

Materials submitted by applicants who do not enroll at Tarleton are destroyed after one calendar year. If a student reapplies within the calendar year, he/she must complete a new application and pay the application fee. Official documents received for a previous term may be added to the new file. If a student has completed work since applying with Tarleton, he/she must provide final official transcripts and/or score reports. If a student applies for admission more than a year after submitting a previous application, he/she will be required to submit the completed application, the application fee, test score reports, and a complete set of transcripts.

#### **Official High School Transcripts**

**A freshman applicant who has not graduated from high school at the time of application** must submit an official transcript indicating grades, projected graduation date, and class rank.

**A freshman applicant who has graduated from high school at the time of application and transfer applicants with less than 30 semester hours of college credit** must submit an official high school transcript that includes date of graduation. The transcript should also include **class rank** and designation of **recommended or advanced** high school program or an equivalent curriculum if these programs were not available. If the high school does not rank, student must provide a letter from school stating such.

Class rank shall be calculated at the end of the 11<sup>th</sup> grade, middle of the 12<sup>th</sup> grade, or high school graduation, whichever is most recent when the application is complete.

If an applicant is accepted during his/her 11<sup>th</sup> or 12<sup>th</sup> grade year of high school, he/she must submit an official, final high school transcript upon graduation. The transcript **must** show final class rank, graduation date, and a seal displaying the high school program the student completed. **The final high school transcript must be submitted by the end of the first semester of attendance at Tarleton.**

To be considered official, the high school transcript must bear an **original signature** of a school official and an **original school seal**. **Faxed copies are not official.** Transcripts in a language other than English must be accompanied by an official English translation.

#### **Courses in Progress**

**Freshman applicants** must provide a list of all courses in progress and those yet to be taken in high school. The list should include exact course titles. A copy of the applicant's senior class schedule will fulfill this requirement.

#### **Official College Transcripts**

An official transcript is required from every post-secondary institution attended, even if the applicant did not earn credit or receive a course grade from the institution, or the course is not transferable. Course work from one college posted on the transcript of another college will not satisfy this requirement.

For readmission to Tarleton, only those transcripts from institutions attended since the last enrollment at Tarleton State University are required.

**Faxed copies are not official.** Electronic transcripts are considered official transcripts. Check with sending/receiving institutions for availability. Electronic transcripts take 24 to 48 hours to be received from sending school.

Foreign transcripts must be accompanied by an English translation and an evaluation of course work by a foreign credentials evaluation service. Check

with Undergraduate Admissions for information on transcript evaluation services.

### APPLICATION FEE

Students applying for admission to Tarleton are required to pay a **non-refundable** application processing fee of \$25. Checks or money orders should be made payable to Tarleton State University. The application fee must be submitted with the application forms or mailed at the time the application is submitted electronically. Credit card payments can be made at the time of electronic submission or over the phone. **Tarleton does not accept fee waivers for the application fee.**

### HOUSING APPLICATION

Housing requirements apply to certain students enrolled at Tarleton State University. Please refer to **Housing and Residence Life** in the **Student Life** section for details.

### TEXAS SUCCESS INITIATIVE (TSI)

The Texas Education Code statute 51.3062, Success Initiative, effective September 1, 2003, requires the University to assess the academic skills of each entering undergraduate student to determine the student's readiness to enroll in freshman-level academic coursework. However, the University will not use the assessment or the results of the assessment as a condition of admission to the institution.

Unless exempt (see below), the Texas Higher Education Coordinating Board requires that, **prior to enrollment**, each student must be assessed in three skill areas (reading, writing, and mathematics) using one or more of the following instruments:

1. ASSET offered by ACT;
2. COMPASS offered by ACT;
3. ACCUPLACER offered by the College Board;
4. Texas Higher Education Assessment (THEA), formerly TASP Test, offered by National Evaluation Systems, Inc.

**Note:** Previous TASP scores **will be** accepted by Tarleton.

The fee for the completion of the assessment instrument will be paid by the student.

Additionally, unless exempt (see below), each student is subject to the provisions of Tarleton's Texas Success Initiative (TSI) Plan. A copy of the TSI Plan is available from the Division of General Studies [Thompson Student Center, Room 15; Voice: 254-968-9480] or on the Tarleton web site at <http://www.tarleton.edu/~genstudies>.

#### TSI Exemptions

The following students shall be either fully exempt, partially exempt, or temporarily exempt/waived from the requirements of the TSI:

- A. Full Exemption. The following students are exempt from the requirements of the TSI:
  - i. For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards on a single administration of the test:
    - a. ACT: composite score of 23 with a minimum of 19 on both the

- English and Mathematics tests.
- b. Scholastic Achievement Test (SAT): a combined Verbal and Mathematics score of 1070 with a minimum of 500 on both the verbal and the mathematics tests.
  - ii. For a period of three (3) years from the date of testing, a student who is tested and performs on the Texas Assessment of Academic Skills (TAAS) with a minimum scale score of 1770 on the writing test, a Texas Learning Index (TLI) of 86 on the mathematics test and 89 on the reading test.
  - iii. For a period of three (3) years from the date of testing, a student who is tested and performs on the Eleventh grade exit-level TAKS with a minimum scale score of 2200 on the math section and a minimum scale score of 2200 on the English/Language Arts (ELA) section with a writing subsection score of at least 3.
  - iv. A student who has graduated with an associate or baccalaureate degree from a Texas public institution of higher education.
  - v. A student who transfers to Tarleton from a private, independent, or out-of-state accredited institution of higher education and who has satisfactorily completed college-level coursework in (a) mathematics, (b) writing, and (c) reading as indicated in Section 8 of the TSI Plan.
  - vi. A student who has previously attended any Texas public institution of higher education and met TSI readiness standards by that institution in (a) mathematics, (b) writing, and (c) reading.
  - vii. A student who on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.
  - viii. A student who, prior to January 1, 2004, had satisfied (as indicated by the Tarleton Developmental Education Plan and/or the Board's TASP policy manual) all TASP obligations.
- B. Partial Exemption. The following students are exempt from one or more of the requirement of the TSI:
- i. Exempt from the mathematics requirements of the TSI:
    - a. Beginning with tests in April 2004, for a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards on a single administration of the test:
      1. ACT: composite score of 23 with a minimum of 19 on Mathematics test.
      2. Scholastic Achievement Test (SAT): a combined Verbal and Mathematics score of 1070 with a minimum of 500 on mathematics test.
    - b. For a period of three (3) years from the date of testing, a student who is tested and performs on the Eleventh grade exit-level TAKS with a minimum scale score of 2200 on the math section.
    - c. A student who transfers to Tarleton from a private, independent, or out-of-state accredited institution of higher education and who has satisfactorily completed college-level coursework in mathematics, as indicated in Section 8 of the TSI Plan.

- d. student who has previously attended any Texas public institution of higher education and met TSI readiness standards by that institution in mathematics.
    - ii. Exempt from the writing requirements of the TSI:
      - a. Beginning with tests in April 2004, for a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards on a single administration of the test:
        - 1. ACT: composite score of 23 with a minimum of 19 on English test.
        - 2. Scholastic Achievement Test (SAT): a combined Verbal and Mathematics score of 1070 with a minimum of 500 on verbal test.
      - b. For a period of three (3) years from the date of testing, a student who is tested and performs on the Eleventh grade exit-level TAKS with a minimum scale score of 2200 on the English/Language Arts (ELA) section with a writing subsection score of at least 3.
      - c. A student who transfers to Tarleton from a private, independent, or out-of-state accredited institution of higher education and who has satisfactorily completed college-level coursework in writing, as indicated in Section 8 of the TSI Plan.
      - d. Student who has previously attended any Texas public institution of higher education and met TSI readiness standards by that institution in writing.
    - iii. Exempt from the reading requirements of the TSI:
      - a. Beginning with tests in April 2004, for a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards on a single administration of the test:
        - 1. ACT: composite score of 23 with a minimum of 19 on English test;
        - 2. Scholastic Achievement Test (SAT): a combined Verbal and Mathematics score of 1070 with a minimum of 500 on verbal test.
      - b. For a period of three (3) years from the date of testing, a student who is tested and performs on the Eleventh grade exit-level TAKS with a minimum scale score of 2200 on the English/Language Arts (ELA) section with a writing subsection score of at least 3.
      - c. A student who transfers to Tarleton from a private, independent, or out-of-state accredited institution of higher education and who has satisfactorily completed college-level coursework in reading, as indicated in Section 8 of the TSI Plan.
      - d. Student who has previously attended any Texas public institution of higher education and met TSI readiness standards by that institution in reading.
- C. Temporary Exemption/Waiver. The following students may request a temporary exempt from the requirements of the TSI:
  - i. On an annual basis, a student who is serving on active duty as a member of
    - a. the armed forces of the United States

- b. the Texas National Guard
  - ii. On an annual basis, a student who is a member of a reserve component of the armed forces of the United States (excludes reserves of Texas National Guard) and has been serving for at least three years preceding enrollment.
  - iii. Each semester, a student who has been admitted as a non-degree seeking student.
  - iv. Under exceptional circumstances, the Director of the Division of General Studies may permit a student to enroll in lower-level academic coursework without assessment but must require that the student be assessed not later than the end of the first semester of enrollment in freshman-level academic coursework and may require concurrent, appropriate developmental education.
- D. Some of the TSI exemptions for enrollment in Tarleton State University are not accepted by the Teacher Education Council for admission to the Teacher Education Program. Please contact the Certification Office at (254) 968-9815 for more information.

**TSI assessment results and/or proof of exemption must be submitted to the Student Assessment Coordinator's office before a student will be allowed to register for classes. To verify that your assessment results and/or proof of exemption have been received by Tarleton, contact the Student Assessment Coordinator at (254) 968-9269, (800) 687-8236, or [uadm@tarleton.edu](mailto:uadm@tarleton.edu).**

## PLACEMENT RULES

### Math Placement Rules

1. Students **without** prior college credit for mathematics courses will be placed in accordance with the following criteria:
  - a. Students with mathematics scores on the THEA, will be placed as follows:

MATH course	THEA - Mathematics
107, 108, or 110 (see Note below)	270 or higher
101	230 to 269
100	229 or lower

**Note:** Placement into other mathematics courses (including MATH 109 (Plane Trigonometry), MATH 118 (Precalculus), MATH 120 (Calculus I), and MATH 209 (Calculus II)) should be advised with the direction of the Freshman Mathematics Coordinator.

- b. Students **without** THEA mathematics scores, that have been assessed for college readiness in mathematics using the following instruments will be placed as follows

MATH course	ASSET Elementary Algebra	COMPASS Algebra	ACCUPLACER Elementary Algebra
107, 108, or 110 (see Note above)	45 or higher	60 or higher	85 or higher
101	38 to 44	39 to 59	63 to 84
100	37 or lower	38 or lower	62 or lower

c. Students **without** mathematics scores on the THEA, ASSET, COMPASS, or ACCUPLACER will be placed as follows:

d.

MATH course	ACT Mathematics	SAT Mathematics
107, 108, or 110 (see Note above)	20 or higher	500 or higher
101	17 to 19	460 to 499
100	16 or lower	459 or lower

e. Students **without** mathematics scores on the THEA, ASSET, COMPASS, ACCUPLACER, ACT, or SAT must contact the Freshman Mathematics Coordinator for placement.

f. Any student who believes that his/her mathematics assessment score does not reflect his/her mathematics abilities, may complete a Mathematics Placement Examination. The Freshman Mathematics Coordinator will use the results of this exam for placement.

### English Placement Rules

1. Unless exempt, **all** students are required to complete the Composition Placement Test (CPT). Students **will not** be able to register for classes until they have completed the CPT. A student is exempt from the CPT only if the student has scored:

- 6 or higher on the ASSET Written Essay (or a 5 Written Essay score and a 40 or higher on the ASSET Writing Skills), **or**
- 6 or higher on the COMPASS Written Essay (or a 5 Written Essay Score and a 59 or higher on the COMPASS Writing Skills), **or**
- 6 or higher on the ACCUPLACER Written Essay (or a 5 Written Essay Score and an 80 or higher on the ACCUPLACER Sentence Skills), **or**
- 220 or higher on the THEA Writing.

**and**

- 500 or higher on Scholastic Achievement Test (SAT) verbal tests **or**
- 19 or higher on ACT English test.

Additionally, students with college credit for ENGL 111 **or** ENGL 112 are exempt from the CPT.

2. A student with college credit for ENGL 111 **and** ENGL 112 is exempt from the English Placement Rules.
3. A student with 620 or higher on Scholastic Achievement Test (SAT) verbal tests or 28 or higher on ACT English test may request credit for ENGL 111. Contact the Registrar's Office.
4. A student exempt from the CPT that does not have college credit for ENGL 111 **must** enroll in this course during his/her first semester and continue enrollment in English courses during subsequent semesters until s/he has successfully completed ENGL 111 and ENGL 112.
5. A student with college credit for ENGL 111 **must** enroll in ENGL 112 during his/her first semester and continue enrollment in English courses during subsequent semesters until s/he has successfully completed ENGL 112.
6. A student who is placed in English 111 as a result of the CPT **must** enroll in this course during his/her first semester and continue enrollment in English courses during subsequent semesters until s/he has successfully completed ENGL 111 and ENGL 112.
7. A student who is placed in English 100 as a result of the CPT must enroll in this course during his/her first semester and continue enrollment in English courses during subsequent semesters until s/he has successfully completed ENGL 111 and ENGL 112. Students enrolled in ENGL 100 will be given

additional diagnostic writing assessments during the first and second days of class. A good performance on either of these additional assessments will permit a student to switch from English 100 to English 111.

### **IMMUNIZATIONS**

#### **Requirements (for students enrolling in health-related courses)**

Students enrolling in health-related courses that involve direct patient contact (Nursing and Clinical Laboratory Science) must meet the following immunization criteria:

**Measles** - Persons born since January 1, 1957, must have two doses since 12 months of age, with the doses coming at least 30 days apart.

**Mumps** - Persons born since January 1, 1957, must have at least one dose since 12 months of age.

**Rubella** - Must have at least one dose since 12 months of age.

**Tetanus/Diphtheria** - Must have one dose within the past 10 years.

**Hepatitis B** - A complete series or proof of immunity is encouraged for any student enrolling in health-related courses that involve direct patient contact, especially with patients' blood (i.e., Nursing, Clinical Laboratory Science, and some Pre-Med courses). Nursing and Clinical Laboratory Science students are required to take the hepatitis series or sign a waiver.

#### **Recommendations (for all students)**

**Measles** - All students enrolling in institutions of higher education should have two doses of measles vaccine prior to the start of classes.

**Tetanus/diphtheria** - Tetanus vaccines are effective for about 10 years and need to be boosted at that interval; they should be given in combination with the diphtheria vaccine.

### **SOCIAL SECURITY NUMBER DISCLOSURE**

Section 7(b) of the Privacy Act of 1974 (5 U.S.C. 552a) requires that when any federal, state, or local government agency requests an individual to disclose his/her social security account number (SSAN), that individual must also be advised whether that disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited, and what uses will be made of it.

Accordingly, applicants for admission are advised that disclosure of a student's SSAN is strongly recommended for admission as a student at Tarleton State University, in view of the practical administrative difficulties that would be encountered in maintaining adequate student records without continued use of the SSAN. It is used to verify the identity of the student, and as a student account number (identifier) to record necessary data accurately. As an identifier, the SSAN is used for such activities as determining and recording eligibility for admission as a student; reporting initial physical examinations; determining and recording assessments and payments of student fees and charges; determining and recording eligibility for student financial assistance including loans, scholarships, grants, allowances, and official student travel and per diem; recording student grades and related academic data; determining and recording eligibility for participation in Reserve Officers Training Corps programs and in athletic, rodeo, and similar events; registering private vehicles and issuing parking permits; issuing student identification cards; recording issue and return of library books and other materials; registering for placement services, including resume preparation and furnishing information to prospective employers; and other such related requirements that might arise. Tarleton State University has for several years consistently requested disclosure of the SSAN

on student application forms and other necessary student forms and documents used pursuant to statutes passed by the State of Texas and United States and regulations adopted by agencies of the State of Texas and United States, and by the Board of Regents of The Texas A&M University System.

If a student chooses not to disclose his/her SSAN, he/she may request a random number to be assigned to his/her records while attending Tarleton State University. The student should contact the Office of Undergraduate Admissions for more details.

### **ADMISSION REQUIREMENTS FOR FIRST-TIME FRESHMEN**

At the time of application, students with no college credits since graduation from high school or entering Tarleton directly from a Texas public high school accredited by the Texas Education Agency or a Texas non-public school accredited by the Texas Private School Accreditation Commission are first-time freshmen.

### **REGULAR ADMISSION**

To be granted regular admission status, first-time freshmen must meet one of the following combinations of high school quarter rank, entrance scores and high school program.

Rank	Recommended High School Diploma	
	YES	NO
1 <sup>st</sup> quarter	Provide SAT or ACT	Provide SAT or ACT
2 <sup>nd</sup> quarter	Provide SAT or ACT	SAT 930 or ACT 20
3 <sup>rd</sup> quarter	SAT 930 or ACT 20	SAT 1030 or ACT 22
4 <sup>th</sup> quarter	SAT 1030 or ACT 22	SAT 1110 or ACT 24

### **FOR SUMMER 2005**

Admission standards for first-time freshmen in summer 2005 are more liberal than those listed above. For details see the 2004-2005 Tarleton Catalog or contact the Undergraduate Admissions Office.

### **EARLY NOTIFICATION OF ADMISSION**

Students seeking early notification of admission must submit all required application materials. Upon graduation, a final high school transcript showing graduation date and class rank must be submitted.

### **Completion of Sixth High School Semester**

Students who are in the top ten percent of their class or who meet the SAT/ACT requirement shown above will be admitted after completion of their sixth semester. High school transcripts showing grades through the junior year, projected date of graduation, estimated rank, and SAT or ACT score must be submitted before a decision will be made regarding admission to the University.

### **Completion of Seventh High School Semester**

Students submitting a seventh semester transcript and SAT/ACT scores who meet regular admission requirements will be given early notification.

### **GENERAL EDUCATIONAL DEVELOPMENT (GED) TESTS**

A GED will be considered equivalent to a high school diploma, provided the average standard score is at least 55 or no subscore is less than 50. The student's high school class must have been graduated at least one calendar year before the intended date of enrollment at Tarleton. An official copy or

photocopy of the results must be submitted. Applicants must submit SAT or ACT scores with a minimum score of 930 on the SAT or 20 on the ACT.

#### **HOME-SCHOOLED OR NON-ACCREDITED HIGH SCHOOL GRADUATES**

Students who graduate from high schools not accredited by the Texas Education Agency or who are home schooled will be admitted if they have a score of 1110 or above on the SAT or 24 or above on the ACT. Those with SAT scores of 930-1100 or ACT of 20-23 may be considered based on the records provided. Statements from the school about ranking and curriculum equivalent to recommended or advanced program will be considered. Home schooled students must provide proof of curriculum completed from an agency or teacher.

#### **ADVISED ADMISSION**

Applicants who are very near but below the requirements for regular admission may be considered for advised admission. The number of students granted advised admission may be limited by Tarleton without prior notice. Advised admission does not constitute full admission to the University. A student who is granted advised admission will sign a contract for a one-year enrollment at Tarleton. Contact the Office of Admissions for conditions of the Advised Admission contract. Students who meet the conditions of the contract will then be fully admitted to the University. Students who fail to meet the conditions of the contract will not be allowed to re-enroll at Tarleton State University until they succeed academically at another institution and are able to meet Tarleton's transfer requirements.

#### **LIMITED ADMISSION FOR OUTSTANDING HIGH SCHOOL STUDENTS**

Students who (1) have completed their junior year of high school; (2) are ranked in the top quarter of their graduating class; and (3) have scores of at least 1100 on the SAT, or 110 on the PSAT, or 24 on the ACT or PACT may apply for one of the following programs. Applicants must provide a letter of recommendation from their high school principal or counselor addressing students' maturity and academic capabilities and a letter of consent from a parent or legal guardian. All high school/home school students must successfully complete all sections of a TSI assessment or have obtained a TSI exemption prior to course registration. For information on TSI see page 20.

#### **Summer Program**

Those admitted to this program typically are awarded the credit earned at Tarleton following their graduation from high school.

#### **Concurrent Enrollment Program**

Students admitted to this program may enroll in a maximum of 6 hours and will be awarded the credit earned at Tarleton following graduation from high school. University and high school course loads must be agreed upon before enrollment.

#### **Select Program**

Students completing the Summer Program with a 3.0 GPA or higher in at least 12 hours may be considered for full-time enrollment in the fall. Fewer hours may be considered with special permission from the dean of the college in which the student is enrolling. Those admitted must enroll for a normal 15-semester hour course load. A second letter of consent from a parent or legal

guardian is required.

### **INTERNATIONAL STUDENTS**

Admission of international students to the undergraduate program at Tarleton is based upon graduation from a secondary school (lyceum, senior middle school, high school, preparatory school, or other equivalent) in a system equivalent to at least 12 grades. Students must supply the University with official transcripts of academic work translated into English.

The quality of the applicant's prior secondary or collegiate-level work is judged from the grades, class attained, or class rank achieved. International applicants must submit SAT or ACT scores to be considered for admission. The SAT score must be 930 or higher; ACT score must be 20 or higher.

The Test of English as a Foreign Language (TOEFL), administered by the Educational Testing Service, is required with a minimum score of 520 on the paper-based test or 190 on the computer-based test. Completion of six semester hours of regular first-year college English composition at an accredited college in the United States with a grade of C or better in each course will satisfy the TOEFL requirement.

The international applicant must have a reliable financial sponsor. To obtain a visa from the American Embassy located in the applicant's country, a prospective student must have documented evidence of financial solvency. A sponsor is obligated to endorse all expenditures for the applicant during the entire course of study. Following the tragedy of September 11, 2001, the American Embassies have placed severe restrictions on all financial statements. Check with the American Embassy for further details. Note that a copy of all financial statement documentation must be included with the admission packet.

International applicants must submit two passport-style photos taken within two months of application, a \$100 (US) processing and admission fee and a \$25 application fee. Both fees are nonrefundable. Payment must be made by bank cashier's check payable to Tarleton State University. The Department of Homeland Security requires that all international students have medical insurance with coverage in the United States. Students may wish to purchase insurance through the University upon arrival.

All application materials must be sent to the Office of International Academic Programs. Applications cannot be processed until all materials are received. The I-20 will be issued only after a formal admission letter has been issued by Tarleton State University. All undergraduate students are required to meet Texas Higher Education Assessment (THEA) test before admission to the university. For more details about admission of international students, consult our web page at [www.tarleton.edu/~iap](http://www.tarleton.edu/~iap).

### **TRANSFER STUDENTS**

At the time of application, students who have attempted college level credit at an accredited institution after high school graduation are considered transfer students. Applicants **must** be eligible to enroll at all colleges and universities previously attended and submit **final official transcripts** from each college or university attended. For students who have previously attended Tarleton State University, transfer work and Tarleton work will be combined to determine a cumulative GPA. Transferred developmental and similar non-college credit are not used in determining the GPA needed to be eligible for transfer admission.

### **TRANSFER STUDENT QUALIFICATIONS**

The following minimum standards must be met:

1. Students with 12 to 29 semester hours of college credit and a cumulative GPA of 2.8 or higher will be admitted. A cumulative GPA of 2.00 - 2.79 is acceptable, provided they also meet one of the regular admission standards for first-time freshman applicants.
2. Students with 30 or more semester hours of college credit and a cumulative GPA of 2.0 or higher will be admitted.
3. Students with 11 or fewer semester hours of college level credit and a cumulative GPA of 2.00 or higher who meet one of the regular admission standards for first-time freshman applicants will be admitted.

#### **CORE CURRICULUM TRANSFER**

Students who complete all core curriculum requirements as approved by the Texas Higher Education Coordinating Board at another school and who then transfer to Tarleton State University will generally be considered to have met core curriculum requirements as outlined toward a degree at Tarleton. However, requirements for the degree must be met and this could require students to take one or more courses that are part of the core curriculum at Tarleton.

#### **TARLETON UNIVERSITY SYSTEM CENTER – CENTRAL TEXAS**

To be admitted to Tarleton University System Center – Central Texas, an applicant must have:

1. Completed 45 hours of college level credit before being accepted; and
2. Passed all portions of TSI or provided official proof of TSI exemption. (See p. 20 for TSI exemptions.)

Applicants who meet these requirements and have a cumulative transfer grade point average of 2.0 or higher will be admitted.

#### **POST-BACCALAUREATE ADMISSIONS**

A student who has a bachelor's degree from an accredited U.S. institution and who is in good standing at all schools previously attended but who is not seeking a master's degree or professional certification may apply as a post-baccalaureate student. A post-baccalaureate student may work on a second bachelor's degree or teaching certification or take courses of interest. To be admitted to post-baccalaureate status, an applicant must submit official transcript(s) from all schools attended, a signed application form, a \$25 application fee, and a tuition residency form. Undergraduate academic standards apply to post-baccalaureate students.

#### **READMISSIONS**

Students who have previously attended Tarleton and are returning after one or more long semesters' absence may apply for readmission. Applicants must submit an application for readmission, pay a \$25 application fee, and be clear of any blocks by Tarleton offices (Police, Business Office, Financial Aid, etc.).

1. Students who have not enrolled at any other college or university since last attending Tarleton and are free of suspension will be admitted.
2. Students who have enrolled at any other college or university since last attending Tarleton and who meet transfer requirements and are free of suspension may be admitted.

**INDIVIDUAL APPROVAL (ADMISSION APPEALS)**

Students who are denied admission to Tarleton State University may ask to be considered for individual approval. If the case has sufficient merit, it will be referred to the Academic Standards Committee. Appeals will be considered only in cases of highly extenuating circumstances. An appeal will not be considered for applicants who are ineligible to return to a previous institution.

Appeal requests must be submitted to the Office of Undergraduate Admissions no later than two weeks before the first class day for that semester. Any exceptions to this deadline must be approved by the Provost and Vice President for Academic Affairs. The form to be used when requesting consideration for individual approval may be obtained from the Admissions Office.

**ACADEMIC FRESH START**

Senate Bill 1321 entitles residents of the state of Texas to seek admission to public institutions of higher education without consideration of courses taken ten or more years prior to enrollment. This bill gives students the option of electing to have course work taken ten or more years prior to the starting date of the semester in which the applicant seeks to enroll either counted as usual or ignored for admission purposes. Applicants who elect to apply for admission under this law and who are admitted as students may not receive any course credit for courses taken ten or more years prior to enrollment.

**TRANSFER ARTICULATION POLICIES**

Credits earned at another regional accredited institution are accepted as recorded on the official transcript. However, because of differences in institutional degree requirements and course content, some credits transferred may not apply toward satisfying degree requirements at Tarleton. A maximum of 68 semester hours of academic credit will be accepted for degree credit from a two-year institution.

Beginning Spring 2004, all grades including F's, for all academic credit courses will be articulated to the Tarleton transcript. Remedial/developmental courses will not be entered and will not be used in the admissions decision. When a course has been repeated at the same institution only the best effort will be transcribed. Only those transferred hours that have been transcribed will be used to determine admissions eligibility.

Courses that are vocational or technical in nature are not automatically accepted by Tarleton State University. These courses must be approved by the appropriate academic departments and resubmitted for articulation to the Office of Undergraduate Admissions. Students with a significant number of hours in a technical field and who wish to use those hours toward a Tarleton degree should consider the Bachelor of Applied Arts and Sciences degree programs. (See p. 44 for additional information.)

The current admissions rules (See Transfer Student Qualifications above) will be applied to all work completed.

**TEXAS COMMON COURSE NUMBERING SYSTEM**

A common numbering system has been devised by area colleges and universities to identify those courses that are similar in nature and considered to be equal in transfer. The purpose of the system is to assist students who are transferring between participating institutions. Following is a list of Tarleton courses that are considered as matches with the Texas Common Course Numbering System (TCCNS).

Common Course	Tarleton Course
ACCT 2301 or ACCT 2401	ACC 203
ACCT 2302 or ACCT 2402	ACC 204
AGRI 1131	AGRI 101
AGRI 1307	AGRN 105
AGRI 1309	A EC 212
AGRI 1311	D S 202
AGRI 1315	HORT 200
AGRI 1319	ANSC 107
AGRI 2301	A EN 201
AGRI 2303	A EN 221
AGRI 2313	ENTO 201
AGRI 2317	A EC 105
AGRI 2330	WLDM 221
ANTH 2351	SOC 101
ARTS 1301	ART 131
ARTS 1303	ART 231
ARTS 1304	ART 232
ARTS 1311	ART 221
ARTS 1312	ART 211
ARTS 1316	ART 121
ARTS 1317	ART 221
BCIS 1310	CIS 103
BCIS 1332	CIS 212
BIOL 1322	H S 210
BIOL 1411	BIOL 120
BIOL 1413	BIOL 121
BIOL 2401	BIOL 219
BIOL 2402	BIOL 220
BUSI 1301	G B 103
BUSI 1307	FIN 101
CHEM 1405	CHEM 101
CHEM 1407	CHEM 103
CHEM 1411	CHEM 105
CHEM 1412	CHEM 108
CHEM 2423	CHEM 201
CHEM 2425	CHEM 202
COMM 1307	COMS 213
COMM 1318	COMS 214
COMM 2311	COMS 131
COSC 1301	CIS 103
COSC 1309	CIS 202
CRIJ 1301	C J 131
CRIJ 1306	C J 232
CRIJ 1307	C J 133
CRIJ 1310	C J 237
CRIJ 2313	C J 238
CRIJ 2314	C J 235
CRIJ 2323	C J 236
CRIJ 2328	C J 234
DRAM 1310	THEA 105
DRAM 1330	THEA 203
DRAM 1341	THEA 109
DRAM 1343	THEA 209
DRAM 1351	THEA 106

Common Course	Tarleton Course
DRAM 1352	THEA 206
DRAM 2336	THEA 201
DRAM 2361	THEA 207
DRAM 2362	THEA 208
ECON1301	ECO 101
ECON1303	ECO 205
ECON 2301	ECO 201
ECON 2302	ECO 202
ECON 2311	GEOG 202
ENGL 1301	ENGL 111
ENGL 1302	ENGL 112
FREN 1311	FREN 1014
FREN 1412	FREN 1024
FREN 2311	FREN 2013
FREN 2312	FREN 2023
GEOG 1303	GEOG 1103
GEOG 2312	GEOG 2023
GEOL 1401	P SC 1014
GEOL 1403	GEOL 1054
GEOL 1404	GEOL 1064
GEOL 2405	GEOL 203
GERM 1411	GERM 1014
GERM 1412	GERM 1024
GERM 2311	GERM 2013
GERM 2312	GERM 2023
GOVT 2301	POLS 2023
GOVT 2302	POLS 2013
GOVT 2305	POLS 2013
GOVT 2306	POLS 2023
HECO 1101	H S 1101
HECO 1315	H S 1053
HECO 1322	H S 2103
HECO 1325	H S 1023
HECO 1328	H S 2023
HECO 2311	H S 2033
HIST 1301	HIST 2013
HIST 1302	HIST 2023
HIST 2311	HIST 1013
HIST 2312	HIST 1023
HORT 1301	HORT 2003
HUMA 1315	F A 1013
MATH 1314	MATH 1073
MATH 1316	MATH 1093
MATH 1324	MATH 111
MATH 2412	MATH 118
MATH 2413	MATH 1204
MATH 2414	MATH 2094
MUSI 1181	MUSC 1511
MUSI 1182	MUSC 1521
MUSI 1300	MUSC 2133
PHED 1301	P ED 2003
PHED 1306	HLTH 231
PHED 1308	P ED 227
PHED 1338	HLTH 101
PHIL 1301	PHIL 101
PHIL 2303	PHIL 201

Common Course	Tarleton Course
PHYS 1401	PHYS 104
PHYS 1402	PHYS 105
PHYS 1411	PHYS 103
PHYS 2425	PHYS 122
PHYS 2426	PHYS 242
PSYC 2301	PSY 101
PSYC 2308	PSY 220
PSYC 2312	PSY 102
PSYC 2315	PSY 201
SOCI 1301	SOC 201
SOCI 1306	SOC 202
SOCW 2361	SWK 208
SPAN 1411	SPAN 101
SPAN 1412	SPAN 102
SPAN 2311	SPAN 201

If Tarleton does not accept lower-division course credit earned by a student at another public institution of higher education in Texas, Tarleton will give written notice to the student and the other institution that the transfer of the course credit is denied. The two institutions and the student shall attempt to resolve any dispute over the transfer of the course credit in accordance with Texas Higher Education Coordinating Board guidelines. If the dispute is not resolved to the satisfaction of the student and the institution at which the credit was earned, the student may file a Transfer Dispute Resolution form (CB-TDR) with Tarleton. It must be submitted within 15 days of the date the student received written notification of the denial of credit. Tarleton will forward a copy of the CB-TDR to the Commissioner of Higher Education who will resolve the dispute if necessary. In this instance, the Commissioner will give written notice to the student and institutions involved.

Common Course	Tarleton Course
SPAN 2312	SPAN 202
SPCH 1311	COMS 101
SPCH 1315	COMS 102
SPCH 1342	COMS 201
TECA 1311	H S 204
TECA 1318	H S 211
TECA 1354	H S 104

All other common courses transfer to Tarleton as electives. However, these elective courses are often substituted for degree requirements. If you have any questions regarding transferability of courses, please contact the Office of Undergraduate Admissions at 1-800-687-8236 or email at [rsimpson@tarleton.edu](mailto:rsimpson@tarleton.edu).

# ACADEMIC INFORMATION

## STUDENT CLASSIFICATIONS

Freshman	less than 30 semester hours
Sophomore	30-59 semester hours
Junior	60-89 semester hours
Senior	90 or more semester hours
Post-baccalaureate	Holds baccalaureate degree but is not admitted for graduate study
Graduate	Holds baccalaureate degree and is pursuing a graduate degree

## STUDENT COURSE LOAD UNDERGRADUATE

Semester Hours	16 weeks (Fall/Spring)	10 weeks (Summer)	8 week session	5 week session
Maximum load	19	15	12	8
Full load	12	7	6	4

## GRADUATE

Semester Hours	16 weeks (Fall/Spring)	10 weeks (Summer)	8 week session	5 week session
Maximum load	15	12	9	6
Full load	9	6	5	3

Loads in excess of the maximum load require approval of the appropriate academic dean. Loads in excess of 21 hours require approval in the office of academic affairs.

## RULES FOR STUDENTS IN DEVELOPMENTAL COURSES

Each student enrolled in English 100 takes a diagnostic writing the first and second class meetings of the semester. As a result of the student's performance on this sample, he/she will either remain in English 100 or be moved to a section of English 111.

Students in developmental courses:

1. may not take more than 13 hours of solid courses (15 hours including a physical education activity course);
2. may not drop developmental courses (Reading 100, Math 100 or 101, English 100, or DGS 100). Students will not be allowed to drop developmental courses, except for extraordinary situations;
3. must enroll in and attend labs associated with the developmental courses;
4. must pass each developmental course with a grade of C or better and may not enroll in the next level course until they do.

Exceptions to these rules require approval of the Director of the Division of General Studies

**CLASS ATTENDANCE**

Student absences are considered by the University to be strictly between the individual student and faculty member. The faculty member has the responsibility and authority to determine whether make-up work can be done because of absences. Students may request make-up consideration for valid and verifiable reasons such as illness, death in the immediate family, legal proceedings, or participation in University-sponsored activities. Students who participate in University-sponsored activities are responsible for obtaining a written explanation for their absence from the faculty/staff member who is responsible for the activity.

Students who failed the TSI assessment are required to attend their developmental classes on a regular basis. Missing class can be grounds for removal from the University.

**RESTRICTED ACTIVITIES PERIOD**

A restricted activities period is enforced each long semester, beginning prior to the start of final examinations and continuing through the last day of final examinations. During the restricted activities period, no examinations may be administered other than finals, no major assignments may be due, and no student activities may be held. Dates for the restricted activities period are given in the University calendar.

**ACADEMIC HONESTY**

Tarleton State University expects its students to maintain high standards of personal and scholarly conduct. Students guilty of academic dishonesty are subject to disciplinary action. Academic dishonesty includes, but is not limited to, cheating on an examination or other academic work, plagiarism, collusion, and the abuse of resource materials. The faculty member is responsible for initiating action for each case of academic dishonesty that occurs in his/her class.

**COURSE CREDIT****CREDIT BY EXAMINATION**

Tarleton State University students may earn course credit by demonstrated achievement on standardized tests. Students should check with the Office of Undergraduate Admissions for subject areas in which Tarleton State University awards credit. Transfer students must provide official score reports to the Office of Undergraduate Admissions. Scores cannot be taken from other transcripts. Students may receive credit for courses and scores in effect at the time they enter Tarleton State University. A superior student may earn credit by examination in the following ways:

1. A minimum score of 3 on the College Entrance Examination Board (CEEB) Advanced Placement Examination;
2. Depending on subject, scores ranging from a minimum 48 to 52 for the Subject Examination of the College Level Examination Program (CLEP). Credit is not available for the General Examinations;
3. If CLEP tests are not available in a desired testing area, local departmentally prepared examinations may be petitioned. To be eligible for local testing, a student must have (1) a minimum score of 1000 on the SAT or 21 on the ACT and (2) completed at least two units with no grade below a B in the area of testing during high school;
4. Depending on subject, scores ranging from a minimum 494 to 678 for the CEEB Achievement Test;
5. A score of 620 on the verbal section of the SAT or 28 on the English section of the ACT.

Students taking departmental local examinations are charged a \$5.00 per credit hour examination and recording fee for the credit to become a part of their academic records. Advanced placement in a subject area may be granted by the department head concerned. Permitting advanced placement does not necessarily mean approval for credit by examination. All acceptable credit earned by examination will be posted to the student's permanent record if the student is enrolled at Tarleton State University through the official census date. Students should consult the Office of Undergraduate Admissions for specific information. The credit will be recorded with a grade of P (Pass) and the hours awarded. There will be no grade points assigned for this credit, and it will not be used in the computation for any grade point ratio.

### **CONCURRENT ENROLLMENT AT OTHER INSTITUTIONS**

Students with individual hardship situations that might be improved by their having concurrent enrollment at another college or university may request permission for concurrent enrollment through regular academic channels (academic advisor, department head, and dean). If permission is granted, such credit hours earned may be applied toward degree requirements at Tarleton, however, courses completed without such approval generally may not apply toward degree requirements at Tarleton. Written permission from the student's dean is required prior to concurrent enrollment in extension course work or in any resident courses from other institutions. Approval to take correspondence courses from other institutions must be granted by the Registrar, academic department head, and dean. See the information on correspondence courses, p. 46. Course load limits are not waived for students seeking concurrent enrollment.

### **TUITION REBATE**

A \$1,000 tuition rebate from the state of Texas is offered to qualifying students who graduate from Tarleton State University with a bachelor's degree and no more than 3 hours over the minimum number of hours required for the degree. Students must apply for the tuition rebate prior to receiving their degree. This rebate program is effective for students who entered a bachelor's degree program as freshmen during or after Fall 1997. Additional information is available at <http://www.tarleton.edu/~registrar/tuitionrebatefaq.pdf>.

### **GRADING SYSTEM**

At mid-semester, preliminary grades will be assigned to freshman and sophomore students in 100- and 200-level courses and made available to the student. Final grades in all courses will be available on the world wide web at the end of each semester.

The student's term grade in any subject shall be designated as one of the following letters:

A	Excellent, 4 grade points per semester hour
B	Good, 3 grade points per semester hour
C	Fair, 2 grade points per semester hour
D	Passing; 1 grade point per semester hour
F	Failing
I	In progress (used for non-completed thesis course work)
K	Incomplete (under exceptional circumstances, see below)
W	Withdrawal from course, no grade designated
WF	Withdrawal failing (included in GPA)

*P	Pass
*S	Satisfactory
U	Unsatisfactory

**\* Signifies credit with neutral grade point value**

**The lowest passing grade is D.** Students should keep in mind the fact that some universities and colleges do not accept a D in transfer. A D is not considered passing for developmental courses.

**If a course is repeated at this institution, only the best grade in the course is counted in computing the GPA.**

**The grade K shall be recorded for a student only in case of extraordinary circumstances.** This entry is used only in such cases after the instructor and his/her department head have concurred that the incomplete entry is justified. A grade of K must be made up by the last day that course grades are due to the registrar during the next long semester and in all cases before registering for the next sequential course. Should this grade not be reported to the registrar within the prescribed time limit, it automatically becomes an F.

A student who drops a course on or before the census date receives no grade, and the course will not be listed on that student's permanent record.

### **ACADEMIC APPEALS**

Student academic appeals are handled according to the following guidelines:

1. Each department shall develop its own formula for dealing with student grievances of an academic nature. Such policy should be in writing in the departmental office and available to students.
2. If departmental grievance procedures fail to satisfy the student, he/she may appeal to the dean of the college to which the concerned department belongs.
3. A student dissatisfied by the outcome of his/her appeal to the dean of the college may then appeal to the Provost and Vice President for Academic Affairs, who may appoint a five-member committee to consider the appeal. The chair of the committee shall be a faculty member from outside the involved department. The remainder of the committee shall consist of two faculty members and two students. After hearing both sides of the grievance, the committee shall render an opinion to the Provost and Vice President for Academic Affairs, who shall render the final judgment.

### **SCHOLASTIC HONORS**

#### **HONOR ROLL AND DISTINGUISHED STUDENT RECOGNITION**

An "**A**" **HONOR ROLL** is published at the end of each semester listing students who have completed 12 credit hours or more during the period and have made A's in all courses taken for credit.

Also at the end of each semester, students in good standing who have no grade below C, have completed during the semester at least 12 credit hours of college work, and have a grade point ratios of at least 3.25 for freshmen and sophomores and 3.50 for juniors and seniors shall be designated as **Distinguished Students**.

#### **ELIGIBILITY FOR HONORS GRADUATION**

To be eligible for honors graduation, a student must complete no fewer than 60 hours at Tarleton. The GPA is calculated using the entire semester in which the last 60 hours occur. Honors graduates will be recognized as follows:

3.90-4.00 GPA – Summa Cum Laude (Approximately 5%)

3.70-3.89 GPA – Magna Cum Laude (Approximately 10%)

3.60-3.69 GPA – Cum Laude (Approximately 10%)

Students who are members in good standing of national honor societies that are recognized by Tarleton State University and that require a 3.2 cumulative GPA or higher for membership may have that membership identified on their transcripts.

### **HONORS CLASSES AND HONORS DEGREES**

Tarleton offers honors classes in most core curriculum subjects, including English, history, political science, chemistry, biology, geology, mathematics and speech. Honors classes offered in a particular semester are announced in the published course schedule and publicized in flyers and other campus publications.

Honors courses offer intellectually challenging material, innovative approaches to the subject, increased opportunities for honing critical thinking and writing skills, and the opportunity to interact closely with similarly motivated students and with outstanding faculty. Honors courses are limited to a class size of 25 students. To register for an honors class a student must have either a 3.0 GPA or the instructor's permission.

Official designation for honors classes will appear on the student's permanent transcript. Any student who completes 18 or more hours of such classes with a minimum 3.0 GPA in honors classes and overall will receive recognition as an Honors Degree Program graduate.

### **ACCELERATED DEGREE PROGRAM**

Tarleton State University offers an accelerated degree program, which is intended to allow a student who enters Tarleton as a freshman to complete a baccalaureate degree in three years. (Please note: To complete a degree in three years may require that a student attend summer school for at least one summer.) The three-year program is intended for students who enter Tarleton with strong academic preparation. To be eligible for the accelerated program, an entering freshman must:

1. have graduated from an accredited high school with a ranking in the top quarter of the high school class;
2. be exempt from TSI because of exam scores or have passed all parts of TSI with scores that would not require the student to enroll in any developmental courses at Tarleton; and
3. score at least 1050 on the SAT or 23 on the ACT.

A currently-enrolled Tarleton student or a transfer student with less than 30 hours of transferable college credit is eligible to participate in the program if he/she meets the above requirements and has a college GPA of at least 3.0. A currently-enrolled Tarleton student or transfer student with more than 30 hours of college credit may participate in the program if he/she has a college GPA of at least 3.0.

A high school student who hopes to participate in Tarleton's accelerated program may wish to get some college credits while still in high school, through dual enrollment, concurrent enrollment, or advanced placement. High school counselors can provide information about such programs.

Students admitted to the program should take no more than 19 hours in their first long semester at Tarleton; the number of hours may be higher for students with exemplary high school grades or SAT/ACT scores. Students who complete at least 15 hours with a GPA of at least 3.00 their first semester in the program

will be authorized to enroll in up to 21 hours the following semester. A student maintaining a Tarleton GPA in excess of 3.25 may request authorization to enroll in more than 21 hours for a long semester.

At any time that a participant's Tarleton GPA drops below 3.00 or he/she completes less than 15 hours in a long semester, the student will no longer be considered a part of the accelerated degree program.

Program participants must satisfy all requirements for their degree programs, including total semester credit hour requirements. They may request minor modification of some University core curriculum requirements (i.e., a substitution of one course for another). Such a request should be directed to the Office of Academic Affairs. Students in the program may request departmental authorization to take courses out of sequence (without designated prerequisites) when necessary.

Participants will be advised in their academic departments and by a special designated academic counselor who will help participants plan their programs. The counselor will advise participants about methods of accelerating their degree programs (including CLEP tests, problems courses, correspondence courses, and departmental exams) and will also monitor the progress of students in the program.

## **DROP AND WITHDRAWAL POLICIES**

### **DROPPING CLASSES**

A student desiring to drop a course should follow this procedure:

1. Secure a drop form and instructions from the Registrar's Office;
2. Proceed to academic advisor and obtain his/her signature;
3. Proceed to course instructor and obtain his/her signature;
4. Proceed to the department head who has responsibility for the course and obtain his/her signature;
5. Return the form to the Registrar's Office.

The elapsed time for this procedure shall not exceed one calendar week. The effective date of dropping a course is the date the form is returned to the Registrar's Office.

**Note: The student should attend the class until this procedure is completed to avoid penalty for absences. Students will not be allowed to drop developmental courses, except for extraordinary situations. Students will not be allowed to drop a freshman math or English course until after mid-semester except with the approval of their academic dean. The last day for dropping courses is identified in the University Calendar.**

### **WITHDRAWAL FROM THE UNIVERSITY**

An application for withdrawal from the University must be initiated in the Office of the Registrar.

1. Refer to the census chart below to determine the last day for dropping courses and the last day to withdraw from the University.
2. A student who withdraws on or before the last day to drop courses will receive a grade of *W* in all courses.
3. A student who withdraws after the last day to drop courses will receive a grade of *WF* in all courses. The student may appeal to the instructor of each class for a change of grade from *WF* to *W* if he/she was passing at the time of withdrawal.
4. **A student who fails to withdraw officially will receive a grade of *F* in all courses in progress.**

5. In circumstances where in-person withdrawal is not feasible, the student should call or write the Office of the Registrar and request an "Official Withdrawal Request Form."
6. The refund policy established by the State of Texas is listed under "Refunds" in this catalog. All refunds are subject to this policy.

#### **CENSUS CHART**

<b>Length of Class in Weeks</b>	<b>Official Census Date</b>	<b>Last Date to Drop or Withdraw with "W"</b>
3 weeks	Second class day	Monday of second week
4 weeks	Third class day	Monday of third week
5 or 6 weeks	Fourth class day	Monday of fourth week
8 weeks	Sixth class day	Monday of sixth week
9 or 10 weeks	Seventh class day	Monday of seventh week
16 weeks	Twelfth class day	Monday of eleventh week

#### **LIMITS ON DROPPED COURSES AND WITHDRAWALS**

The following limitations on dropped courses apply to all undergraduate students entering Tarleton for the first time in Fall 1998 or thereafter:

1. An undergraduate student enrolled at Tarleton State University is permitted a total of 6 dropped courses. Courses dropped before the official class roll day do not count in this total.
2. After a student has accumulated 6 dropped classes, he/she will not be permitted to drop any class unless unusual circumstances exist, as determined by the student's academic dean.
3. An appeal to the academic dean for extenuating circumstances applies only after the student has accumulated 6 drops.
4. If a student withdraws from school, each separate course is counted as a drop.
5. A student who drops a class or withdraws from the University by the last day to drop a class (see University Calendar) receives a grade of W. A student who withdraws from the University after the last day to drop classes receives a grade of W or WF in each class. Each W or WF is counted as one of the 6 permitted drops.

#### **PROBATION AND SUSPENSION**

The following policy applies to all students unless more restrictive rules are included as part of special admission conditions or unless a more restrictive policy has been approved for a program, department, or college.

The purpose of academic probation and suspension is to make the student aware of the University's concern that satisfactory progress is not being made in his or her course of study. Early notification of this concern maximizes the student's opportunity to make appropriate adjustments that will result in remaining in good standing. A 2.0 cumulative GPA is the lowest acceptable academic standard because this level mirrors the minimum GPA requirement for graduation. The cumulative GPA used in this policy is defined as the best attempt on all courses taken at Tarleton State University; grades on transfer work are excluded. A student with a 2.0 or better cumulative GPA is considered to be in good academic standing.

**Warning: Each student is responsible for knowing his or her academic status and the regulations that apply. Students who do not abide by the regulations governing their particular status may be required to reduce**

**their academic loads or withdraw from the University without special consideration.**

#### **PROBATION/SUSPENSION POLICY**

1. If a student's cumulative GPA drops below 1.00 at the end of any long semester (fall or spring), the student will be suspended.
2. If a student who has been in good standing has a cumulative GPA between 1.00 and 1.99 at the end of any long semester, the student will be placed on academic warning.
3. A student who has been on academic warning during a long semester is subject to the following:
  - a. At the end of the semester, if the cumulative GPA is 2.00 or above, the student is returned to good standing.
  - b. At the end of the semester, if the cumulative GPA is between 1.00 and 1.99, the GPA for the term will be used to determine the student's status.
    - i. If the GPA for the term is less than 2.00, the student will be suspended.
    - ii. If the GPA for the term is 2.00 or higher, the student will be placed on probation.
  - c. At the end of the semester, if the cumulative GPA is below 1.00, the student will be suspended.
4. A student on probation who has less than a 2.00 cumulative GPA at the end of the next long semester will be suspended. A student on probation who has a 2.00 or better cumulative GPA at the end of the next long semester will be removed from probation and returned to good standing.
5. A student who transfers from Tarleton while on academic warning or probation and then returns (having met transfer requirements) has the same academic standing the first long semester back at Tarleton as though there had been no transfer.
6. A student who is suspended from Tarleton and takes no transferable college level courses during the term of the suspension may return to Tarleton after the term of the suspension and will be on academic warning the first long semester back at Tarleton.
7. A student who is suspended from Tarleton is advised not to take transferable college level courses during the term of suspension. Such a student who does take transferable college level courses during the term of suspension must meet Tarleton's transfer requirements (as well as not having been enrolled in any transferable college level courses for an appropriate time) in order to be readmitted and will be on academic warning the first long semester back at Tarleton.
8. Any student, whether in good standing, on academic warning, or on probation, will be suspended at the end of any long semester if his or her cumulative GPA is below 1.00.

#### **LENGTH OF SUSPENSION**

The first suspension is for one long semester. The second is for one calendar year, and the third is indefinite. Three calendar years after imposition of third suspension, the student may apply for readmission; this application will be evaluated by the appropriate Dean, but readmission is not guaranteed.

### **SUMMER SCHOOL**

A student on academic warning or probation may attend summer school at Tarleton (transfer requirements having been met, if applicable).

Students placed on first suspension at the end of a spring semester may request their dean's approval to attend summer school. A student attending summer school while on first suspension, who has a cumulative GPA of 2.00 at the end of the last summer session attended, will be returned to good standing.

### **FORGIVENESS OPTIONS**

An undergraduate student enrolled at Tarleton may choose to exercise one, but not both, of the following forgiveness options:

#### **OPTION I**

Grades for any one semester of Tarleton work taken more than 5 years before a student's current enrollment at Tarleton may be deleted for computation of cumulative GPA if the student files a request with the Provost and Vice President for Academic Affairs. This option may be exercised one time only.

#### **OPTION II**

After a student has attempted ninety or more hours at Tarleton, grades for one semester of Tarleton work may be deleted for computation of cumulative GPA if the student files a request with the Provost and Vice President for Academic Affairs. This option may be exercised one time only.

When a student has exercised one of these forgiveness options, grades for the semester selected by the student will be deleted in computing the cumulative grade point average. Under either option, all courses and grades will continue to appear on the student's transcript. In applying the option, all grades from the chosen semester are deleted from the GPA, not just low or failing grades. Also, no classes taken in the semester being forgiven may be counted on the student's degree plan. A student seeking to exercise either option must be enrolled at Tarleton at the time he/she requests the forgiveness option.

### **REQUIREMENTS FOR A BACCALAUREATE DEGREE**

#### **GENERAL REQUIREMENTS**

1. A GPA of 2.00 or better is required on all work counted toward a degree. A GPA of 2.00 or better is required for all work in the major field of study and counted toward a degree.
2. All transfer students must post an overall GPA of 2.00 or better in all courses taken at Tarleton in their major field of study and counted toward a degree as well as an overall GPA of 2.00 or better in all courses taken at Tarleton and counted toward a degree.

#### **RESIDENCE REQUIREMENTS**

Residence is satisfied only by official enrollment in and completion of course work applied toward the degree requirements.

1. A minimum of 32 semester hours of work must be completed at Tarleton, of which at least 24 hours must be advanced, including 12 advanced semester hours in the major subject.
2. A maximum of 68 semester hours of academic credit will be accepted for degree credit from a two-year institution.
3. Not more than 18 semester hours by correspondence or extension or 18 hours in a combination of the two will be counted toward the degree. Grades for correspondence work must be on file in Registrar's Office no later than 2 weeks prior to date of graduation.

**WRITING PROFICIENCY REQUIREMENT**

All students are required to satisfy the Writing Proficiency Requirement as a condition for the baccalaureate degree. After completing 45 semester hours, students must register for and take this examination. The University will place a registration hold on student's records if the Writing Proficiency Exam has not been attempted before 90 semester hours. Students must contact the office of General Studies and University Testing to request removal of the registration block. Dates for testing each semester are listed on the University Calendar in this publication.

**GRADUATION UNDER A PARTICULAR CATALOG**

To receive a degree from Tarleton State University, a student must complete all requirements for a degree as set forth in a particular University catalog. Several choices are allowed:

1. Graduation may be under the requirements of the catalog in force at the time the student first enrolls at Tarleton State University.
2. Graduation may be under the catalog in force at the time the student first enrolled in higher education if the student is a transfer to Tarleton State University.
3. Graduation may be under the catalog in force for any subsequent year that the student is registered at Tarleton State University.

These possibilities are subject to the condition that **all** degree requirements must be completed within **six (6) years** of the date of the catalog selected. For example, a student who chooses to graduate under the requirements of the 2000-01 catalog must complete all requirements for the degree under that catalog prior to August 2006 graduation. (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 of four years.) A student registering for the first time in the summer session may meet the requirements of the catalog applying to either the previous or the next long session.

**CORE CURRICULUM REQUIREMENTS**

All degree programs leading to the baccalaureate degree include the following University core curriculum:<sup>1,2</sup>

Communications		
ENGL 111, 112 <sup>3</sup>		6
COMS 101, 102, or 301		3
MATH 107 or higher <sup>4</sup>		3
Lab sciences from CHEM, BIOL, GEOL, PHYS		8
Visual & performing arts from ART, F A, IT, MUSC, THEA <sup>5,6</sup>		3
Humanities: Literature course in English		3
Social & behavioral sciences		18
HIST 201, 202	(6)	
POLS 201, 202	(6)	
6 additional hours <sup>5,7</sup> from	(6)	
SOC 101, 201, 303, PSY 101, PHIL 101, 201, 301 <sup>9</sup>		
ECO 101, 201, A EC 105, ARCH 201, ENGR 303 <sup>9</sup>		
GEOG 110, 120, 201, HIST 101, 102		
Wellness: HLTH 101 <sup>8</sup>		3
		47 total

<sup>1</sup> Core curriculum requirements are subject to review and change by the Texas Higher Education Coordinating Board.

- <sup>2</sup> Some degree programs specify the courses that satisfy these requirements. A student should consult with an academic advisor in selecting core curriculum courses.
- <sup>3</sup> Students must enroll in ENGL their first semester at Tarleton and every regular semester thereafter until the freshman ENGL core curriculum requirement has been satisfied.
- <sup>4</sup> Students must enroll in MATH their first semester at Tarleton unless they are eligible for placement into MATH 107 or above (see Math Placement Policy). Students eligible for placement into MATH 107 or above may choose to postpone initial MATH enrollment until their second regular semester at Tarleton. Following initial MATH enrollment, students must enroll in MATH every regular semester thereafter until the freshman MATH core curriculum requirement has been satisfied.
- <sup>5</sup> These core curriculum requirements may not be selected from the student's major field.
- <sup>6</sup> Visual and performing arts course must be historical, appreciative, or theoretical in nature; it may not be an applied or performance course. Courses that meet this requirement are ART 131, 231, 232, 331; F A 101, 135, 401; IT 340; MUSC 213, 313, 324, 326, 327, 328; THEA 105, 207, 208, 404.
- <sup>7</sup> The two courses to fulfill this requirement must be chosen from different academic disciplines.
- <sup>8</sup> The Wellness requirement also may be satisfied by any combination, totaling three hours or more, from activity P ED, M S 101, M S 102, ANSC 150, MUSC 100.
- <sup>9</sup> Intended primarily to satisfy core requirements for engineering and engineering related majors; advisor permission required.

#### DEGREE PLAN INFORMATION

A degree plan must be on file by the beginning of the senior year.

1. MAJOR
  - a. The major must be declared by the beginning of the junior year for advising purposes.
  - b. A minimum of 24 semester hours is required for a major, of which at least 12 must be in advanced courses in the major subject.
  - c. A double major requires that a degree plan be filed for each major.
2. MINOR
  - a. A minor consists of a minimum of 18 hours in a field other than the major, of which at least 6 hours must be advanced.
  - b. Declaration of a minor by the student is optional in most degree programs. There are restrictions on minors for the interdisciplinary degree programs (BAAS, BSLS, BSAS). **If a minor is desired, it must be declared on the degree plan.**
3. DEVELOPMENTAL COURSES needed as preparation for regular University requirements (DGS 100, RDG 100, ENGL 100, and MATH 100 and 101) cannot be applied as degree plan contents.
4. CREDIT HOUR REQUIREMENTS
  - a. The minimum number of semester credit hours for a baccalaureate degree is 128.
  - b. Unless recommended otherwise by the appropriate dean and approved by the provost, 45 hours of advanced (upper level) credit are required for all baccalaureate degrees.
5. SPECIAL CONSIDERATIONS
  - a. A student classified as a senior cannot take a freshman course that carries the same academic prefix description as the student's first or second declared major field.
  - b. A student may count toward the degree not more than 6 hours of Religious Studies credits.

- c. A student may count toward the degree not more than 6 hours of activity Physical Education credits.

### **INTERDISCIPLINARY DEGREE PROGRAMS**

Tarleton State University offers the following degree programs that are interdisciplinary in nature: the Bachelor of Applied Arts and Sciences (BAAS), the Bachelor of Science in Liberal Studies (BSLS), and the Bachelor of Science in Applied Science (BSAS). The BAAS and BSAS allow the student to apply vocational or technical training to his/her degree program. The BSLS allows students to count toward their degree program courses in a wide range of academic disciplines.

Students in these degree programs must meet all Tarleton requirements that are established as conditions for baccalaureate degrees. These include, but are not restricted to, core curriculum (p. 42); residency, and upper-level hours requirements. Students in these degree programs may not get a minor in any support area required for the degree.

### **THE BACHELOR OF APPLIED ARTS AND SCIENCES DEGREE (BAAS)**

The Bachelor of Applied Arts and Sciences (BAAS) is designed for the student with training in a technical area. This degree utilizes education received at technical schools, junior colleges, military technical schools, etc. A student must have completed at least 12 semester credit hours (or equivalent) in technical training to be eligible for consideration. With appropriate documentation, the technical training may be supplemented with a maximum of 21 semester credit hours for work experience. A student must have at least 33 semester credit hours (or equivalent) in the combination of technical training and work experience to be eligible for consideration. In all cases, the technical training, work experience (if any), and proposed degree area must be directly related to each other.

The approved occupational areas for the BAAS degree are: agriculture, business, industrial, and technical. Tarleton does not guarantee the availability of all occupational areas. An occupational area is available only if an academic department related to the occupational area is currently sponsoring applicants.

A student interested in the Bachelor of Applied Arts and Sciences should:

1. review the admission requirements;
2. contact the Office of the Registrar for a list of sponsoring departments; and
3. meet with an advisor in the sponsoring department. The student will submit written records related to educational training and work experience (if any).

The student is responsible for securing all related documentation.

The department will review the written records and decide whether to sponsor a degree plan application. Sponsored degree plan applications will be considered by the Bachelor of Applied Arts and Sciences Committee. Degree plan applications will not be considered until a student has completed at least 3 semester credit hours at Tarleton (or is currently enrolled in at least 3 hours at Tarleton). Degree plans approved by the Committee will be processed through regular University channels. Final approval will depend on completion of the University review process.

### **Quantitative Requirements for BAAS Degree Programs**

- I. Occupational specialization

The occupational specialization is a maximum of 48 semester credit hours (or equivalent) directly related to the degree area. These credit hours may

consist of technical training, credit for work experience, and credit from this University. Each of these has restrictions.

- A. The technical training must be such that it can be equated to vocational-technical schools. The BAAS committee will rule on the admissibility of technical training.
  - B. No student who has less than 12 semester credit hours of technical training will be considered for the program. The possible credit for technical training ranges from 12 semester credit hours up to and including all 48 hours of occupational specialization.
  - C. Credit for work experience is awarded only after the BAAS Committee has reviewed the written documentation of the work experience and is limited to a maximum award of 4 semester credit hours per year of qualifying experience. The committee may award less than this maximum. A total of 21 semester credit hours is the greatest possible amount awarded for work experience.
  - D. No student will be considered for the Bachelor of Applied Arts and Sciences who has less than 33 semester credit hours in the combination of technical training and work experience.
  - E. Tarleton does not offer course work in all occupational specializations. For those available specializations, the credit may not exceed 15 semester credit hours.
- II. Emphasis area  
(Minimum 18 semester credit hours, at least 12 to be upper level.) The emphasis area is to be related to and supportive of the occupational specialization. The advisor and the BAAS committee will work together in selecting courses that meet the individual needs of each student.

### **THE BACHELOR OF SCIENCE IN LIBERAL STUDIES**

A student in the Liberal Studies program must satisfy Tarleton's core curriculum requirements and complete the following courses:

18 hours of lower –level electives and 3 hours CIS.

Upper-level courses:

- 18 hours in emphasis area (academic departments may determine courses)<sup>1</sup>
- 9 advanced hours in supportive field (must be in field other than emphasis area)<sup>2</sup>
- 33 hours advanced electives<sup>3</sup>

This degree is designed primarily for students who have accumulated upper-level course hours without having met the requirements for a major. Students currently in or recently discharged from the military are most likely to fall into this category. The Bachelor of Science in Liberal Studies degree may enable these students to utilize much of their previous course work. The degree requirements assure that students have completed core requirements, can demonstrate computer literacy, and have sufficient hours in two areas to claim a field of emphasis and a supporting field. The department in which a student is pursuing a field of emphasis may determine which courses must be completed for the degree.

<sup>1</sup> For the Bachelor of Science in Liberal Studies, emphasis areas are available in Art, Business Administration, Criminal Justice, History, Manufacturing, Political Science, Psychology, Social Science, and Sociology.

<sup>2</sup> Must be approved by academic advisor.

<sup>3</sup> Students must have 32 hours in residence, 24 must be advanced and 12 must be in major.

**THE BACHELOR OF SCIENCE IN APPLIED SCIENCE**

The student pursuing the BS in Applied Science must complete the following, in addition to the University core curriculum (p. 40):

Occupational specialization (12 – 27 hours of technical training and 0-15 hours of approved electives)	27
Advanced hours in emphasis area (departments may determine courses)	18
Advanced hours in supportive field (in field other than field of emphasis approved by advisor)	9
Advanced electives	24
CIS (upper- or lower-level)	3

For the Bachelor of Science in Applied Science, available emphasis areas are Business Administration, Manufacturing, and Clinical Laboratory Science.

**APPLICATION FOR DEGREE**

1. A candidate for a degree must apply for the degree by filing an "Application for Graduation" with the Registrar (undergraduate students) or the Graduate Office (graduate students) no later than specified in the **University Calendar**.
2. To be considered for degree conferral, a candidate must be in good standing with the University. All contractual and financial obligations to the University must be satisfied.

**CLASS RINGS**

Students may order class rings during the semester following completion of 80 semester hours of degree credit. They must have an average of C or better on these 80 hours. The procedure to order a ring is as follows: Students must request a ring order form at the information desk in the Registrar's Office. After it has been properly signed by the Registrar's representative, the student must present it to a Campus Store employee, who will process the order. The ring may be picked up at the end of the semester in which the student has accrued at least 90 hours.

**EXPLANATION OF CATALOG COURSE DESCRIPTIONS**

In this catalog, each course is identified by a three-digit number. The first digit of each number indicates the level or academic year that the course is normally taken (1--freshman, 2--sophomore, 3--junior, 4--senior, 5--graduate, 6--doctoral). The second and third digits indicate departmental sequence. For example, ENGL 111 is a freshman course.

In course descriptions, the digit following the course number is the number of semester credit hours. For example, ENGL 111-3 is a freshman level course worth 3 semester hours of credit. The numbers in parentheses following the course number (for example, 3-2) indicate the number of clock hours per week devoted to theory and practice, respectively. Theory includes recitations and lectures; practice includes work in the laboratory, shop, drawing room, or field. Course descriptions include information about course content and learning objectives. Prerequisites and lab or other fees for the course may be listed.

**TARLETON LIBRARIES**

Tarleton Libraries offer a variety of print, audiovisual, and electronic resources to support the educational, research, and recreational needs of the

University community. These resources include over 296,000 print and electronic books, 20,000 state and federal documents, 927,000 microforms, 9,000 audiovisual resources, 1,700 digital images, and 1,000 print and 36,000 electronic periodical titles.

Tarleton librarians provide reference and research assistance; orientation and instruction sessions; and online tools and guides. Interlibrary Loan Service is provided for materials not housed in the Tarleton Libraries. In addition, faculty, staff, and students have borrowing privileges at libraries from most Texas higher education institutions through the TexShare consortium. For students enrolled in online degree programs, the library provides document delivery and a variety of other electronic services.

The libraries' online catalogs offer easy-to-use Web-based interfaces for locating books, periodicals, and media resources. Also, the libraries subscribe to over 110 databases and indexes that offer full-text articles, citations, and other resources.

Tarleton Libraries resources can be accessed in the Dick Smith Library, centrally located on the Stephenville campus, or in the Tarleton Library – Central Texas, located in the Oveta Culp Memorial Library, northwest of the Tarleton – Central Texas building in Killeen. The libraries' electronic resources are available through any computer connected to the campus network or through the Internet.

#### **PRE-THEOLOGICAL PROGRAM**

Students seeking a bachelor's degree as preparation for entering a theological seminary will find that most programs for Master of Divinity and related degrees are based on the standards of the American Association of Theological Schools (AATS). These call for a heavy emphasis on the humanities, especially communication skills in written English and speech; basic knowledge of the past and present culture through history, sociology, philosophy, political science, literature, science, psychology, and related areas; and a foreign language. Of those languages offered at Tarleton, French or German is appropriate for those whose primary concern is scholarship; Spanish, for those planning a church ministry in the Southwest.

Some religious courses, such as those offered at religious centers at Tarleton, are valuable and usually taken by pre-ministerial students but the AATS discourages duplication of later work at the seminary. Although most seminaries accept candidates with a wide range of majors, the usual degrees for pre-seminary work are in such areas as English, communications, history, and sociology. Students planning to be candidates for seminary work need to check seminaries' catalogs for special requirements.

#### **PRE-LAW STUDY**

Admission to law school is based primarily upon a student's performance on the Law School Admission Test (LSAT) and cumulative grade point average. Tarleton has no required pre-law major or curriculum, and students may take the LSAT and apply to law schools with any major offered at Tarleton. The LSAT covers three basic areas: logical reasoning, reading comprehension, and analytical reasoning. Students without a grounding in these areas have little chance of competing successfully for admission to selective law schools.

Students interested in preparing for the LSAT and law school are advised to consult the typical curriculum for their chosen degree and to consult the pre-law advisor early in their undergraduate program. The following courses are recommendations, not requirements, for solid pre-law preparation. Students who plan to apply to law school should enroll in as many of these courses as possible.

Courses for logical/analytical reasoning: PHIL 101,\* 201,\* MATH 109\*

Courses for reading comprehension: advanced literature classes, PHIL 403 and 404

Courses that emphasize language development: foreign languages, advanced composition courses, COMS 303

Courses that introduce students to the study of law: C J 232 and 237, COMS 310, POLS 401 and 402, G B 432 and 433

For more information, contact Dr. Charles Howard in the Department of Fine Arts and Communications.

**\* These courses meet core curriculum requirements.**

### **COOPERATIVE EDUCATION**

Cooperative education in institutions of higher learning is an academic program that provides students with an opportunity to integrate formal academic work with planned and supervised experience in industry, government, or service agencies. Students are given an opportunity, through cooperative education, to earn a salary that may be used to finance their education. More importantly, the program allows student to participate in off-campus work experiences that are integrated with and that supplement their entire education and career goals.

Students may see their department heads for additional information about cooperative education.

### **AUDIT POLICY**

A student may audit one or more courses under the following conditions:

1. Application to audit a course must be made through the Registrar's Office. Approval of audit requests is at the discretion of the Registrar, and a record of audit enrollment is kept in the Registrar's Office.
2. Written consent from the instructor and department head is required prior to attendance in class.
3. No audit enrollee is to be permitted to sit in class more than one period without a Permit to Enter from the Registrar's Office.
4. Space and any required instructional equipment must be available. Evaluation of audit requests may be postponed until the end of registration if there are questions about availability.
5. The extent of the student's participation in the activities of the class is at the discretion of the instructor and is to be designated prior to enrollment.
6. No student may audit a course offered on an individual instruction basis.
7. When a student audits a course and later seeks credit in that content area, an official paid enrollment and satisfactory completion of the course is required. A student cannot test out of a course that has been audited.
8. An audit fee is required for each course at the time the request is submitted. Information about the fee structure is available from the Registrar's Office. In addition to the audit fee, audit students must pay any laboratory fee, course fee, practice fee, or other fee stipulated for the course. Fees associated with an audit request are not refunded unless Tarleton denies the audit request.

### **CORRESPONDENCE COURSES FOR BACCALAUREATE CREDIT**

Tarleton State University does not offer correspondence courses leading to a baccalaureate degree but will accept courses completed through other accredited institutions. No more than 18 hours by correspondence or extension, or 18 hours in a combination of the two, will be counted toward an undergraduate degree. Correspondence courses are included in the maximum

course load limits set for each semester. Limited information on correspondence courses at other institutions is available through the Office of Undergraduate Admissions.

Before registering for any correspondence course, students must complete a Concurrent Enrollment form, available from their academic advisor or the Office of Undergraduate Admissions. If a student wishes to use a correspondence course toward graduation or certification requirements, a copy of his/her official transcript showing the work completed by correspondence must be received by the Registrar at least one month before graduation.

### **DISABILITY SERVICES**

Students with disabilities may request appropriate accommodation by contacting the Director of Disability Services in the Teaching and Learning Center, at (254) 968-9480. Students at the Tarleton University System Center – Central Texas may contact the Executive Director's Office in Killeen at (254) 519-5447 or the Disability Services Office in Stephenville. Formal accommodation requests cannot be made until the student has been admitted to Tarleton. However, students are encouraged to make initial contact well in advance of this time to clarify documentation requirements and to allow time to arrange possible accommodations.

The policy of Tarleton State University is to comply with the Americans with Disabilities Act and other federal, state, and local laws. The Office of Disability Services fully supports this policy. Applicants for admission are not required to disclose disability status in the admission process. Information related to a disability that has been released to the Disability Services Office is not used in the admission review process.

### **RELIGIOUS STUDIES**

Religious Studies courses are offered on campus through the Department of Social Sciences. These courses are open to all students. Six semester hours may be counted toward graduation or for degree credit. The instructors who teach the courses must be associated with a recognized religious organization, possess a master's degree in religious studies from an accredited institution, and be approved by the Provost and Vice President for Academic Affairs.

Course descriptions for Religious Studies courses are on p. 393.

## DIVISION OF GENERAL STUDIES

**Dr. Dennis G. Jones, Director**

**Thompson Student Center, Room 15  
(254) 968-9480**

The Division of General Studies (DGS) provides academic advising for students who have not chosen a major, and have been awarded conditional admission. Additionally, students who are subject to the requirements of the Texas Success Initiative (see p. 20) must be jointly advised by the Division of General Studies and the student's major department, regardless of their intended majors.

DGS is also involved in the coordination of first year programs. DGS offers courses (DGS 100 – Succeeding in College and Beyond, and DGS 101 – University Seminar) to assist first year students in making the transition to the university environment. In addition, DGS coordinates learning communities for incoming freshmen. A learning community is a group of 20 to 24 students who are enrolled in a common set of 3 or 4 courses. Learning communities are often grouped by major or general field of interest.

DGS advisors counsel students who have not chosen a major by suggesting major-exploratory courses and providing referrals to campus departments that might assist them in choosing a major. The Division monitors student progress and consults with students regarding their educational and career goals.

### TYPICAL CURRICULUM FOR FRESHMAN LIBERAL STUDIES MAJORS (students who have not selected a major)

Freshman Year	Sem. Hrs.
ENGL 111, 112 <sup>1</sup>	6
MATH 107 or higher level <sup>1</sup>	3
Lab science	8
Social & Behavioral Science electives	6
Wellness	3 or 4
Major-exploratory electives	3 or 4
	29 or 31

<sup>1</sup> Upon completion of developmental courses, if needed. See p. 42 for information about Tarleton's core curriculum requirements.

# DEPARTMENT OF MILITARY SCIENCE

Lieutenant Colonel Robert S. Levis, Head

Wisdom Gymnasium, Room 108  
(254) 968-9188

Instructors: Lieutenant Colonel Levis, Major Stock,  
Major Thiebaud, Captain Jay  
Master Sergeant Richardson, Sergeant First Class Patterson

## ROTC Program

### Requirements for Admission

**Basic Course:** All courses offered as part of the basic course are eligible for elective credit toward graduation. Course work covers the areas of leadership development, time management, fitness, life skills, self confidence, and Army values. **These courses are offered free of charge and may be taken in lieu of required Wellness course. No military service obligation is incurred for students enrolled in the basic course.**

**Advanced Course:** The two-year advanced course is selective and elective, in that any qualified students may apply for admission. The application requires the approval of the Professor of Military Science. Students who have at least two years of college remaining, maintain a 2.0 or better grade point average, complete the basic course or qualify by prior military training, and are physically qualified are eligible for enrollment in the advanced course. The advanced course leads to an officer's commission in the United States Army Reserve or regular army and is pursued under a written agreement with the Department of the Army. Advanced-course contract students are paid approximately \$8,000 for the two-year course, which includes attendance at the ROTC Leader Development and Assessment Course.

**Two-Year Program:** Students transferring to or currently enrolled at Tarleton, who cannot complete the basic course prior to becoming academic juniors or graduate students with at least two years remaining may qualify to enter the advanced course by successfully completing a five-week Leadership Seminar course, conducted each summer at Fort Knox, Kentucky. Academic credit and pay are granted to students attending the course. Applications should be submitted to the Department of Military Science by April 15.

**Credit for Previous Military Training:** Students with previous military training may qualify for placement directly into the advanced course. The Professor of Military Science determines the placement, which is acceptable to the Army, for each student requesting this classification. To receive placement into the advanced course, a student must have 54 credit hours and an overall 2.0 GPA.

**Veterans:** Students who have prior military service may be eligible for advanced placement, provided that their active duty was completed within the last five years.

**National Guard/Reserves:** Students who are currently members of the United States Army Reserve or the National Guard are eligible for advanced placement under the Simultaneous Membership Program.

**Military Science Minor:** A student may obtain a minor in Military Science by completing 18 hours of Military Science, military history and related courses. The Professor of Military Science (PMS) must approve the coursework.

Students desiring additional information concerning the Army ROTC program should write to the Professor of Military Science, Tarleton State University, Mail Stop #0480, Stephenville, TX 76402 or by e-mail to Rotc@Tarleton.edu. Phone calls may be made collect to (254) 968-9188.

**M S Leadership Laboratory:** Practical application of classroom instruction emphasizing rappelling, water survival, orienteering, physical fitness, and basic military skills. Participating students are provided all uniforms and equipment. Participation is required of all M S students.

### **Special Programs**

**U.S. Army ROTC Leader's Training Course:** Maximum of ten credit hours. The ROTC Leader's Training Course is a five-week summer course conducted at Fort Knox, Kentucky, for students who cannot complete the Basic Course prior to becoming academic juniors. In addition to free room, board, and transportation, students are paid approximately \$800. Training includes practical exercises to enhance confidence, physical fitness, and leadership qualities. Prerequisite: Approval of department head.

**Rangers:** An adventure-oriented organization designed to develop leadership qualities, self discipline, self confidence, and resourcefulness through small unit tactics. Members participate in several field training exercises during the semester. Open to all interested and qualified students with at least a 2.0 GPA.

**Wainwright Rifles:** An organization designed to represent Tarleton in ceremonies, parades, and drill team competition throughout the United States.

**Adventure Training:** Is available to students who apply to attend Northern Operation Training (Alaska), Airborne-Parachutist Training (Georgia), Air Assault Training (Kentucky), Nurse Summer Training Program, Advanced Individual Academic Development, or United Kingdom Summer Camp.

**ROTC Scholarships:** Competitive two- and three-year scholarships, which pay all tuition, laboratory fees, textbooks, and other required academic expenses except room and board, are available. In addition, the scholarship holder receives a stipend of \$250 to \$400 per month for the nine academic months per year.

**ROTC Leader Development and Assessment Course:** Practical application of tactics, leadership training and practice, and arms qualification. Five weeks during the summer at Fort Lewis, Washington. Prerequisite: M S 301 and 302 or approval of department head.