

## ADMISSIONS

**Cindy Hess**  
**Director of Undergraduate Admissions**

**Administration Building**

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**[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.. [www.applytexas.org](http://www.applytexas.org) (Application is submitted electronically.),
  - b. [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, \*\*
4. Application fee \$30 non-refundable (Effective September 1, 2007 for Spring 2008 forward), and
5. Section of application form used to determine Texas residency for tuition purposes. Texas residency is determined in accordance with state law. **See p. 76.**

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. SAT total consists of Critical Reading (Verbal) and Math only. Test scores must be no more than six years old at the time of admission.**

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 high school program, 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.

### **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:

Rank in the Top 10% of the high school graduating class and provide SAT and/or ACT scores, including the essay writing component\*;

or

Meet one of the following combinations of high school quarter rank, entrance scores and high school program listed below:

Rank	On Recommended Plan	Not on Recommended Plan
1 <sup>st</sup> quarter	Provide SAT or ACT scores	Provide SAT or ACT scores
2 <sup>nd</sup> quarter	Provide SAT or ACT scores	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

**\*SAT total for Admission consists of Critical Reading (Verbal) and Math only.**

### **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 official 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. Students who are eligible for Advised Admission will be contacted by the Office of Admissions and asked to sign a contract before being allowed to enroll at Tarleton. The contract may specify course and grade requirements, may restrict the number of hours to be taken, and may be more restrictive than certain university rules such as the Warning/Probation/Suspension policy. Students should review all contract conditions carefully before signing as students who fail to meet conditions in the contract may not be allowed to re-enroll at Tarleton until they succeed academically at another institution and meet Tarleton's transfer requirements. The number of students granted advised admission may be limited by the Academic Affairs Office at Tarleton without prior notice.

#### **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 23.

#### **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.

#### **HOLDS ON REGISTRATION AND RELEASE OF RECORDS**

Any student who has failed to meet admission or academic requirements, or who has a financial obligation to the university, has a HOLD placed on his or her record. Until the hold is removed, such students are not allowed to register, obtain transcripts, graduate, or receive other services from the university. All new

students will have a registration hold on their record until they are advised by their departmental advisor. **For further explanation of all university holds please visit the Registrar website at <http://www.tarleton.edu/~registrar/holdinfo.htm>.**

### **INDIVIDUAL APPROVAL ADMISSIONS**

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 or the committee chair acting on behalf of the committee. Appeals will be considered in cases of extenuating circumstances and/or with evidence of leadership, exceptional talent, volunteer work, internships, military service, unusual family situation, etc. An appeal will not be considered for applicants who are ineligible to return to a previous institution.

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

### **APPLICATION FEE**

Students applying for admission to Tarleton are required to pay a **non-refundable** application processing fee of \$30 (Effective September 1, 2007 for Spring 2008 forward). 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. The fee for the completion of the assessment instrument will be paid by the student. 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) offered by National Evaluation Systems, Inc.

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 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.
  - iii. A student who has graduated with an associate or baccalaureate degree from a Texas public institution of higher education.
  - iv. A student who has graduated with a baccalaureate degree from a regionally accredited private, independent, or out-of-state institution of higher education and who has satisfactorily completed appropriate college-level coursework as determined by the University.
  - v. A student who transfers to Tarleton from a regionally accredited private, independent, or out-of-state 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. 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 regionally accredited private, independent, or out-of-state 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. 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 regionally accredited private, independent, or out-of-state 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. 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 regionally accredited private, independent, or out-of-state 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 Dean 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 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).**

## **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.

**Meningitis** – Recommended by the Center for Disease Control (CDC). For further information log onto the Tarleton Student Health Center website at [www.tarleton.edu/~stuheal](http://www.tarleton.edu/~stuheal).

**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.

### **INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAM**

Beginning freshman applicants to Tarleton State University who have completed or who will complete the International Baccalaureate Diploma Program from their high school should indicate that on their application. Those who complete the International Baccalaureate Diploma and meet State of Texas requirements will be granted credit for a minimum of 24 semester hours. Students should make sure that the Director of Undergraduate Admissions is aware of the IBD Program and may request from the Director of Undergraduate

Admission the type and amount of credit Tarleton State University is willing to grant, based on the IBD transcript.

Tarleton State University grants credit for IB higher level exams with a score of 5 or higher and for some standard level exams with specified scores of 5 or higher. A list of credit equivalents and required scores is listed below for certain higher level and standard level exams. Student may inquire about equivalent credit for higher level exams not listed if the score is 5 or higher. State law requires that students who present evidence of completion of the IB diploma may be granted credit for exam scores of at least 4. This can result in the awarding of up to 24 credit hours.

<b>Higher Exam</b>	<b>Grade</b>	<b>Course credit</b>	<b>Credit hrs</b>
Biology	5,6,7	BIOL 120,121	8
Business & Org.	5,6,7	FIN 301, MGMT 301	6
Chemistry	5,6,7	CHEM 105,108	8
Economics	5,6,7	ECO 301, 302	6
English	5,6,7	ENGL 111,112	6
French	5	FREN 101,102	8
French	6,7	FREN 101,102,201,202	14
Geography	5,6,7	GEOG 110	3
German	5	GERM 101,102	8
German	6,7	GERM 101,102,201,202	14
History, U.S.	5,6,7	HIST 201,202	6
Music	5,6,7	MUSC 126,147	5
Philosophy	5,6,7	PHIL 101	3
Physics	5,6,7	PHY 104,105	8
Psychology	5,6,7	PSY 101	3
Spanish	5	SPAN 101,102	8
Spanish	6,7	SPAN 101,102,201,202	14
Theatre Arts	5,6,7	THEA 105	3

  

<b>Standard Exam</b>	<b>Grade</b>	<b>Course credit</b>	<b>Credit hrs</b>
Art	5,6,7	ART 131	3
Biology	6,7	BIOL 120,121	8
Chemistry	6,7	CHEM 105,108	8
Computer Science	6,7	CIS 103	3
Economics	6,7	ECO 201,202	6
French	5	FREN 101,102	8
French	6,7	FREN 101,102,201,202	14
German	5	GERM 101,102	8
German	6,7	GERM 101,102,201,202	14
Mathematical Studies	6	MATH 107,109	6
Mathematical Studies	7	MATH 109,120	7
Music	6,7	MUSC 126,147	5
Philosophy	6,7	PHIL 101	3
Physics	6,7	PHYS 104,105	8
Psychology	6,7	PSY 101	3
Spanish	5	SPAN 101,102	8
Spanish	6,7	SPAN 101,102,201,202	14
Theatre Arts	5,6,7	THEA 105	3

### **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) system equivalent to at least 12 grades. Applicants must provide official transcripts and evaluations of all academic work. Evaluations must be done by recognized evaluation services and typically must adhere to standards of the American Association of Collegiate Registrars and Admissions Officers and include items such as course names, course descriptions, course credit, course grades, grade point average, and diploma or degree earned as recommended by the National Council on the Evaluation of Foreign Educational Credentials. The International Academic Program office can provide a list of evaluators but it is the applicant's responsibility to secure and pay for the evaluation and to make sure it is done early enough to meet admission deadlines.

The quality of the applicant's prior secondary or collegiate-level work is judged from the scores attained. International applicants must submit SAT or ACT scores to be considered for admission. International applicants may 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 930-1110 or ACT of 20-23 may be considered based on the records provided.

The Test of English as a Foreign Language (TOEFL), administered by the Educational Testing Service, is required with a minimum score of 68 on the NEW Internet-based test, a minimum score of 190 on the computer-based test, or a minimum score of 520 on the paper-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.

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. Note that a copy of all financial statement documentation must be included with the admission packet. 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 color photos taken within six months of application, a \$100 (US) processing and admission fee and a \$30 application fee. Both fees are nonrefundable. Payment must be made by bank cashier's check or credit card payable to Tarleton State University. Tarleton State University 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 Success Initiative (TSI) assessment before registering for classes. For more details about admission of international students, consult our web page at [www.tarleton.edu/~iap](http://www.tarleton.edu/~iap).

### **UNITED STATES TRANSFER STUDENTS**

At the time of application, students who have attempted college level credit at an accredited United States 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 credits are not used in determining the GPA needed to be eligible for transfer admission.

#### **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. Pass all portions of TSI or provided official proof of TSI exemption. (See p. 24 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 or completed electronic application, a \$30 application fee, a tuition residency form and a Post-Baccalaureate form. The Post-Baccalaureate form can be found at [www.tarleton.edu/~admissions](http://www.tarleton.edu/~admissions) by choosing "Print Various Documents Needed for Admission" or by contacting the Office of Undergraduate Admissions at 254-968-9125 or 800-687-8236. 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 \$30 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.

#### **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 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.

### **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. 41 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)

TCCNS	TSU
ACCT 2301 or ACCT2401	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 2313	ENTO 201
AGRI 1315	HORT 200
AGRI 1319	ANSC 107
AGRI 1325	ANSC 207
AGRI 1327	WLDM 201
AGRI 2301	A EN 201
AGRI 2303	A EN 221
AGRI 2304	A EN 231
AGRI 2317	A EC 105
AGRI 2330	WLDM 221
ANTH 2351	SOC 235
ARTS 1301	ART 131
ARTS 1303	ART 231
ARTS 1304	ART 232
ARTS 1311	ART 211
ARTS 1312	ART 221
ARTS 1316	ART 121
ARTS 1317	ART 221
BCIS 1301	CIS 103
BCIS 1310	CIS 201
BCIS 1332	CIS 212
BIOL 1411	BIOL 120
BIOL 1413	BIOL 121
BIOL 1322	H S 210
BIOL 2401	BIOL 219
BIOL 2402	BIOL 220
BIOL 2421	BIOL 203
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

TCCNS	TSU
CHEM 2425	CHEM 202
COMM 1307	COMS 213
COMM 1316	COMS 214
COMM 1335	COMS 205
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 1220	THEA 107
DRAM 1330	THEA 203
DRAM 1341	THEA 109
DRAM 1351	THEA 106
DRAM 1352	THEA 206
DRAM 2336	THEA 201
DRAM 2361	THEA 207
DRAM 2362	THEA 208
ECON 1301	ECO 101
ECON 1303	ECO 205
ECON 2301	ECO 201
ECON 2302	ECO 202
ECON 2311	GEOG 202
ENGL 1301	ENGL 111
ENGL 1302	ENGL 112
FREN 1411	FREN 101
FREN 1412	FREN 102
FREN 2311	FREN 201
FREN 2312	FREN 202
GEOG 1303	GOEG 110
GEOG 2312	GOEG 202
GEOL 1401	P SC 101
GEOL 1403	GEOL 105
GEOL 1404	GEOL 106
GEOL 2405	GEOL 203
GERM 1411	GERM 101

TCCNS	TSU
GERM 1412	GERM 102
GERM 2311	GERM 201
GOVT 2301	POLS 202
GOVT 2302	POLS 201
GOVT 2305	POLS 201
GOVT 2306	POLS 202
HECO 1101	H S 110
HECO 1315	H S 105
HECO 1322	H S 210
HECO 1325	H S 102
HECO 1328	H S 202
HECO 2311	H S 206
HIST 1301	HIST 201
HIST 1302	HIST 202
HIST 2311	HIST 101
HIST 2312	HIST 102
HORT 1301	HORT 200
HUMA 1315	F A 101
MATH 1314	MATH 107
MATH 1316	MATH 109
MATH 1324	MATH 111
MATH 2312	MATH 116
MATH 2413	MATH 120
MATH 2414	MATH 209
MATH 2415	MATH 210
MUSI 1181	MUSC 151
MUSI 1182	MUSC 152
MUSI 1192	MUSC 171
MUSI 1300	MUSC 213

TCCNS	TSU
PHED 1301	P ED 200
PHED 1306	HLTH 231
PHED 1308	P ED 227
PHED 1338	HLTH 101
PHIL 1301	PHIL 101
PHIL 2303	PHIL 201
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 2315	PSY 102
PSYC 2312	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
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 commonly substituted for degree requirements. If you have questions regarding transferability of courses, please contact the Office of Transfer Services at 1-800-687-8236 or email [rsimpson@tarleton.edu](mailto:rsimpson@tarleton.edu).
- COSC 1301/1401 will not be accepted if a significant amount of computer programming is not included.

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.

