

## **Chapter 2 • Services for Students**

# Student Services

## STUDENT PARTICIPATION IN DECISION MAKING AT LEE COLLEGE

Students are encouraged to participate in decision making at Lee College, both in college governance and in student organizations. The College recognizes the Student Congress as the principal voice of the student body in matters related to college policy. Student Congress representatives meet with the president, chief academic officer, deans, and other campus leaders as members of the President's Council. Student Congress representatives also serve on the Lee College Planning Committee.

Lee College policies regarding student discipline and student grievances incorporate student participation. Students who appeal a disciplinary decision made by the Dean of Student Services for Development and Success do so before a committee composed of students nominated by the Student Congress, faculty members, and administrators. In either case, a majority of the committee may reverse the previous decision.

The Student Congress also plays a major role in the allocation of funds generated by the student services fee. These funds are used to support the activities of student organizations recognized by the College, student oriented cultural activities and other non-instructional activities.

### Student Congress and Student Clubs

The Lee College Student Congress is composed of elected representatives from recognized clubs and organizations and members-at-large. Student Congress meetings are open and all students are encouraged to attend. However, the right to cast votes at Student Congress meetings or in the election of Student Congress officers is limited to representatives of recognized organizations and members-at-large. The voting conventions used by Student Congress are summarized below; however, students with an interest in Student Congress are encouraged to obtain a copy of its bylaws.

Recognized campus clubs/organizations may designate a voting representative and that representative may cast votes at Student Congress meetings regardless of his/her attendance at previous meetings.

Lee College students, including members and officers of recognized clubs, may become members-at-large by attending Student Congress meetings. The number of meetings required to become a member-at-large is set by the Student Congress. Students need not be club representatives or members-at-large to qualify as candidates for Student Congress offices.

### How to Join a Club or Form a New Club

A list of clubs recognized by the College, their officers and their sponsors, is available from the Student Activities Coordinator, whose office is located in the Student Center. Students interested in joining clubs should obtain this list. Notices regarding club meetings and activities are posted on the bulletin boards of most college buildings, including the Student Center and Moler Hall.

Any group of seven or more students may form a club or organization, provided they meet the stipulations set forth in the *Lee College Handbook for Clubs and Organizations*. Copies of this handbook are also available from the Student Activities Coordinator or online at [www.lee.edu](http://www.lee.edu).

### Student Activities Coordinator

The Student Activities Coordinator works with the advisors and officers of student clubs and students who wish to form clubs. The coordinator's duties include assisting in scheduling and organizing student events, monitoring the expenditures of funds by clubs, and acting as liaison among student organizations.

The Student Activities Coordinator is also responsible for supervising the Student Center and organizing intramural competitions. The Student Center contains billiard and table tennis tables and is reserved for student use. Intramural competitions are offered each semester at Lee College. Information regarding participation in intramural competitions is available from the Student Activities Coordinator's Office, which is located in the Student Center.

## Art Association

The Lee College Art Association provides support to visual arts activities such as the student/faculty art show and sale each long semester and to individuals participating in gallery shows on campus and entering competitive shows in the area. Officers are elected from the group. Students who want to sell work in the campus exhibitions contribute a percentage of sales to the Visual Arts Scholarship Fund.

## Athletics

The Lee College intercollegiate athletic program is an integral part of the institution. Through its programs in men's basketball, women's volleyball, and women's tennis, student-athletes are given the opportunity to pursue excellence in both academics and athletics by participating in intercollegiate sports while following educational programs leading to degrees and certificates and advancement to senior institutions. The athletic program promotes a spirit of pride, cooperation, and unity throughout the campus and community.

As a member of the National Junior College Athletic Association, the Texas Junior College Athletic Association, and the Texas Eastern Athletic Conference, Lee College conducts its program within the guidelines of these organizations.

## Drama

Lee College theatre students participate in all phases of theatre production: set design, set construction, lighting, make-up, acting, sound, publicity and box office. Students are exposed to a wide variety of theatrical experiences through field trips to see productions by local theatres, both amateur and professional. SRO, Standing Room Only, is the College's drama club.

Students present major productions each year. Plays are entered into competition at the annual Texas Junior College Play Festival and the Kennedy Center American College Theater Festival.

The Lee College Theatre Arts program encourages the participation of all Lee College students and the Baytown community. Auditions are open to anyone interested in performing or working on a crew. Community involvement by students includes support of Baytown Little Theater and other area little theatres.

A united number of drama scholarships are available through the Drama Department.

## Gulf Coast Intercollegiate Conference (GCIC)

As a member of the Gulf Coast Intercollegiate Conference, Lee College can offer its music students opportunities to perform in the fall and spring GCIC student recitals, to participate in voice and piano and instrumental master classes, and to take part in the GCIC Choral Festival and the GCIC Jazz Festival. The GCIC holds student art shows every other year and provides speakers, programs and demonstrations for visual arts students. Also, GCIC offers fall and spring sports days with a variety of sports activities.

## Intramural Competitions

Intramural competitions are offered each semester at Lee College. Information regarding participation in table tennis, 8-ball, chess, basketball, racquetball, flag football, softball, and volleyball is available from the students activities coordinator's office, which is located in the Student Center.

## Lyceum

The Lyceum series brings programs to the campus that are informative, interesting, and intellectually stimulating for students. The Lyceum Committee, which considers Lyceum proposals presented by faculty and staff members, includes two student members appointed by the Student Congress. Students who wish to serve on the committee should contact a Student Congress officer for more information.

## Music Activities

Numerous solo and ensemble performance opportunities are available to Lee College students. The College Choir, the Baytown Community Chorus, the College Jazz Ensemble, and the Baytown Symphony Orchestra fulfill in-

structional goals with concerts on campus and in the community, and offer travel and social enrichment through participation in festivals and tours. Solo opportunities for students enrolled in private lessons (available on all band and orchestral instruments, piano, organ, guitar, and voice) are provided through departmental recitals, by competition in various auditions, and by being featured with one of the Lee College ensembles. Interested students should contact the Music Office in the Douglas O. Huddle Music Building for additional information. Financial assistance is available to qualified Lee College students.

## Student Publications

Student publications are a valuable aid in establishing and maintaining the free exchange of ideas among the college community. They also bring student concerns to the attention of the college and help inform students. Student publications are expected to observe the standards of responsible and professional journalism allowed under the First Amendment of the U. S. Constitution.

## CAMPUS SERVICES

### Bookstore

All textbooks and other supplies needed by Lee College students are available in the College bookstore, which is located in Moler Hall. Books may be purchased online at [www.leecollegebooks.com](http://www.leecollegebooks.com). In addition, the bookstore stocks a variety of stationery, clothing, and personal items. The class schedule contains bookstore policies.

### Campus Security

Lee College provides a Campus Security Office as a service to students. Security officers are on duty twenty-four hours a day, seven days a week. They are available to escort persons to and from parking lots, to assist in starting stalled vehicles, and to open vehicles which were inadvertently locked.

Incidents involving crime, theft, vandalism, automobile accidents, or damage to vehicles should be reported to the Campus Security Office. The office may be contacted by dialing (281) 425-6888 (off-campus), by using campus extension 6888, or by picking up one of the red emergency telephones that are located around campus.

### Childcare Services

Childcare services are offered to students, employees and the community at the Diana Gray Center located at 2 Price Street, Baytown, Texas 77520. Church Women United operates the center and offers a creative learning curriculum designed to meet the needs of infants, toddlers, and preschoolers. Flexible scheduling allows students to secure childcare that is compatible with their class schedules and study time. For more information, contact the Diana Gray Center at (281) 427-2507 or (281) 422-0602.

Childcare assistance is offered to eligible technical students through the Special Populations office who might not otherwise be able to afford childcare while in classes. Childcare assistance is generally available for children through sixth grade at most licensed childcares in the Lee College service area while parents are in day classes. This service is available pending continuation of funding. For more information, contact the Special Population Office at 281-425-6492 or 281-425-6559.

### Food Services

A snack bar in Moler Hall, Café Sante in the Arena, and the Cyber Café in the Student Center serves the College family in comfortable and attractive surroundings.

### Job Placement

The Job Placement Office functions as an equal opportunity employer referral service for Lee College students and alumni. The objective of the office is to assist students and graduates in obtaining part-time and full-time employment on and off campus.

Students can schedule an appointment with the Job Placement Specialist to receive assistance writing and/or updating their resume, as well as help preparing for their upcoming job interview. In addition, students can register with the Job Placement Office to receive access to the Lee College Job Bank (LCJB), a computerized job database listing current employment opportunities available to students and alumni.

The Office also conducts annual job fairs which bring employers on-campus. Job fairs are an excellent opportunity for students to fill out applications for hire, present their resume to interested employers, and research employment opportunities.

For more information contact the Job Placement Office, at (281) 425-6572 or online at [www.lee.edu/jobplacement](http://www.lee.edu/jobplacement).

## Special Populations Office

The Special Populations office serves individuals with barriers to college success. In particular, this office assists individuals with disabilities, those with economic disadvantages, students preparing for nontraditional careers, single parents, single pregnant women, displaced homemakers, and individuals with other barriers to educational achievement such as limited English proficiency.

Pending continuation of funding, the Special Populations office offers the following to eligible students: childcare assistance, a lending library of technical textbooks, emergency transportation assistance, a clothes closet of interview-appropriate clothing, a small food bank, community resource assistance, and Project Leeway.

### Project Leeway

Project Leeway is a program designed for individuals with a high school diploma or G.E.D., who have been out of school for a period of time and need to review basic skills before enrolling into college courses to earn a career. It is a free, six-week non-credit course offered preceding each semester. Students attend classes four days each week, approximately six hours per day. A basic skills review is offered in reading, writing and math. In addition; study skills, career exploration, and basic survival skills are offered. Eligible students receive childcare assistance. This program is offered pending continuation of funding.

### Student Health

Lee College does not provide a health center or campus based medical care for its students. The College does provide emergency (red) telephones and instructions in the hallways of each campus building and first aid boxes in the instructional laboratories where there are chemicals, tools, or equipment that increase the risk of injury to students and faculty.

In addition, campus security officers carry first aid kits, are equipped with radios and have an established procedure for contacting an emergency medical service in the event of a serious injury, accident, or illness. Students are strongly encouraged to obtain their own health insurance coverage.

### Student Housing

Lee College does not provide on campus student housing. Many reasonably priced apartments are available in the area.

## Vocational Rehabilitation

The Department of Assistive and Rehabilitation Services (DARS) offers assistance to adults with disabilities with possible support for college training. Application for services should be made at the student's local DARS office. For services in the Baytown area, or for more information, contact the Baytown Field Office at 281-427-6517.

## LIBRARY

Lee College extends its library facilities and resources to students, staff, and the general public as a service to our community. The library is located on the first floor of the Advanced Technology Center/Library building. Library hours are posted on the front door and at [www.lee.edu/library/hours.asp](http://www.lee.edu/library/hours.asp).

The Library's collection contains approximately 100,000 books and bound periodicals that support an academic and technical curriculum, over 100,000 pieces of microform, nearly 4,000 audiovisual materials, government documents, over 32,000 e-books, and thousands of full-text periodical articles from over 45 databases. The archives section contains many materials preserving the history of Lee College and the surrounding community.

The virtual library can be found at [www.lee.edu/library](http://www.lee.edu/library). The library has multiple Internet/Microsoft Office workstations to support research needs. Users are asked to read the Library's Acceptable Use Policy prior to using our workstations. The policy can be found at [www.lee.edu/library/laup.asp](http://www.lee.edu/library/laup.asp).

The Lee College Library is a participating member of the TexShare Borrower Card Program and will honor cards from other institutions. Fees will be charged for lost, late, or damaged materials.

Tutorial study rooms and group study rooms are available for students needing a quiet place to study or groups working on a project. Reference desk staff is available to assist on a one-on-one basis or by appointment for a personal tour or assistance with a special project. Help is available for students taking classes off-campus on the Library's web page at [www.lee.edu/library/learn.asp](http://www.lee.edu/library/learn.asp).

## INSTRUCTIONAL LABS

### The LRC For Allied Health

In addition to the Allied Health materials contained in the Library, other Allied Health materials are housed in the Learning Resource Center for Allied Health. The Learning Resource Center for Allied Health is located in the east wing of the McNulty-Haddick Complex. A full-time lab manager and student assistants are available to assist students with learning resources. Hours are posted according to semester class schedules.

### The Mathematics Lab

The Mathematics Lab, located in Bonner Hall 113, is open to all students, whether they need a math question answered, access to a personal computer, or are completing assignments for computer-assisted math courses. Staffed by math professionals and peer tutors, the lab also provides audio / videotapes, players, and a mathematics library. Hours are posted each term.

### The Reading Lab/Writing Center

The Reading Lab / Writing Center, located in Bonner Hall 225, is open to all students with priority given to those who have required lab assignments. On a space-available basis, both Macintosh and personal computers are available for word processing. Programmed instruction / tutorials include vocabulary, comprehensive reading speed, study skills, and word processing. Staffed by instructors, paraprofessionals, and students, the Reading Lab / Writing Center offers individual tutoring and provides writing and grammar materials. Hours are posted each term.

### The ATC Open Computer Lab

The Lee College Open Lab, located in the Advanced Technology Building Room 208, is open to all students. A full-time lab manager and student assistants are available during open hours. Hours are posted each semester.

## STUDENT RIGHTS AND RESPONSIBILITIES

### Student Rights

Students are responsible for

- Knowing the requirements for the degrees they seek.
- Enrolling in courses that fit into degree programs.
- Taking courses in proper sequence to ensure orderly progression of work.
- Knowing and abiding by college regulations regarding the standard of work required to continue in the College, as well as those dealing with scholastic probation, academic integrity and enforced withdrawal.

In addition to the rights enjoyed by all citizens and residents, the rights accorded students by Lee College include the following:

- The right to privacy for their college records;
- The right to see their records and, if necessary, challenge their accuracy;
- The right to know the graduation rates for full-time certificate and degree seeking students;
- The right to know the graduation rates of students on athletic scholarships;
- The right to know the number of criminal offenses (if any) that occurred on the Lee College campus and were reported to campus officials or a police agency in the past year;

- The right to know the number of arrests, if any, for liquor law violations, drug abuse violations, and weapons violations committed on campus during the past year;
- The right to pursue grievances against instructors, administrators, or fellow students;
- The right to place letters in their files regarding disciplinary action or grievances. The College policies pertaining to these rights follow.

Note that students may also file grievances and appeal decisions made by instructors and administrators. These procedures are described in Appendix 1.

### Student Records and Right to Privacy

Students' right to privacy is assured in part by federal law. The Family Education Rights and Privacy Act of 1974 (FERPA) and its amendments specify the types of student information which can be released to the public without the student's expressed consent and specifies the persons and agencies who may receive other information regarding students.

The student information which, according to FERPA, a college may release to the public without students' permission is referred to as "directory information." The information included in the FERPA definition of directory information is listed below.

#### DIRECTORY INFORMATION

1. Name
2. Address
3. Telephone
4. Date and place of birth
5. Degree(s) earned and date
6. Major and field of study
7. Academic classification
8. Dates of attendance
9. Number of semesters hours in progress and attained to date
10. Previous high school and college attended
11. Weight and height of members of athletic teams

Students may request that the College withhold their directory information from the general public. To do so students must file a request with the Office of Admissions and Records during the first twelve class days of long semesters or the first four class days of a summer session.

### Students' Right to Review Their Records

Students who wish to review their college records may do so by filing a request with the office responsible for the records in question. These offices are listed in a subsequent section. Students who wish to review their records may be required to complete a "Request for Review of Student Record" form. Students may obtain copies of documents in their files at a charge not to exceed \$1.00 for the first page and 25 cents per additional page obtained at the same time.

Under the Family Education Rights and Privacy Act (FERPA), students may be denied access to some college records. These include the following records.

1. Financial information submitted by the students' parents.
2. Confidential letters and recommendations associated with admissions, employment, or job placement, or honors to which they have waived their right of inspection and review.
3. Education records containing the information above for more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student.
4. Confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

### Challenging the Accuracy of College Records

Students who desire to challenge the accuracy of the information in their records may do so by following the procedure outlined below.

#### Information Review

The custodian of the record will summarize action taken on "Request for Review of Student Record" form and will sign and date the form.

## Formal Review

If the informal review does not clarify the question of accuracy or record keeping, the student may request a formal review. The Chief Academic Officer will appoint and chair committees to hear challenges concerning academic records. The Dean of Student Services Development and Success will appoint and chair committees which hear the challenges concerning nonacademic records.

## Student Records and Transcripts

The offices in which student records are maintained are listed below:

### Academic Records

- Office of Admissions and Records
- Counseling Office - Director of Counseling

### Student Affairs Records

- Office of Dean of Student Services Development and Success
- Counseling Office - Director of Counseling

### Financial Records

- Business Office — Dean of Financial Services
- Office of Financial Aid — Financial Aid Officer
- Office of Veterans Services - Director of Counseling

### Applications to Nursing Programs

- Allied Health Division Office

### Continuing Education Programs

- Continuing Education Office - Coordinator of Continuing Education

## Offices and Individuals with Access to Student Records

Federal law allows the following individuals and agencies access to student records without the prior consent of students.

1. Officials, faculty, and staff of Lee College who have a legitimate educational interest in the student's record.
2. Officials of other schools in which the student seeks admission or intends to enroll. Students may have copies of their records forwarded to other institutions by filing a request with the Admissions and Records Office.
3. Individuals who need the information in connection with a student's application or receipt of financial aid.
4. State or local officials to which educational data must be reported.
5. Legitimate organizations (ACT, CEEB, ETS) developing, validating, or administering predictive tests or student-aid programs. Such data is not to be released in any identifiable form and will be destroyed by the organization after the research has been completed.
6. Accrediting agencies.
7. Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954.
8. In compliance with judicial order or pursuant to any lawfully issued subpoena. (Lee College will attempt to inform students in this instance.)
9. Representatives of the Comptroller General of the United States, Secretary of Health and Human Services, administrative heads of educational agencies, or state education authorities.

## Students' Right to Know: Graduation Rates and Crime Statistics

Federal law also requires colleges to publish graduation and/or persistence rates for all full-time students pursuing certificates and degrees, the same information for students on athletic scholarships, statistics regarding the incidence of crime on the campus and the number of arrests for certain crimes committed on the campus. This information is compiled each year and published in brochures that are available in the Counseling Center.

## POLICIES REGARDING CREDIT, GRADES AND STUDENT RECORDS

### The Semester Credit Hour (SCH)

The unit of measure generally used in counting college credit is the Semester Credit Hour, or SCH. It represents the work done by a class which meets one hour a week for one semester (16 weeks). Classes which have a credit value of three SCH meet for three hours each week, or the equivalent over a shorter session. In shorter terms (summer terms, for example) three SCH courses usually meet more times per week and/or for longer periods of time.

Freshmen are defined as students who have successfully completed fewer than thirty (30) SCH of college-level coursework at the beginning of a registration period. Sophomores are defined as having successfully completed thirty (30) or more SCH.

## Grades and Grade Points

Grades awarded in credit classes at Lee College, their grade point value, and their meanings are set forth below. Also, see Repeating Courses p. 25 and Developmental Courses p. 27.

Grade	Points/SCH	Interpretations
A	4	Excellent
B	3	Good
C	2	Average or Fair
D	1	Poor (barely passing)
F	0	Failure
P		Passing
I		Incomplete
NC		Non Credit
W1		Student Initiated Drop*
W2		Instructor Initiated Drop* (Drop during drop period)
W3		Administrative Withdrawal
W4		Student Withdrawal
W5		Withdrawal (lapsed incomplete)*

\*See drop explanations

## Grade Point Averages (GPA)

Grade Point Averages (GPAs) are determined by dividing each student's total number of grade points by their total number of SCH attempted. Grade points are determined by the grade awarded in a course and the value of that grade in terms of Grade Points and the number of Semester Credit Hours (SCH) associated with the course. The example below demonstrates how the GPA is calculated. (See GRADES and GRADE POINTS p. 27 ) Grade Points are not awarded in developmental courses (e.g., MATH 310 and READ 302) and grades earned in these courses (whether letter grades or number grades) are not included in the computation of GPAs.

Transfer hours will be used to determine the number of hours attempted but will not be included in the computation of students' cumulative GPAs.

Course	Grade	SCHs x GPs = GPA
BIOL 1406	B	4 x 3 = 12
ENGL 1302	A	3 x 4 = 12
KINE 1101	A	1 x 4 = 4
READ 302	0	0 x 0 = 0
HIST 1301	Withdrawal	W x 0 = 0
Totals		8 28 GPA = 28/8=3.5

## Repeating Courses

When a student repeats a course, the total attempted SCH remains unchanged and the grade earned in the second attempt is used in the computation of the GPA. The original grade will remain on the student's permanent record. Students who withdraw from a course during a repeat attempt do not lose the original grade or credit from the first attempt.

Recent action by the state may cause the College to implement measures designed to reduce the number of times that students repeat courses. That is, the College may limit the number of times students may attempt courses that are not required by their degree plans, levy surcharges on students who repeat courses three or more times, and/or take other actions. "Repeats" include attempts that result in any grade, including "I" and "W." The changes, if any, in this area of College policy will be published in class schedules.

## Evaluation of Transfer Credit

Credit for college-level work completed at accredited institutions listed in the Higher Education Directory will be awarded according to the following conditions:

1. The Office of Admissions and Records determines the total number of SCH which students may transfer to Lee College from other institutions. Students who are pursuing associate degrees and have earned

at least 15 SCH at the College should request that their transfer work be evaluated. Transcript evaluation request forms are available in the Admissions and Records Office. Students seeking certificates of completion who have transfer work in the same program of study should request that their transcripts be evaluated. Official transcripts will *not* be returned to students.

2. Credit for courses equivalent to those listed in the catalog will be given for credit earned at regionally accredited institutions of higher education.
3. A minimum of 25 percent of total coursework required by the student's degree program or 50 percent of the coursework required by the student's certificate of completion program must be taken in residence at Lee College for the student to become eligible to receive a certificate of completion or an associate degree from Lee College. Transfer students should consult with a counselor regarding their transfer hours and degree programs. In addition, 25 percent of the student's major field of study semester credit hours must be taken in residence at Lee College.
4. Students may enroll for as many as 18 SCH (semester credit hours) each long semester or 7 SCH each summer session without special permission. Because of state laws, students may enroll in a maximum of 3 SCH during a holiday or mini session.

Students who wish to enroll for more than 18 SCH during the long semester or more than 7SCH each summer session must have approval of the Chief Academic Officer. These credit hours include simultaneous enrollment at other institutions for a part or all of a term. If the simultaneous enrollment includes distance education classes, proctored exams must be taken in the Lee College Counseling Center unless another location and proctor are approved in advance by the Chief Academic Officer. External credits resulting in overloads may not be applied to a student's degree plan if the overload was not pre-approved.

5. Students may be required to obtain official course descriptions from colleges previously attended before transfer credit can be awarded.
6. Courses in which students earned grades of "D," "F," and "Incomplete" will not be accepted as transfer credit by Lee College.
7. Grade points earned at other institutions cannot be transferred to Lee College. At Lee College, students' cumulative grade point averages – which are based solely on grades earned at the College – are used to determine their eligibility to graduate and their eligibility to receive honors at graduation.
8. Physical Education credit may be granted to students who have served at least one year of active duty in the military. Required documentation includes the student's DD 214. (See Awarding Credits p. 10)
9. Credit will be evaluated for military courses based upon the evaluation recommendations outlined in the American Council on Education Guide to the Evaluation of Educational Experiences in the Armed Services Manual.
10. For information regarding credit by examination (for example, CLEP, AP, and departmental examinations) see the section regarding Credit by Examination and Placement in Advanced Classes, p. 10.

## Academic Fresh Start

Under state law, students may petition their college or university to have all records of courses attempted 10 or more years earlier disregarded in the determination of their cumulative GPAs. The policy is designed to give students who had "false starts" as undergraduates a better chance of entering graduate and/or professional schools. Invoking the policy will not cause students who were granted TASP-Exempt status because of coursework completed prior to September 1989 to lose that status, or the TSI-Exempt status that they gained from being TASP-Exempt. Students requesting a Fresh Start should be aware that this action does not remove any grades from the student's transcript.

Students who wish to invoke this policy must indicate their desire to do so by completing an Academic Fresh Start request in the Office of Admissions and Records. The registrar must sign this form, confirming that the student is eligible for the Fresh Start. The policy has some restrictions, and it may only be invoked one time per student. Therefore, students are urged to meet with a counselor prior to initiating requests.

## Academic Probation and Suspension

Students who have attempted 29 or fewer SCH will be placed on academic probation if their cumulative GPAs drop below 1.75. Students with 30 or more SCH will be placed on academic probation if their cumulative grade point averages fall below 2.00. Such students must see a counselor or retention specialist before enrolling for additional classes.

Students on academic probation may continue to enroll at Lee College as long as their GPA for each semester remains at or above 2.00. Students who are on academic probation and whose semester averages fall below 2.00 will be placed on academic suspension and must obtain the approval of the Dean of Student Services for Development and Success or his designee before enrolling for additional courses. The Dean may deny approval to enroll for one long semester or two summer terms to students on academic probation whose semester GPA falls below 2.00.

Students are removed from academic probation (returned to good standing) when their cumulative GPA exceeds 2.00.

## Grade Reports

Grade reports are available to students online at [www.lee.edu](http://www.lee.edu) shortly after the end of each semester or session. A password is required; students can obtain this information online or from the admissions office. Students who do not have access to the Internet can request a grade report or transcript by contacting the admissions office.

Transcripts will not be released by the College if any of the following conditions exists:

1. Unpaid tuition and fees
2. Unpaid student loan
3. Outstanding library fine
4. Unpaid parking fine
5. Returned check
6. Unpaid nursing insurance
7. Problem with financial aid
8. Transcripts not received
9. Proof of Texas residence not received
10. Immunization records of students taking clinical courses through the Allied Health department not received
11. College owned music instruments or equipment not returned.

## Class Attendance

Students who have been absent from class for three hours or three sessions may be dropped by the instructor for nonattendance, with grades of "F" or "W2." Instructors may, however, develop individual policies regarding absences. See Absences, Appendix 1, for additional policies.

## Posting Grades

Lee College policy prevents instructors from posting students' grades by their names, initials, social security numbers, or other information that might allow any person to link a grade to a particular student.

## Incomplete

A grade of "I" indicates incomplete work resulting from illness or other unavoidable circumstances. To be eligible to receive an "I" students must complete at least 75 percent of the work required for the course in question. To receive an "I," a student must enter into a contract with the instructor of the course regarding the work that is to be completed and the grade that the student will receive in the event that the work is not completed.

Students who receive incompletes have one year from the date on which the "I" was awarded to complete the work for the course in question. If the work is not completed within this time period, the Registrar will replace the "I" with a "W5." There is no grade point value for a "W5."

## Drops During Drop Period

During the first 3/4 of any class period (most commonly, the first 12 weeks of a 16 week class), students may drop any class(es) for any reason. These deadlines are printed in the college calendar found in catalogs and schedules or can be obtained from the Admissions and Records Office. Students are requested, but not required, to notify their instructors when they drop classes.

Instructors may drop students during any point in the semester if they fail to attend class on a regular basis or if they fail to meet other requirements.

As of fall 2001, most drops made during the drop period will result in a grade of W1. Prior to fall 2001, W1 grades indicate a student-initiated drop.

## Drops After Drop Period

After the 2/3 point in any class period has passed, drops will result in a grade of W2. All of these drops must be approved or initiated by an instructor.

## Administrative Withdrawal

Students who violate college policies, including TSI policies and the policies outlined in this catalog, may be withdrawn from the College. Students who are withdrawn for policy violation will receive grades of "W3". There is no grade point value for a "W3."

## Resignation (Complete Withdrawal)

Students may resign from all of their classes in any semester up until the end of the semester. These students are required to speak to a Lee College counselor prior to processing of the resignation.

After fall 2001, resignations may be indicated by grades of W1, W2, or W4. Prior to fall 2001, all resignations were indicated by grades of W4.

## Non-Credit (Audit) Grade

Auditing students will receive grades of "NC." For more on audit status, see page 17.

## Developmental Courses

### Policies Regarding Grades and Student Records

Lee College offers sequences of developmental courses in reading, mathematics, and writing as well as English for students whose native language is not English (ESOL), and a college study skills course. Developmental courses, all of which have three-digit course numbers, do not apply toward Lee College degrees or certificates and are not transferable to other college or universities.

Effective Fall 2005, students who attempt developmental courses will receive grades of A-C, SP or F. The meanings of these grades are as follows:

<u>Grade</u>	<u>Interpretations</u>
A	Excellent work*
B	Good work*
C	Average work*
	*Student moves on the next level of developmental math, reading or writing class or exits the developmental sequence in MATH 330, READ 302, or ENGL 302
SP	Skills in progress; student made effort, but must repeat course
F	Failure--student must repeat course

Students in developmental math, reading or writing may also exit the developmental sequence by retaking and passing the THEA (or an alternative such as Accuplacer) in the subject area.

Students in developmental courses may also receive grades of W1 through W4. W grades have the same meaning in developmental and credit courses. Incompletes (noted by the grade "I") are not issued in developmental courses. College credit is not awarded for the completion of developmental courses, and grades in developmental courses are not included in the computation of grade point averages. However, the hours attempted in developmental courses are considered a part of students' course loads and are used to determine their full-time/part-time status and their eligibility to receive scholarships and/or financial aid. Grades received in developmental courses are recorded on students' transcripts.

MATH 110, a developmental course in math for allied health students, a graded on a Pass/Fail basis.

In prior years, numeric grading was used in math, reading and English courses in the developmental sequences. For information on how to interpret numeric grades, contact the Admissions and Records Office, 281-425-6393.

## Grade Change Policy

Students have one year from the date any grade is recorded to request a review of the grade. A student who wishes to protest a grade should consult with the instructor who taught the class and submitted the grade. The instructor will determine the validity of the request. If a change is to be made and the class ended within the previous 12 months, the instructor will send a completed grade change card to Admissions and Records and a correction to the student's record will be made. Likewise, an instructor may change any grade he or she has issued in the past 12 months by submitting a grade change card to the Admissions and Records Office.

In the event that the original instructor is not available to review a grade, the student should contact the division chair who will seek out an instructor with expertise in the discipline to review any remaining assignments.

Grade changes for classes which ended more than one year prior to the change date shall be approved by both the instructor (or chair in event the instructor is unavailable) and the Chief Academic Officer.

If a student feels a clerical (recording) error was made on any grade, he or she may request assistance from the registrar. Such grades will be corrected if evidence of a purely clerical error exists.

## Transcripts

Copies of official college transcripts may be obtained from the Admissions and Records Office at no charge. A signed request is required. Students may download the transcript request form from the College's webpage.

Official credit transcripts consist of the following: identification of the student, TSI status and method of satisfying TSI components (math, reading and writing), record of courses taken and course test credit during all semesters where graded classes were recorded, cumulative statistics including credit hours attempted, earned, and related grade points, along with GPA, as well as degrees or certificates earned by the student at Lee College.

## Definition of Students' Records

The Office of Admissions and Records retains, in each student's permanent file, the following student records: application for admission, high school and/or college transcripts, and proof of residence. Other records retained include: copies of degree audits, registration documentation, and official test score reports.

## INFORMATION REGARDING CLASSES

### Time and Frequency

A copy of the schedule of classes offered during each semester or term will be available in advance of the opening day of registration at [www.lee.edu](http://www.lee.edu).

### Size of Classes

The College administration reserves the right to discontinue any class for which the enrollment is too small to justify its continuation during a particular semester. Class cancellations will be posted in buildings and/or at [www.lee.edu](http://www.lee.edu).

## GRADUATE GUARANTEE PROGRAM

### Transfer Credit

Lee College guarantees to its associate of arts and associate of science graduates that course credits will transfer to other public-supported Texas colleges or universities provided the following conditions are met:

1. Transferability means acceptance of credit toward a specific major and degree at a specific institution. These three components must be identified by the student during the application for admission process prior to the first semester of enrollment at Lee College.

2. As stated in the general undergraduate catalog of the receiving institution, limitations apply to the total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability.
3. Transferability refers to courses in a written transfer degree plan filed in a student's file at Lee College.
4. Only college-level courses with Lower Division Academic Course Guide Manual approved numbers are included in this guarantee.

If all the above conditions are met and a course or courses are not accepted by a receiving institution in transfer, the student must notify the appropriate instructional dean at Lee College within 10 days of notice of transfer credit denial so the "Transfer Dispute Resolution" process can be initiated.

If course denial is not resolved, Lee College will allow the student to take tuition-free alternate courses, semester hour for semester hour, which are acceptable to the receiving institution within a one-year period from granting of a degree at Lee College. The graduate is responsible for payment of any fees, books or other course-related expenses associated with the alternate course or courses.

### Transfer Dispute Resolution

The Texas Higher Education Coordinating Board provides a formal procedure for resolution of transfer disputes for lower-division courses offered by Texas public colleges and universities. Students have the right to appeal denial of credit under this policy. The policy can be viewed at the Coordinating Board's web site, [www.theccb.state.tx.us](http://www.theccb.state.tx.us).

Students who would like to question transcript evaluations done by Lee College should first contact the Registrar. If still dissatisfied, the student should see the Dean of Student Services for Development and Success.

### Guarantee for Job Competency

If a recipient of an associate of applied science degree or certificate of completion is judged by his/her employer to be lacking in technical job skills identified as exit competencies for his/her specific degree program, the graduate will be provided up to 12 tuition-free credit hours of additional skill training by Lee

College under the conditions of the guarantee policy. Special conditions which apply to the guarantee include the following:

1. The graduate must have earned the associate of applied science degree or certificate of completion beginning May, 1993 or thereafter in a technical, vocational or occupational program identified in the College's general catalog, as of fall 1992 or later.
2. The graduate must have completed requirements of the associate of applied science degree or certificate of completion with Lee College, with a minimum of 80 percent of credits earned at Lee College and must have completed the degree or certificate within a five-year time span.
3. Graduates must be employed full-time in an occupation directly related to the area of program concentration as certified by the Chief Academic Officer.
4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by Lee College as program exit competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, graduate, Chief Academic Officer, director of counseling, and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to 12 credit hours related to the identified skill deficiency and to those classes regularly scheduled during the periods covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees and other course-related expenses.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.

A student's sole remedy against Lee College and its employees for skill deficiencies shall be limited to 12 credit hours of tuition-free education under the conditions described above. Activation of the "Graduate Guarantee Program" may be initiated by the graduate by contacting the Chief Academic Officer within 90 days of the graduate's initial employment.

