

# **★Chapter 1**

## **Admission, Registration and Enrollment**



LEE COLLEGE

ABSOLUTE ★ LEE

# General Admission

## GENERAL ADMISSION POLICY

Lee College is an open admissions two-year lower-division undergraduate institution. All persons who have at least one of the qualifications listed below are welcome to enroll. Lee College does not discriminate on the basis of gender, disability, race, color, age, religion, national origin, or veteran status in its admission policies or practices.

1. Persons with diplomas from accredited high schools,
2. Persons with General Education Development (GED) certificates,
3. Transfer students with college-level hours earned at other accredited colleges or universities,
4. International students who meet college and state requirements.

Those who do not meet the qualifications listed above (including persons currently enrolled in accredited high schools) may apply for admission on an Individual Approval (IA) basis. (See Individual Approval Admission, p. 9).

Lee College maintains an open admissions policy. However, the Texas Success Initiative (TSI), which is a part of state law, requires most students who are First-Time-In-College (FTIC) applicants at publicly funded educational institutions in Texas to be tested in reading, writing, and mathematics for placement purposes only. The Lee College Counseling Center has information regarding tests that satisfy the TSI requirements.

Admission to the College does not imply admission to programs such as the nursing programs or the honors program which employ special admission requirements. (See Enrollment Into Special Programs p. 16). Lee College reserves the right to restrict or limit the enrollment of any instructional program.

The specific provisions and conditions under which students may enroll at Lee College are set forth below.

### First-Time-in-College (FTIC) Freshmen

Students may enroll as FTIC freshmen if they have been graduated by an accredited high school or earned a General Education Development (GED) certificate. In either case, prospective students must produce high school transcripts or GED certificates no later than mid-term of their first semester. (See Documents Needed for Admission p. 9 and Texas Success Initiatives p. 10)

### Transfer/Transient Students

Students who transfer to Lee College from other institutions must have official copies of their transcripts on file in the Office of Admissions and Records no later than midterm of their first semester at the College. Transcripts used to establish credits for prerequisite purposes may be required earlier.

Students who claim to be exempt from Texas Success Initiative (TSI) testing or claim to have met the TSI College Readiness standard in one or more areas, either because of scores earned on TSI approved tests or courses taken at other colleges or universities, must produce transcripts or other documentation no later than the Day of Record (see College Calendar p. 4) or risk administrative withdrawal from the College. (See TSI p.11).

Transfer students occasionally enroll with the intent of applying the credits they earn at Lee College to degree plans at other schools. Transfer students with this intent may declare themselves Transient Students when they apply for admission. This will simplify the enrollment process, prevent their transcripts from being evaluated for Lee College programs, and may excuse them from some TSI requirements.

### Students Enrolled in Accredited High Schools

Persons who are enrolled in accredited high schools may apply for admission to the College under the Individual Approval (IA) admissions policies and, if admitted, may earn credits which can be applied toward

Lee College degrees or transferred to other institutions. (See Individual Approval Admission p. 10).

In addition, some school districts give high school credit to students who complete certain pre-approved college courses. The authority to grant high school credit for college courses resides in the school districts, not in the College. Therefore, students who wish to receive high school credit in addition to college credit for courses taken at the College must receive permission from their high school to do so.

Students who are enrolled in high school and who wish to take college courses are subject to TSI policies regarding testing and must satisfy the prerequisites for the courses. They are limited to two college-level courses per semester or term. The policies regarding persons who are enrolled in accredited high schools apply to students who take Lee College courses on their high school campuses for dual credit as well as those who take courses at Lee College sites for college credit only. (Course prerequisites are a part of the course descriptions included in Chapter 6).

### Students Enrolled in "Home Schooling"

Persons who have completed the equivalent of an approved high school curriculum through home schooling may apply for admission to the College under the Individual Approval (IA) admission policies. (See Individual Approval Admission p. 10).

### International Students

Applicants for admission to the College who are not US citizens or permanent residents must meet the same standards as native applicants. That is, they must show that they have completed a course of study equivalent to that of an accredited Texas high school or they must follow the individual approval (IA) process. (See IA Admission p. 10). In addition, they must meet the following requirements:

1. All admission records must be received at least 45 days before the first class day of a given semester.
2. All applications must be accompanied by payment of a \$50.00 non refundable fee.
3. International students are subject to all TSI policies and may be required to take a TSI approved test.
4. Obtain evidence of proficiency in the English language. This requirement may be satisfied in part by submitting results from the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). Students need a minimum aggregate TOEFL score of 530 on the paper-based test (PBT), 197 on the computer-based test (CBT), or 71 on the Internet-based version (iBT). Upon arrival at Lee College, conversational English proficiency may be assessed with the BEST Plus, a 10-15 minute interview-style test that supplements the TOEFL test. A score of 541 or higher qualifies the student for immediate entry into academic content courses. Lee College offers developmental classes in English for those students whose scores fall below these numbers, but above 433 (PBT), 120 (CBT), or 40 (iBT), and 439-540 on the BEST Plus. A score of 5.5 or higher on the IELTS qualifies the student for immediate entry into academic content courses. Students with scores between the minimum of 4.5 to 5.5 may begin academic work with some restrictions and concurrent work in English language classes. This may include placement in developmental ESOL classes, tutoring, monitoring, or a combination to be determined on a case-by-case basis.
5. Applicants must provide official copies (in English) of their complete academic records. These records should describe the course of instruction in terms of years spent in school and types of subjects and a description of the grading system. These records must be submitted to the Admissions and Records Office where they will be used to determine that the applicant has high school and/or college-level credentials. Original copies of transcripts submitted to the college by the student will not be returned to the student.
6. Students wishing to transfer college-level work to Lee College from

foreign institutions must have their transcripts evaluated by an evaluation service approved by the College. Credit for courses taken at foreign institutions will be awarded according to the policies outlined for transfer students.

7. Students must provide proof that they have sufficient financial support to remain at Lee College long enough to complete their degree requirements. This proof can be a bank statement or a letter from the person responsible for providing the financial support.
8. Form I-20, the form allowing students to get F1 status (student status), will not be issued until all of the requirements listed above have been satisfied.
9. Some non-US citizens may qualify for Texas residency status under HB 1403. (See Tuition and Fees p. 23).

### **Individual Approval Admission**

Individual Approval (IA) admission status is available to applicants for admission to the College who have not graduated from accredited high schools, do not have GED certificates, and do not have transferable credits from institutions of high education. The IA admission policies also provide for students who are (or were) home schooled.

The policies which pertain to IA applicants and students who are less than 18 years of age are more restrictive than those which apply to older applicants. Decisions to allow applicants under 18 years of age to enter the College are based on both the person's ability to perform college-level work and his/her level of maturity. Consequently, applicants under age 18 may be required to appear for personal interviews and provide scores from standardized tests.

The College's IA admission policies are described below:

1. Persons less than 18 years of age who have not graduated from an accredited high school, have no transferable credits from institutions of higher education, attended a non-accredited public or private high school, or were schooled in nontraditional settings:

- a. Prospective students who meet the criteria listed above and have not completed the equivalent of the junior year of high school may be admitted to the College by the chief academic officer.

Students who enter the College under these provisions may be restricted to certain classes and/or sections and are advised to take no more than two college-level courses per semester.

- b. Prospective students who meet the criteria listed above and have completed the equivalent of the junior year of high school (16 high school units) may be admitted to the College by the Dean of Student Services for Development and Success.

Students who enter the College under these provisions may be restricted to certain classes and/or sections and are advised to take no more than two college-level courses per semester.

- c. Prospective students who meet the criteria listed above, attended private high schools or were home schooled, and can demonstrate that they have completed a course of study equivalent to that of an accredited high school may be admitted to the College by the Dean of Student Services for Development and Success.

The decision to admit an applicant under these provisions may be based on written examinations approved by the College and/or the recommendation of the principal or superintendent of the last high school the applicant attended.

Students who enter the College under these provisions may be restricted to certain classes and/or sections.

2. Persons who are 18 years of age or older:
  - a. Prospective students who meet these criteria and wish to enter the College may do so with the approval of the College by the

Dean of Student Services for Development and Success. Students who enter the College under these provisions may be restricted to certain courses and/or sections.

### **Enrollment for Personal Enrichment**

Students who are not pursuing certificates or degrees and are not earning credits for transfer to other institutions may declare that their educational goal is "personal enrichment" when they enter the college. Students who do so may avoid some placement testing but are not eligible for state or federal aid. (See Section G. Students Who Wish to Take Courses for Personal Enrichment p. 10).

## **DOCUMENTS NEEDED for ADMISSION to the COLLEGE**

### **Application for Admission**

To be admitted to Lee College, new students must complete an Application for Admission and provide the residency information cited below. Returning and former students who were not enrolled for one or more semesters/terms during the past year must also update their applications for admission and residency information. Applications for Admission may be obtained on the Lee College web page, [www.lee.edu](http://www.lee.edu), in the Office of Admissions and Records or by writing or calling Admissions and Records, Lee College, PO Box 818, Baytown, Texas 77522-0818, (281) 425-6393.

### **Establishing Residency Status**

Students who claim "Texas Resident" tuition classification must present - with their application for admission - documentary proof that they have maintained legal residence in Texas for at least 12 months prior to the semester of enrollment. Failure to provide such documentation will cause the applicant to be classified as a non-Texas resident for tuition/fee assessment purposes. Documentation used to establish residency may be in any of the following forms:

- A transcript from a Texas high school which shows that the applicant attended a Texas school for one or more years immediately preceding enrollment at Lee College.
- A permanent Texas drivers license that is at least one year old.
- Payroll records verifying at least one year of state residency.
- Texas voter registration (at least one year old).
- A lease agreement which shows that the applicant has been a resident of the state for one or more years.
- A property tax statement.
- Bank or other records which indicate that the applicant has been a resident of Texas for one or more years.

Persons wishing to establish in-district residence may prove residency with any of the following:

- A person who is a dependent of an in-district resident may qualify for in-district tuition by presenting a copy of the previous year's federal income tax return. The return can be used to establish dependency and residence.
- A permanent Texas drivers license which reflects an in-district address.
- A lease agreement which reflects an in-district address (lease must originate before start date of semester.)
- Payroll records verifying in-district residence.

### **Official Transcripts**

An official high school transcript of the student's record, GED certificate, or official transcripts from all colleges attended must be on file in the Office of Admissions and Records no later than mid-term of the first semester of enrollment (sooner if needed for TSI status.) Students must request and pay any fees to obtain these documents. Transcripts submitted to the college will not be returned to the student.

### **Health Records**

The College reserves the right to request immunization records from all students and to place these records in the students' files should the Texas Department of Health mandate such a requirement.

## REGISTERING FOR CREDIT

### Regular Registration

For regular registration students must:

- Complete and file the Lee College Application for Admission.
- Transfer and First-Time-In-College students must take the placement tests or have TSI (or TASP) scores sent to the Office of Admissions and Records and must consult with a counselor.
- Complete their class selections.
- Pay any library or parking fines that they may have accrued.
- Register online, with a counselor, or at a registration event.

### Adding Classes

Students who wish to change their schedules after completing registration may do so through the add/drop process. Classes can be added online or by completing an add/drop card provided by the Admissions Office. Adding a class after the first class meeting requires the instructor's approval.

Add/drops can be processed during early registration, regular on-campus registration, and late registration. There may be a "Class Change Fee" for add/drops that is assessed throughout the refund period.

### Dropping Classes

The last day of each semester and summer term on which students may drop courses without penalty is listed in the College calendar. Students with questions about drop dates should review the College calendar, which appears in the front of this catalog and in the class schedules published each semester, or contact the Office of Admissions and Records. (See Refund Policy p. 24).

### Late Registration

Students who register after the dates set for regular registration, as shown on the College calendar, will be charged a "Late Registration" fee. Students who register late must see a counselor and follow the procedure outlined for adding classes.

### Special Registrations

Special registrations are noted in class schedules. Special times and locations are available to industrial contract students. Information regarding these registrations is available from the Counseling Center at (281) 425-6384 or (800) 621-8724; the office of Industrial Liaison (281) 425-6460; or the Allied Health Office (281) 425-6229.

### Online Registration

Returning students and new students who have seen counselors may register online at [www.lee.edu](http://www.lee.edu). The class schedule has additional information regarding the registration process and applicable dates.

### Course Prerequisites

Most courses have prerequisites and students are advised to take courses in the recommended sequences. Students may, in certain circumstances, be allowed to register for courses for which they do not have the prerequisites. Waiving prerequisites requires the approval of the instructor of the course. (See the course descriptions listed in this catalog for course prerequisites.)

### Placement Tests

The Accuplacer test offered by Lee College can be used to satisfy the TSI testing requirements and is also used as a placement test by the College. Accuplacer includes testing in reading, writing, and mathematics. Accuplacer is computerized and the scores are available immediately after the tests are completed. Scores from the Accuplacer test are not used to grant or deny admission to the College.

To meet prerequisites for college-level math, students may use ACT or SAT scores. Students who are exempt from TSI testing requirements through high SAT, ACT, or TAKS scores may take the math section of the accuplacer for placement purposes.

Lee College offers the Accuplacer tests on a continuous basis. Persons wishing to take the tests may come to the Counseling Center and begin testing if a computer is available; however, it is advised/recommended that students make an appointment. The tests require about three hours to complete.

Students pursuing certificates of completion in Level One certificate programs are not subject to TSI testing. However, all students in these programs must establish their skill levels in reading. In addition, some Level One certificate programs require students to establish skill levels in writing and mathematics. Students who pursue two certificates simultaneously must meet the testing requirements of both programs. They may do so by taking the Accuplacer tests offered by Lee College, by submitting scores from standardized tests including TASP, THEA, SAT, ACT, or TAKS to the College, or by their performance in college-level courses at other institutions.

## REGISTERING FOR NON-CREDIT (NC)

While students are urged to register for credit, they may elect to audit a course and take it for no credit. Students who register in this manner pay full tuition and fees, are not expected to take examinations, and receive a grade of NC for the course. The grade "NC" has no grade point value and cannot be changed at a later date.

Students who wish to register for non-credit may not do so before the first meeting of the class, or classes, which they wish to audit. Audit enrollment may not be allowed in certain classes. To register for non-credit, students must obtain a non-credit registration form from the Admissions and Records Office and return it to that office with the instructor's signature.

### Auditing Courses

Tuition and fees for auditing a course or registering for a course on a no credit basis are the same as those paid by students registering for credit. An audit fee may be charged. (See class schedule for current amount).

### Continuing Education

Students interested in non-credit offerings may register in the Continuing Education office on a space-available basis any time prior to the first meeting of a class. There are usually no admission requirements. If a course has a prerequisite, it will be indicated in the Continuing Education schedule course description. Unless noted in the schedule, classes are open to all persons 18 years of age and older.

## TEXAS SUCCESS INITIATIVE POLICY

TSI is a state-mandated program designed to ensure that all students who register for college-level courses at public colleges and universities have the skills in reading, writing and math which are necessary to succeed. TSI has three major components: testing, advising, and, when required, developmental coursework.

Summarized below are some key elements of the College's current TSI policy. Students with questions regarding TSI are advised to see a counselor or advisor.

Failure to pass a section of the TSI test does not prevent students from attempting courses provided that they meet the prerequisites for the courses that they wish to take. (Course prerequisites are included in the course descriptions found in Chapter 6).

In order to be awarded an AA, AS, or AAT degree, a student must be classified as college ready in reading, writing and math. Most AAS degrees require college readiness in reading and writing but not math. See a counselor or advisor for information on which AAS degrees require math college ready status in addition to readiness in reading and writing.

### TSI Testing Standards

Students who are subject to TSI must take a state-approved test before they may take classes at public colleges or universities. (See *Does TSI Apply to Me?*, p. 12). The list of state-approved tests includes Accuplacer, ASSET and COMPASS, and the Texas Higher Education Assessment (THEA).

Since THEA is identical to the old TASP test, students who have taken the TASP test have satisfied the TSI initial testing requirement. At Lee College TSI testing is administered by the Counseling Center.

Students who wish to test (or retest) should inquire there about testing schedules. TSI policy allows students who fail a section of a TSI test to retest. (See TSI Retesting; p. 12, and Placement Tests; p. 11)

**TSI College Readiness Standards**

The state has established "Passing Scores" for each of the three components – reading, writing, and mathematics – of the TSI tests.

Note that these scores are set by the state and are subject to change. Students with questions about them are urged to check the College's website and/or the Counseling Center.

**TSI College Readiness Standards  
January, 2004**

	Passing
TASP/THEA	
Reading	230
Writing	220
Math	230
Accuplacer	
Reading	78
Writing (essay)	6 (or 5 with a Sentence Skills score of 80)
Math	Elem Alg 63

Students whose scores meet or exceed the Passing Standard on a section of a TSI-approved test are considered College Ready in that area. Students whose scores fall below the Passing Standard are considered TSI Deficient. Students whose scores fall below the Passing Scores of a section of the test have two choices: they may either retest and pass, or use the College's TSI Coursework Policy to show that they are college ready. Counselors will assist these students in determining the developmental courses and/or other activities that will help prepare them for retesting or certification via the Coursework Policy.

**The College's TSI Coursework Policy**

The College's TSI Coursework Policy provides TSI Deficient students who do not wish to re-take a TSI test with an alternative way to show that they are college ready. Under this policy, students who complete certain developmental classes or earn grades of "C" or better in prescribed courses are granted College Ready status.

With the completion of prescribed developmental coursework, TSI Deficient students will be considered college ready. These courses are listed below:

- Reading – READ302**
- Writing – ENGL302**
- Math – MATH302**

In addition, courses transferred with a grade of "C" or better from other accredited institutions can be used to satisfy the Coursework Policy and are listed below.

**Reading**

HIST1301, HIST1302	U.S. History
ENGL1301, ENG1302	English Composition
ENGL2322, ENGL2323	British Literature
ENGL2331	Cross-Cultural Literature
ENGL2332, ENGL2333	World Literature
ENGL2326, ENGL2327, ENGL2328	American Literature
PSYC2301	General Psychology
GOVT2301, GOVT2302	American Government

**Writing**

ENGL1301, ENGL1302	English Composition
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**Mathematics**

MATH 1332	Contemporary Mathematics
MATH 1414	College Algebra

Other higher level Math courses may also be used to satisfy the Coursework Policy. Interested students should see a counselor or advisor.

**TSI Retesting Policies**

Students who use THEA or Accuplacer for initial TSI testing and fail one or more sections may retest using the same test or another state-approved test. At Lee College, TSI testing is administered by the Counseling Center. Students who wish to test (or retest) should inquire there about testing schedules. Testing fees are included in the Class Schedules published by the College and are posted on the College's website.

**TSI and TASP**

Prior to September 2003, students who were classified as TASP Passed in reading, writing, and/or math are College Ready in those areas and students who were TASP Deficient in one (or more) areas are TSI Deficient in the same areas.

Likewise, students who were granted TASP Exempt status because of scores earned on standardized exams such as SAT, ACT, or TAAS, or prior college courses, are considered TSI College Ready. These classifications are only retained by students who attended Texas public institutions during the TASP era (Fall 1989 – Fall 2003).

**Does TSI Apply to Me?**

State law provides exemptions from TSI testing for certain students. The criteria for the exemptions and the steps that students must take to claim them are listed below. Students who are exempt from TSI testing may still find it necessary to take placement tests to satisfy course prerequisites. (See Placement Tests p. 11).

**TSI Exemptions:**

**A. Students With High Scores on the SAT, ACT, and/or TAKS Test**

Students whose scores on any of these tests meet or exceed the scores listed below will be considered TSI College Ready if they present their test scores to the Registrar on an official transcript or test score report.

These scores are set by the state and are subject to change. Students with questions about these scores should check the College's web site and/or Counseling Center.

**TSI Exemption Scores, January 2004**

Test	Component	Required Score
SAT (within 5 years)	Combined	1070
	Verbal	500
	Math	500
ACT (within 5 years)	Composite	23
	English	19
	Math	19
11th grade TAKS (within 3 years)	Math	2200
	ELA	2200 and writing subscore of 3 or greater
10th Grade TAKS (results only valid until HS graduation)	Math	2200
	ELA	2200 and writing subscore of 3 or greater

#### B. Students with Associate and/or Baccalaureate Degrees

Students who have earned associate or baccalaureate degrees from other Texas public institutions will be granted TSI College Ready status when they present their official transcripts to the Registrar.

#### C. Students Who Have Completed College-Level Courses at Private or Out-of-State Institutions

Students who have completed college-level work at private and/or out-of-state institutions should check with a counselor or advisor after they present their transcripts (to the Registrar) to see if the coursework completed at other accredited institutions can be used to grant them College Ready status.

#### D. Students Who Have Attended Public Institutions in Texas and Have Been Determined to be College Ready by Those Institutions

Students who have been determined College Ready by a Texas college or university will retain that status when they transfer to other institutions.

#### E. Students Who Satisfy the TSI Military Exemption Standard

Students who are currently in a branch of the military, including the Texas National Guard and reserve components of the US armed forces, or have recently served in a branch of the military are exempt from TSI testing. Students who may qualify for this exemption should see a counselor.

#### F. Students in Level One Certificate Programs

Students in Level One certificate programs are TSI Waived. If students' choices of courses suggests that they are pursuing a degree, they may lose their TSI Waived status and TSI testing will be required.

#### G. Students Who Wish to Take Courses for Personal Enrichment

Students who wish to take courses for personal enrichment rather than for the purpose of earning a degree or earning credit for transfer may declare their intent to a counselor when they enter the college. Students who do so will be classified TSI Waived. If students choose courses that suggest they are pursuing degrees, Personal Enrichment status may be lost and TSI testing will be required. Students who register for personal enrichment are not eligible for state or federal financial aid.

## **CREDIT BY EXAMINATION & PLACEMENT INTO ADVANCED CLASSES**

### **Credit by Examination**

Lee College offers credit by exam, to give students an opportunity to earn credit for previous knowledge. Types include Advanced Placement (AP) tests (from students still in or recently graduated from high school), the College-Level Examination Program (CLEP), and departmental exams. Content of any exam must be equivalent to a course in the current course catalog of the college.

### **Examination Availability**

Students may take AP examinations at area high schools after they complete the appropriate courses. Scores will be accepted up to three years after the test was taken.

CLEP examinations may be taken at area colleges or universities. Credit is awarded only by meeting minimum scores on CLEP subject examinations. See [www.collegeboard.com/student/testing/clep/exams.html](http://www.collegeboard.com/student/testing/clep/exams.html) for more information.

Departmental examinations must be taken at Lee College. Students may obtain the application form for these exams from the Admissions and Records Office and schedule the exams through the department which offers them. The fee for departmental exams is \$10 per credit hour and must be paid in advance. A list of available exams is found on the chart on the following pages.

### **Credit Limitations**

1. Students may receive a maximum of 30 SCH through credit by examination.

Other restrictions apply to the posting of AP credits, the application of transfer credits to degree plans, and eligibility to graduate with honors. (See Awarding Credits below; General Graduation Requirements p. 40, Minimum Requirements for Associate Degree p. 41, and Graduation with Honors p. 41)

2. Students must meet course prerequisites to take exams. Examinations may not be taken for courses in which students are currently registered or for courses in which students have received grades, including grades of "I," "W," and "F." Examinations may not be taken for any course where the exam course is a prerequisite to a course the student is currently enrolled in or has already received credit for. Prerequisites are found with the course descriptions in chapter 6 (p. 101) of this catalog.
3. A year must lapse between attempts to receive credit for the same course by examination. Also, students may not attempt an examination more than twice for the same course.

### **Awarding Credits**

To receive credit (i.e. Semester Credit Hours or SCH), students must meet the following criteria:

1. Generally, students must be enrolled in Lee College at the time credit is awarded. However, with the approval of the registrar and the chief academic officer, former Lee College students may be awarded credit by examination. Former students who wish to receive credit by examination must meet all other requirements regarding the awarding of these credits.
2. For students to receive credit by examination, whether AP, CLEP, or departmental exam, they must complete an equal number of SCHs in residence at Lee College. For example, students who receive 6 SCHs through examination must earn 6 SCHs in residence before the credits earned by examination can be posted. (See Credit Limitations above.)
3. Before credit will be posted on student transcripts, official copies of AP and CLEP scores must be sent directly to and received by Lee College, Office of Admissions and Records, P.O. Box 818, Baytown, TX 77522-0818.
4. Credit by examination through departmental examinations, AP, or CLEP will be recorded on students' transcripts with grades of "P" and, as a consequence, will not be a part of the calculation of their cumulative GPAs. The cost for taking a departmental exam is \$10 per credit hour.
5. The credits students receive by examination do not apply toward either their earned or attempted hours for purposes of determining full-time status.
6. A maximum of 18 SCHs may be awarded to students pursuing an Associate of Applied Science Degree in Professional Office Technology who have successfully passed all parts of the Certified Professional Secretary (CPS) Examination. Students who wish to receive this credit must submit an application to the lead instructor of the Professional Office Technology program or to the chair of the Computer Technology Division. If granted, the credits apply to ACNT 1303, POFT 1309, POFT 1349, POFT 2312, and POFT 2331. Students will be charged a fee of \$10 per credit hour when the credit is posted to their transcripts.
7. Credits for formal courses offered by the military are evaluated and credited in the same manner as courses offered by regionally accredited colleges. (See items 8 and 9 p. 19)
8. Lee College grants credit for 4 SCHs of physical education to military veterans who have completed a year or more of active duty and received an honorable discharge. Veterans wishing to receive this credit must present a DD214 to the Office of Admissions and Records. There is no charge for posting these credits.

## Credit by Exam/Tech Prep Articulations/Placement into Advanced Classes

<b>Advanced Placement</b> (offered by certain high schools; see collegeboard.com for more information)				
Course	Title	Exam Type	Min. Score	SCH
ARTS 1303	Art History I	AP	3	3
ARTS 1304	Art History II	AP	3	3
BIOL 1406	General Biology I	AP	3	4
ECON 2301	Macroeconomics	AP	3	3
ENGL 1301	English Composition I	AP (Lang/Comp or Lit/Comp)	3 on either test	3
ENGL 1301 + 1302	English Composition I & II	AP (Lang/Comp and/or Lit/Comp)	3 on Lang/Comp + 3 on Lit/Comp <u>or</u> 4 on either test	6
ENGL 1301 + 1302 + 2322	English Composition I & II <u>and</u> English Literature: Beowulf to Romantic	AP (Lang/Comp + Lit/Comp)	3 on Lang/Comp + 5 on Lit/Comp	9
GOVT 2301	American Government I	AP	3	3
HIST 1301 + 1302	History of the U.S. to 1877 + History of the U.S. Since 1877	AP	3	6
HIST 2321 + 2322	World Civilizations to 1500 + World Civilizations 1500 – Present	AP	3	6
MATH 2413	Calculus I with Analytic Geometry	AP (Calculus AB)	3	4
PSYC 2301	Introduction to Psychology	AP	3	3
<b>College Level Examination Program</b> (offered at nearby testing centers; see collegeboard.com for more details)				
Course	Title	Exam Type	Min. Score	SCH
ENGL 1301 + 1302	English Composition I & II	CLEP (English Composition <u>or</u> Freshman Composition)	50	6
ENGL 2322 + 2323	English Literature: Beowulf to Romantic + English Literature: Romantic to Present	CLEP	50	6
ENGL 2327 + 2328	American Literature to 1860 + American Literature 1860 to Present	CLEP	50	6
GOVT 2301	American Government I	CLEP	50	3
HIST 1301	History of the U.S. to 1877	CLEP	50	3
HIST 1302	History of the U.S. Since 1877	CLEP	50	3
MATH 1316	Trigonometry	CLEP	50	3
MATH 1414	College Algebra	CLEP	50	4
SPAN 1411 + 1412	Beginning Spanish + Intermediate Spanish	CLEP	50	8
<b>Departmental Exams</b> (see Admissions Office to get appropriate forms and begin approval process)^				
Course	Title	Exam Type	Min. Score	SCH
ACNT 1303	Introduction to Accounting I	Dept.	70	3
BCIS 1405	Business Computer Applications	Dept.	70	4
COSC 1301	Microcomputer Applications	Dept.	70	3
CPMT 1407	Electronic and Computer Skills	Dept.	70	4
CPMT 1411	Introduction to Computer Maintenance	Dept.	70	4
DFTG 1405	Technical Drafting	Dept.	70	4

DFTG 1409	Basic Computer-Aided Drafting	Dept.	70	4
DFTG 2419	Intermediate Computer-Aided Drafting	Dept.	70	4
ELPT 1321	Introduction to Electrical Safety & Tools	Dept.	70	3
ELPT 1419	Fundamentals of Electricity I	Dept.	70	4
HITT 1305	Medical Terminology	Dept.	70	3
INTC 1312	Intro. to Instrumentation and Safety Tech.	Dept.	70	3
INTC 1425	Instrument Hardware Installation I	Dept.	70	4
INTC 1456	Instrument Calibration	Dept.	70	4
ITSC 1309	Integrated Software Applications I	Dept.	70	3
MCHN 1300	Machinist I	Dept.	70	3
MCHN 1317	Machine Shop Blueprint Reading	Dept.	70	3
MCHN 1452	Intermediate Machining I	Dept.	70	4
POFI 1401	Computer Applications I	Dept.	70	4
POFI 2301	Word Processing	Dept.	70	3
POFT 1301	Business English	Dept.	70	3
POFT 1321	Business Math	Dept.	70	3
POFT 2301	Document Formatting & Skillbuilding	Dept.	70	3
PTAC 1302	Introduction to Process Technology	Dept.	70	3
PTAC 1308	Safety, Health and Environment I	Dept.	70	3
PTAC 1352	Process Instrumentation I	Dept.	70	3
SPAN 1411	Beginning Spanish	Dept.	70	4
SPAN 1412	Intermediate Spanish	Dept.	70	4
SPNL 1301	Health Care Spanish	Dept.	70	3
TECM 1341	Technical Algebra	Dept.	70	3
TECM 1349	Technical Math Applications	Dept.	70	3
WLDG 1323	Welding Safety, Tools & Equipment	Dept.	70	3
WLDG 1428	Intro to Shielded Metal Arc Welding (SMAW)	Dept.	70	4
WLDG 1430	Intro to Gas Metal Arc Welding (GMAW)	Dept.	70	4

**Tech Prep Credit** (not a complete listing; these are the most commonly articulated courses available to recent graduates of Texas public high schools. See a counselor or advisor for more details)

Course	Title	HS Class	HS Avg,	SCH
ITSC 1309	Integrated Software Applications I	BEGBCIS	80 (2 sem.)*	3
POFI 1401	Computer Applications I	BEGBCIS	80 (2 sem.)*	4

**Other**

Course	Title	Exam Type	Min. Score	SCH
ENGL 1301	English Composition I	THEA	300#	3
POFT, ACNT	Certified Professional Secy Test	CPS	Passing	18

^ All department exams are offered at departmental discretion, and may not be available at all times of the year.

\* Student must have completed the BEGBCIS class for two semesters at a Texas public high school with an overall average of 80. ITSC 1309 is a local articulation. POFI 1401 is the statewide articulation for BEGBCIS. Tech prep credits at LC are free to students pursuing tech-prep degrees. Others pay the per-credit-hour fee (\$10/credit hour).

# Must also be approved by English department chair; student must also have a passing THEA (or alternate) reading score or TSI exemption on reading.

## ENROLLMENT INTO SPECIAL PROGRAMS

### Allied Health Student Admission

Students who have been admitted to the VN and ADN nursing programs should consult the Allied Health Division prior to registration. **Students will not be allowed to attend clinicals until proof of immunizations, CPR, and First Aid cards are provided.**

Admission to the Associate Degree Nursing Program and the Vocational Nursing Program is by application and is based on each candidate's personal and academic records. The application processes for these programs are explained in more detail on pages 16 and 85-87. Contact the Allied Health office for the most recent admission requirements.

Students in institutions of higher education enrolled in health related courses (nursing) which involve direct patient contact must meet the following immunization requirements:

- a) One dose of Tetanus/Diphtheria toxoid (Td) within the past ten years.
- b) Students who were born on or after January 1, 1957, must show, prior to patient contact, acceptable evidence of vaccination of two doses of measles-containing vaccine administered since January 1, 1968. **NOTE:** *The Texas Department of Health and CDC defines "acceptable evidence" as official documentation from a health care provider of serologic confirmation (a blood test) or serologic evidence of infection (actually having the three diseases). Self report or confirmation from parents or other persons will not be acceptable.*
- c) Students must show, prior to patient contact, acceptable evidence of vaccination of one dose of rubella vaccine.
- d) Students born on or after January 1, 1957, must show, prior to patient contact, acceptable evidence of vaccination of one dose of mumps vaccine.
- e) Acceptable documentation of varicella (chicken pox) vaccination is serologic testing for the presence of varicella antibodies, or a positive medical history of varicella disease.
- f) Students **must** receive series of hepatitis B vaccine prior to the start of direct patient care or show serologic confirmation of immunity to hepatitis B virus.

**No application will be accepted without documentation of required immunizations.**

In addition, students in the nursing programs must submit clinic or physician-validated results of tuberculosis skin test (Mantoux) administered within three months of beginning the first clinical rotation and yearly thereafter. A physical examination, inclusive of laboratory work, is required prior to clinical in the nursing programs, the Health & Medical Diagnostic and Treatment Services, and Health & Medical Administrative Services programs.

A current CPR card for the Professional Rescuer is required prior to clinical for nursing students and must be renewed as required thereafter. A current Standard Red Cross First Aid card is required prior to the first clinical rotation for nursing students and must be renewed every three years

### Cosmetology

The Cosmetology Operator's program requires students to complete 1,500 hours of in-class work. Students who complete the program are qualified to sit for the state board examination for a cosmetology license. Admission to the program requires a high school diploma or GED. See program advisor for information on Nail Design or Instructor's Program.

### The Honors Program

The Honors Program is designed to provide students with an enriched intellectual experience, the opportunity to explore subject areas in depth, and to receive more individual attention from instructors. New courses or components within existing courses may be added in the future.

Students successfully mastering a minimum of 15 hours in honors with a grade of "B" or better in each honors class or honors by contract and who attain a cumulative grade point average of 3.25 will have completed the

Lee College Honors Program. Students who have completed the program will receive a medallion and two certificates.

General Honors scholarships and American Studies Honors scholarships are available through the Lee College Foundation. Please contact the Honors Office or the Financial Aid Office for details.

### Honors Guidelines

Students who wish to enroll in Honors must have completed the THEA, Acuplacer or other approved test and must be considered College Ready in reading and writing. Students may be admitted into the program on a conditional basis after an interview with and approval of the Honors Program Coordinator and recommendation(s) from previous instructor(s). Students who wish to pursue an honors contract must also have the approval of the course instructor.

In addition to the above, students desiring to enroll in honors must meet one of the following criteria:

1. Minimum ACT scores of 26
2. SAT scores of 1070 and above (for English honors, must also have a critical reading score of  $\geq 500$ )
3. Nine or more hours of college level work with a GPA of 3.5 or better
4. Top 10% of the high school class rank
5. Interview with and approval of the honors instructor teaching the course and recommendation(s) from previous instructor(s)

### Honors Courses

Honors courses will be designated with the letter "H" in their section number in the Lee College schedule. Please contact a counselor or the Honors Program Coordinator for permission to register.

**American Studies** is an interdisciplinary team-taught approach to the study of American history and American literature. The courses provide insight into the American dream, individuals and groups and their relationships to American society, and America's relationship to the world. Students may enroll in the six-hour block of courses during the fall and spring semesters.

Fall courses include American Literature to 1860 (ENGL 2327H) and History of the United States to 1877 (HIST 1301H). Spring courses include American Literature: 1860 to the Present (ENGL 2328H) and History of the United States since 1877 (HIST 1301H or HUMA 1302H).

**The Human Condition: Interdisciplinary English Composition and Humanities**, (ENGL1301H, ENGL1302H, HUMA1301H and HUMA1302H), offers students the opportunity to become accomplished writers and critical thinkers through the reading, analysis and discussion of major ideas and concepts of philosophy, religion, literature, art history, and politics as revealed in writings of classical and contemporary humanists.

Fall courses include ENGL 1301H and HUMA 1301H; spring courses include ENGL 1302H and HUMA 1302H.

**History and Development of Motion Pictures** (taken as either DRAM 2366H or ENGL 2341H) is a survey of the history and development of motion pictures with emphasis on analysis and understanding of significant movements and schools of filmmaking, critical approaches, sociological impact, and visual aesthetics of motion pictures.

**Introduction to Sociology** (SOC1 1301H) is designed to give the student a solid grounding in the major theoretical perspectives in sociology, including Marxism, cultural sociology, feminist sociology, and sociobiology. The course is structured around original readings in each of these subject areas.

### Courses with Optional Honors Contracts

In addition to honors courses, students may also fulfill honors requirements through Honors Contracts in selected courses.

Contact the Honors Office or the instructors for individual contract requirements.

ACCT	2402	Principles of Accounting II - Managerial
ARTS	2301	Art Appreciation
ARTS	1303	Art History I
ARTS	1304	Art History II
BIOL	1406	General Biology I
BIOL	1407	General Biology II
BUSI	2301Ω	Business Law (course with optional honors contract)
CHEM	1405	Introductory Inorganic Chemistry
CHEM	1411	General Chemistry I
CHEM	1419	Introductory Organic Chemistry
DAAC	1343	Current Issues
DRAM	2120	Theatre Arts Lab
ENGL	1302	English Composition II
ENGL	23__	Sophomore Level English Courses
ENVR	1401	Environmental Science
GOVT	2301	American Government I
GOVT	2302	American Government II
HIST	1301	History of U.S. to 1877
HIST	1302	History of U.S. since 1877
HIST	2301	History of Texas
HIST	2321	History of World Civilizations to 1500
HIST	2322	History of World Civilizations from 1500 to Present
HUMA	1301	Introduction to the Humanities I
HUMA	1302	Introduction to the Humanities II
IBUS	1305	International Business
KINE	1301	Foundations in Physical Education
MUAP	2__	Applied Music (all sophomore major courses)
MUSI	2211	Music Theory III
MUSI	2212	Music Theory IV
PHIL	1301	Introduction to Philosophy
PHIL	1304	Introduction to World Religions
PHYS	1401	College Physics I: Mechanics and Heat
PHYS	1402	College Physics II: Sound, Electricity, Magnetism, Light, and Modern Physics
PHYS	2425	Mechanics and Heat
PHYS	2426	Electricity, Optics, and Waves
PSYC	2308	Child Psychology
PSYC	2314	Life Span Growth & Development
PSYC	2316	Psychology of Personality
RNSG	1343	Complex Concepts of Adult Health
RNSG	2362	Clinical-Nursing-Registered Nurse Training
SOCI	1301	Introductory Sociology
SOCI	2301	Marriage and the Family
SOCI	2319	Multi-Cultural Studies
SPCH	1315	Principles of Public Speaking

## International Curriculum Program of Study

The International Curriculum Program of Study is designed to provide students with a foundation of general education core courses that are enriched with international topics, perspectives and focus. The program will better prepare students to successfully pursue their professional and personal endeavors in a global environment. The International Curriculum reinforces a strong academic foundation for students who will continue to pursue their education beyond the two-year institution of higher education. Finally, the program helps the students' understanding of themselves and their world.

In the program, students will be able to earn college credit hours in a variety of core curriculum courses with an international focus. Upon completion of at least 20 credit hours in designated "internationalized" courses (including an 8-credit-hour Foreign Language requirement) and the general requirements of the program, students will receive special recognition at commencement.

### Student Admission into the International Curriculum Program.

- Students must meet the necessary documented prerequisites to enroll in an International Curriculum course. Students may be denied enrollment if the class size limit has been reached.
- Students wishing to complete the International Curriculum Program

and receive recognition must apply for admission into the program no later than acquiring 9 credit hours that may apply towards completion of the program. A late admission must be appealed to the International Education Committee for review and approval.

- International Curriculum Program admission applications will be available in the counseling office. Completed applications should be returned to the counseling office. Applications will then be forwarded to the International Education Committee for review and approval.
- The International Education committee will contact students who have been admitted into the program.

### Completion and Recognition of Completing the International Curriculum Program

- In order to complete the International Education Program, students must complete 20 credit hours in designated "internationalized" courses with a "C" or better in each course. Those 20 hours include:
  - At least 8 credit hours in a foreign language,
 

A student may test out of the foreign language requirement. If so, the student will be recognized as completing the 8 credit hours foreign language requirement, which will be applied toward the completion requirements of the International Curriculum Program.
  - At least 6 credit hours in designated IE Program of Study core (see list below).
  - At least additional 6 credit hours in IE core AND/OR IE plan of study electives (see list below).

Students who fulfill the above requirements will receive special recognition at graduation. Students must verify their completion of the program with the International Education Coordinator so that the student's record may be reviewed before graduation.

### International Curriculum Courses

International Curriculum courses have a specific designation in their section numbers in the Lee College schedule.

### International Curriculum Program's Plan of Study

- Foreign Language Requirement 8 credit hours
  - Must complete 8 credit hours in a foreign language with a "C" or better in each course.
  - Can test out of the foreign language requirement. If so, 8 credit hours will be applied towards the completion requirements of the International Curriculum Program.
- Core Internationalized Courses Minimum 6 credit hours
  - Must complete a minimum of 6 credit hours in the designated core.
  - Must complete all Internationalized courses with a "C" or better.

### Plan of Study Core Courses-International Curriculum

Semester course schedules will designate selected sections as having an international emphasis. All courses in this list are applicable to partially fulfill general education core curriculum requirements. Please see pages 46-48 for all core curriculum requirements.

ANTH	2351	Cultural Anthropology
ARTS	1303	Art History
ARTS	1304	Art History II
ENGL	2331	Cross-Cultural Literature
ENGL	2332	World Literature: Greeks to Renaissance
ENGL	2333	World Literature: Fifteenth Century to Present
GEOG	1303	World Regional Geography
HIST	2321	History of World Civilizations to 1500
HIST	2322	History of World Civilizations from 1500 to Present
PHIL	1301	Introduction to Philosophy - Designated Section (Emphasis on Eastern Philosophy)
PHIL	1304	Introduction to World Religions

- Designated Elective Courses Maximum 6 credit hours
  - Can complete a maximum of 6 credit hours in the designated elective courses with a "C" or better in each course.

## Plan of Study Elective Courses-International Curriculum

Semester course schedules will designate selected sections as having an international emphasis. All courses in this list are applicable to general education core curriculum requirements.

ARCH	1301	Architectural History I
ARCH	1302	Architectural History II
BUSI	2371	International Business
ENGL	2322	English Literature: Beowulf to Romantic
ENGL	2323	English Literature: Romantic to Present
HUMA	1301	Introduction to the Humanities I
HUMA	1302	Introduction to the Humanities II
PHIL	1304	Introduction to Philosophy
SOCI	2319	Multi-Cultural Studies

## 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. 18 and Developmental Courses p. 20.

Grade	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. 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 7 SCH 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. 13)
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. 13.

### **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. Unpaid 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 have completed at least 75 percent of the work required for the course in question during the original term of enrollment. 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. The remaining work must normally be completed within one calendar year unless the student and instructor have agreed to a longer period for completion. Instructors have the right to submit any grade at any time to replace an "I" grade, including a grade of "F."

Students who receive "I" grades should not reenroll for the class unless they are terminating the incomplete agreement and wish to start over with a new section of the class. In this case the student is urged to contact the original instructor to request release from the incomplete agreement. After one year has lapsed, if the "I" grade has not been changed to another grade by the instructor, the "I" grade will be replaced 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 3/4 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 11.

## 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, is 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.

## Articulation Agreements

### University:

Articulation agreements have been made with several four-year universities. Students should contact the Counseling Office in Moler Hall for specific course requirements before making a degree plan.

### High Schools:

Articulation agreements have been developed with service area high schools for technical courses. Students who have graduated from high school within the past three years should check with their high school counselor or Lee College counselor regarding the possibility of receiving Lee College credit for articulated high school classes. Students must enroll at Lee College to receive college credit for coursework taken in high school. Students must complete an equal number of credits in residence at Lee College before the articulated hours can be posted to a student transcript. Please refer to the fee schedule for the current articulation fee.

## Tech Prep

Associate degree programs designated as "Tech Prep" have been developed to assist students who begin their technical studies in high school. While any student may receive the degree, students who began a tech prep program in a high school with a Lee College tech prep agreement may receive advanced credit for specified courses at no cost to the student. Students must have a declared major in the Lee College tech prep program to receive credit. Tech Prep degrees are listed on page 43-45.

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