

★ Chapter 3

Student Life Opportunities, Services and Policies

Student Life

COUNSELING AND ADVISING

The Counseling Center

Lee College employs a staff of professional counselors and advisors whose major tasks include helping students select courses in which they can succeed and which lead to the realization of their educational goals, providing career counseling, and offering personal counseling in a confidential manner. In addition, counselors and advisors can answer questions related to TSI, scholarships and financial aid, and the transferability of courses either to or from Lee College.

Lee College is dedicated to providing quality instruction and services to all of the students it enrolls. Students who are having difficulty with classes, with student services, with other students, or are considering withdrawing from the College for other reasons are urged to speak with a counselor before dropping a class or failing to attend classes on a regular basis.

The Counseling Center is located in Moler Hall. It is open throughout the year, including periods between semesters and some evenings. Students are welcome on a walk-in basis; however, they may make appointments by calling (281) 425-6384 or (800) 621-8724.

Students with Disabilities

The Disability Services Office at Lee College is available to assist individuals with a disability with accommodations and services that will improve their access and integration into college and college related activities. The Counselor for Students with Disabilities works with faculty, staff, and students to assure equal access to all programs.

Individuals needing special services should meet with the Counselor for Students with Disabilities in the Counseling Center of Moler Hall to request any assistance or accommodations. For more information or to set up this meeting, students can call (281) 425-6384 or (800) 621-8724.

Transfer of Courses to Senior Colleges

The credits earned at Lee College in academic courses are generally accepted by other accredited colleges and universities to satisfy specific course requirements or count as electives.

Students are responsible for knowing the requirements associated with the degrees they seek, for enrolling in courses that fit into degree programs, and for taking courses in proper sequence to ensure orderly progression of work.

Students planning to transfer to four-year schools should be aware that each senior college determines its own list of courses required for each degree it offers. Moreover, different colleges require different courses for the same degree. Therefore, students who plan to transfer to other institutions should use the degree plan requirements at that institution to guide their choice of courses at Lee College. The best source of information regarding degree plan requirements is the official catalog of the institution. Most catalogs are available on the institution's Internet site.

The Counseling Center includes a Career and Transfer Center which maintains a library of college catalogs and makes them available to interested students. The counselors and advisors at Lee College are familiar with course requirements at colleges and universities and will assist students in determining course equivalencies and in choosing those courses which are appropriate to their educational objectives after they transfer.

Student Class Load

Lee College defines full-time students as those who enroll for 12 or more SCHs (semester credit hours) and/or take courses which require 16 or more hours of lecture and laboratory work per week in long semesters (e.g., certain nursing and cosmetology courses). In twelve-week sessions, full-time students are those who attempt 8 or more SCH; in six-week terms

those who attempt 4 or more SCH. The total course loads of students who attempt courses offered in different sessions (e.g. 6-week and 12-week) will be determined by combining the loads attempted in each. Questions about course loads and/or enrollment verification may be addressed to the Admissions and Records Office.

Maximum load: Students may enroll for as many as 18 SCH each long semester or 7 SCH each summer session without. Because of state laws, students may only enroll in a maximum of 3 SCH during a holiday or mini session.

Approval to exceed maximum load: Students who wish to enroll for more than 18 SCH during the long semester or more than 7 SCH each (6-week) 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 either the chief academic officer or the dean of student services for development and success. External credits resulting in overloads may not be applied to a student's degree plan if the overload was not pre-approved.

International students: Most international students must enroll in and complete at least 12 SCH each long semester to remain in status on their student visas. Failure to do so may require the student to seek reinstatement of their student visas. Such students may be denied enrollment at the College until their visas have been reinstated.

Financial aid: Students must attempt 12 or more SCH in long semesters to qualify for the maximum amount of federal or state financial aid such as the Pell Grant Program. The class load requirements for students who receive scholarships administered by Lee College vary.

Student activities: Students who attempt fewer than 6 SCH in long semesters may be barred from participation in some activities sponsored by the Student Congress and/or student organizations.

Veterans Class Load: The minimum load for full-time students eligible for educational benefits administered by the Veteran's Administration is 12 SCH for fall and spring semesters and 4 SCH for six-week summer sessions. Students receiving benefits under the Veterans' Rehabilitation program must meet the same requirements.

Student Identification

Students should keep a form of identification with them when they are on campus. Students may request Lee College ID cards, which may be obtained from the library by presenting their registration receipt. Duplicate registration receipts are available from the Business Office.

Student Identification - Allied Health

The Allied Health program requires students to wear a Lee College ID photograph badge when entering and working in clinical facilities as part of their course schedule. Nursing students purchase ID photo badges at the Lee College Bookstore. A picture identification is required to purchase the ID badge. Health and Medical Administrative Services and Health and Emergency Medical Technology students should check with the program coordinators.

Parking Permits

Students who plan to park a vehicle (or vehicles) on campus must obtain a parking permit. These permits are available during regular on-campus registration and may be obtained at the cashier's window in Rundell Hall after the close of registration. There is no charge for the first permit; a one dollar charge is made for subsequent permits.

Students who park motorcycles on campus need not obtain permits but should contact the security office for a list of approved parking areas. Motorcycles parked on grass or sidewalks will be ticketed. Traffic accidents, thefts, or damage to vehicles should be reported to the Campus Security Office.

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.

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.

Multicultural Institute

To help students develop cultural awareness, Lee College has created the LC Multicultural Institute. The 6-month-long project is designed to give cultural insights to a "class" of 15 international students and 15 native students. Through a series of seminars about cultural groups represented in the Greater Houston Area, institute members broaden their understandings of culture and the world.

Members of the Institute will meet on selected Fridays to learn about specific countries and regions. Guest speakers and faculty lecturers will contribute to these morning seminars. Then the group will visit restaurants and other venues representative of these tentative cultural "destinations."

Application Requirements

- Curiosity about world cultures
- 2.5 or higher GPA
- 100-word statement describing reasons for applying for acceptance into the Institute and what the applicant might contribute to the group.

Completion Requirements

Institute completers are recognized at the annual Honors Day when they have

- Attended four on-campus Friday seminars and Houston area excursions
- Attended a on-campus work place diversity workshop
- Submitted a post-Institute essay of at least 250 words.

Participant Selection

Selection is based on the applicant's academic eligibility and essay. Applications and deadlines are available at www.lee.edu/international.

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 instructional 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 Ambassadors Program

Lee College Student Ambassadors represent Lee College both on and off campus. Through their diversity and passion, Ambassadors promote the benefits of education. The Ambassadors provide high schools and the surrounding community with resources and information about Lee College programs and Recruitment activities. The organization is always looking for people from diverse backgrounds and programs that demonstrate excellent communication skills and leadership potential. A scholarship of \$300 is awarded to each Ambassador who accomplishes 40 hours of service per semester.

For more information on this program or to apply, please contact Office of Recruitment at 281-425-6260 or recruiting@lee.edu.

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. 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, Rebel Roost, in Moler Hall and the Cyber Café in the Student Center serves the College family in comfortable and attractive surroundings.

Student Career & Employment Office

The Student Career & Employment 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 Student Career & Employment 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 Student Career & Employment Office, at (281) 425-6572 or online at www.lee.edu/hirearebel.

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.

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.

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.

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.

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. 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.

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.

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 on page 34.

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.

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.

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.

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.thecb.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.

Academic Honesty and Student Policies

The Academic Honesty Code

Honesty Code Violations: Any conduct or activity by a student intended to earn or improve a grade or receive any form of credit by fraudulent or dishonest means is considered an Honesty Code violation. In addition, engaging in any conduct including the following examples which a reasonable person in the same or similar circumstances would recognize as academic dishonesty is considered a violation. Examples of violations of the Honesty Code include, but are not limited to, the following:

1. Acquiring information:
 - a. Acquiring information for any assigned work or examination from any source not authorized by the instructor.
 - b. Working with another person or persons on any assignment or examination when not specifically permitted by the instructor.
 - c. Observing the work of other students during any examination.
 - d. Using, buying, selling, stealing, soliciting, copying, or possessing, in whole or part, the contents of an un-administered examination.
 - e. Purchasing or otherwise acquiring and submitting as one's own work any research paper or other writing assignment prepared by others.
2. Providing information:
 - a. Providing answers for any assigned work or examination when not specifically authorized by the instructor to do so.
 - b. Informing any person or persons of the contents of any examination prior to the time the examination is given.
3. Plagiarism:
 - a. Incorporating the work or idea of another person into one's own work, whether paraphrased or quoted, without acknowledging the source of that work or idea.
 - b. Attempting to receive credit for work performed by another person, including papers obtained in whole or part from individuals or other sources.
 - c. Copying computer programs or data files belonging to someone else.
4. Conspiracy:
 - a. Agreeing with one or more persons to commit any act of academic dishonesty.
5. Fabrication of information:
 - a. Falsifying the results obtained from research or a laboratory experiment.
 - b. Presenting results of research or laboratory experiments without the research or laboratory experiments having been performed.
 - c. Substituting for another student to take an examination or to do any academic work for which academic credit will be received.
 - d. Changing answers or grades after an academic work has been returned to the student and claiming instructor error.
 - e. Submitting work for credit or taking an examination and employing a technique specifically prohibited by the instructor in that course, even if such technique would be acceptable in other courses.
6. Abuse of resource materials:
 - a. Mutilating, destroying, concealing, stealing, or altering any materials provided to assist students in the completion of academic work, including library books, journals, computer files, microfilm and microfiche files, materials placed on reserve by the instructor, or any such materials as the instructor may provide or assign.
 - b. Copying without permission of the owner, or mutilating or destroying any media, printed or electronic (for example, film, video, music, graphics, art, photography, manuscript, internet or World Wide Web sources, CDROM, or electronic databases).

PROCEDURES

Students who witness a violation of the Academic Honesty Code should report such violations to the instructor of the course in which the violation occurred.

Faculty members who suspect that a student may have violated a provision of the Academic Honesty Code are obligated to investigate the incident and discuss their findings with the student or students involved. Faculty members who conduct such investigations are encouraged to confer with their division chairs, the Chief Academic Officer, and/or the Dean of Student Services for Development and Success regarding procedures, valid proof, and due process.

Faculty members who determine that a student violated the Academic Honesty Code must take action, both to prevent future violations and to preserve the academic integrity of their courses and the College community. All cases of academic dishonesty must be reported to the Dean of Student Services for Development and Success and the Chief Academic Officer. The Dean of Student Services for Development and Success will note all cases in an information record system as defined in the final section of this policy statement. The Dean of Student Services for Development and Success will treat violations of the Academic Honesty Code in the manner prescribed below.

Penalties for violations of the Academic Honesty Code during a student's academic career are as follows:

First Offense: The student will receive a failing grade on the assignment in question.

Second Offense: Student will receive a failing grade for the course. In addition to the penalties laid out above, violations of the Academic Honesty Code that threaten the College's learning environment may merit further penalties up to and including expulsion. Any additional penalties will be determined by the faculty member in conjunction with the Dean of Student Development.

Students may appeal any decision by following the procedures outlined in the next section.

Student Disciplinary, Grievance, and Appeal Policies

Policies Regarding Student Conduct

Attendance at Lee College is a privilege based on students meeting certain academic requirements and conforming to college regulations concerning student behavior on campus and at off-campus activities sponsored by the College or student organizations. Any of the following actions will subject a student to disciplinary action.

Violation of federal, state, or local law renders the student subject to disciplinary action by the College.

Students who pose a danger to persons or property or who constitute a threat of disrupting the academic process are subject to disciplinary action, including summary suspension from the College.

Students who deface or damage school property shall be required to pay the full cost of the damages.

Student organizations are expected to take reasonable precautions to prevent violations of College regulations and to assist the College in preventing them.

When the Dean of Student Services for Development and Success receives information that a student has allegedly violated a College policy or administrative rule, the dean shall investigate the alleged violations. After a preliminary investigation, the dean may dismiss the allegation, summon the student for a conference, or suspend the student pending a hearing.

Following the conference, the dean may: dismiss the allegation, or proceed with the disposition of the violation by assessing a penalty and informing the student of the penalty in writing. The penalty may range from a letter of reprimand to expulsion from the College.

If the accused student disputes the facts upon which the charges are based or the penalty assessed by the dean, he/she may appeal the decision of dean. (See Student Grievance and Appeal Processes; p. 34)

Absences Due to School Functions

From time to time students may be absent from classes due to fulfilling

commitments in another course or activity. It is the responsibility of the student to secure permission for any absence from individual course instructors. Some instructors may not agree that being absent is necessary.

Absences Due to Religious Holy Days

Students may be absent from classes for the observance of a religious holy day and will be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time as established by the instructor.

Alcohol

Lee College policy prohibits the use of intoxicating beverages on all property owned, leased, or controlled by the College. The policy expressly prohibits the use of such beverages in buildings and campus areas open to the public. The policy also applies to vehicles owned, operated, leased, or controlled by the College.

The policy further prohibits minors and adults who are under the influence of alcohol or other intoxicants from appearing on College premises or at College-sponsored events, functions, or activities. By extension, the policy applies to off-campus meeting rooms, convention facilities, hospitality suites, pavilions, hotel rooms, banquet facilities, etc., which are operated, leased, or controlled by College clubs or organizations.

Lee College does not permit or condone the use of alcoholic beverages and assumes no liability for such. Information regarding alcohol abuse and treatment options are available from the Lee College Counseling Center.

Controlled Substances

Lee College policy states that no student shall possess, use, transmit, or attempt to possess, use, or transmit or be under the influence of any of the following substances on school premises or at a College-sponsored activity, function, or event:

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Alcohol or any alcoholic beverage.
- Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
- Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy. Information regarding drug abuse and treatment options are available from the Lee College Counseling Center.

Disruption of Operations or Events

The College bears the responsibility for ensuring the safety of individuals, the protection of property, and the continuity of the educational process. Disorderly conduct that is violent, abusive, indecent, profane, boisterous or unreasonably loud is prohibited if there is reason to believe that such conduct will cause or provoke a disturbance. Students who pose a danger to persons or property or who constitute a threat of disrupting the academic process are subject to disciplinary action, including summary suspension from the College.

Dress and Grooming

Students' dress or grooming may not materially and substantially interfere with normal school operations. Students with clothing that is considered lewd, offensive, or derogatory in the opinion of the Dean of Student Services for Development and Success may be asked to change or leave the campus.

Firearms, Fireworks, and Explosives

With the exception of commissioned peace officers and security personnel licensed to carry weapons, the possession and/or use of firearms is prohibited on the Lee College campus. Fireworks and explosives are likewise prohibited on the campus.

Gambling

Gambling, in any form, is prohibited on college property.

Hazing

Hazing is a crime punishable under state law and is prohibited by Lee College policy. Hazing includes any intentional, knowing, or reckless act, occurring on or off the campus by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students of Lee College.

Hazing includes but is not limited to:

- any type of physical brutality;
- any type of physical activity, such as sleep deprivation, exposure to elements, confinement in a small space, calisthenics;
- any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the students to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student;
- any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation;
- any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

A person commits an offense if the person:

- engages in hazing;
- solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;
- intentionally, knowingly, or recklessly permits hazing to occur; or
- has firsthand knowledge of the planning of a specific hazing incident involving a student, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report the incident to the Dean of Student Services for Development and Success .

Consent is not a defense against a charge of hazing. It makes no difference whether the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

Anyone associated with and/or involved in hazing activities will be subject to disciplinary action by the College and possible criminal charges.

Roller Skates, Roller Blades, and Skate Boards

Lee College prohibits the use of roller skates, roller blades, and skate boards on its campus.

Smoking

Lee College prohibits smoking inside any building, classroom, restroom, hallway, elevator, and within 15 feet outside of the entrance to any building. Smoking areas are designated in outside areas.

Vandalism

Students who deface or damage school property are subject to disciplinary action and shall be required to pay the full cost of the damages.

Academic Honesty

Academic honesty is essential to the maintenance of an environment where teaching and learning take place. It is also the foundation upon which students build personal integrity and establish standards of personal behavior. Lee College expects and encourages all students to contribute to such an environment by observing the principles of academic honesty outlined in the College's Academic Honesty Code.

Student Responsibility: Students at Lee College are expected to maintain honesty and integrity in the academic work they attempt while enrolled at the College. Each student acknowledges, by the act of turning in work for a grade, that he or she is in compliance with the code. Students are also responsible for informing the course instructor of any infractions that they may witness.

Faculty Responsibility: Faculty members are responsible for helping students comply with the Academic Honesty Code by directing students' attention to the policy in course outlines and/or by explaining its provisions in class. Instructors should help minimize student temptation to violate the code by enacting adequate security precautions in the preparation, handling, and administering of graded work.

Student Rights and Student Appeals

Students who wish to appeal instructors' determination that they violated the Academic Honesty Code may do so by notifying the instructor and the relevant division chair and initiating a grievance under the policy "Student Grievances Involving Instructional Issues." Students who have been subjected to disciplinary actions by the dean of students for egregious or repeated violations of the Academic Honesty Code may appeal the sanctions they received through the policy titled "Student Grievance Involving Non-Instructional Issues."

Records

The Dean of Student Services for Development and Success shall maintain a file which contains a record of each Academic Honesty Code violation reported to that office. These records will not, however, be attached to or become a part of the students' permanent records or transcript unless repeated violations result in the students' expulsion from the College.

In the event that a student is expelled from the College for an Academic Honesty Code violation, his or her transcript will show that the student was administratively withdrawn from the College for disciplinary reasons.

Sexual Harassment

Lee College is committed to maintaining an academic environment in which students can learn and work without fear of sexual harassment. Every member of the college community must recognize that sexual harassment compromises the integrity of the college, its tradition of academic freedom, and the trust placed in its members. It is, therefore, the policy of the college to take all necessary actions to prevent, correct, and, where indicated, discipline perpetrators of sexual harassment.

Disciplinary actions for sexual harassment committed by employees include, but are not limited to, written warning, demotion, transfer, suspension, or dismissal. Disciplinary actions for sexual harassment committed by students include, but are not limited to, written warning, removal from class, or expulsion with notation on the student's permanent record.

For more information on the college's policy on sexual harassment, go to www.lee.edu/hr/harassment.asp.

Legal Authority

Sexual harassment is a form of sex discrimination which is prohibited by Title VII of the Civil Rights Act of 1964, by Title IX of the Education Amendments of 1972, and by the Texas Commission on Human Rights Act. Sexual harassment by a public servant is also a criminal offense under section 39.02 of the Texas Penal Code.

Definition

Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or academic advancement;
2. Submission to or rejection of such conduct by a person is used as the basis for decisions affecting a person's employment or academic standing;
3. Such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile, or offensive work, learning, or social environment.

Examples Of Prohibited Behavior

Prohibited acts that constitute sexual harassment may take a variety of forms. Sometimes sexual harassment involves a single serious incident whereas at other times, multiple incidents are required to meet the standards of the definition. Examples of the kinds of conduct that may constitute sexual harassment under the definition above include, but are not limited to:

1. Threats or insinuations that a person's employment, wages, academic grade, promotional opportunities, classroom or work assignments or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances.
2. Unwelcome verbal expressions, sexual innuendoes and comments, including comments on a person's body, dress, appearance or sexual activities; humor or jokes about sex or females/males in general; pestering a person for dates, whether directly or indirectly by telephone, on or off campus.

3. Unwelcome sexually suggestive sounds or gestures, including throwing kisses or whistling.
4. Sexually suggestive objects, pictures, videotapes, electronic mail, audio recordings or literature unrelated to educational purposes, placed in the work or study area that may embarrass or offend individuals.
5. Unwelcome or inappropriate touching, patting, or pinching including giving unrequested neck or shoulder massages.
6. Consensual sexual relationships where such relationships lead to favoritism of a student or subordinate employee with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students and/or employees.

Reporting Sexual Harassment

A recommended course of action for students who feel that they are being subjected to sexual harassment is for them to tell or otherwise inform the harasser that the conduct is unwelcome and must stop. However, this is not required, and in some circumstances this course of action may not be feasible, may be unsuccessful, or the individual may be uncomfortable dealing with the matter in this manner. Copies of the sexual harassment procedures are available in the Counseling Center and the Admissions and Records Office, or online @www.lee.edu/hr/harassment.asp. These procedures call for students who feel that they have been subjected to sexual harassment to discuss their complaints with counselors, faculty members, college administrators, or others whom they trust. In addition, two persons have been designated to answer questions about the College's sexual harassment policies and/or receive formal complaints. They are: Rosemary Coffman; Counseling Center, Moler Hall; Telephone (281) 425-6384, and Dennis Topper, Moody Center, Rundell Hall; Telephone (281) 425-6348.

Student Grievance and Appeal Processes

Introduction

The policies described here provide students with a means to challenge classroom and administrative policies and/or behaviors that they feel are arbitrary or unfair while protecting the academic freedom that instructors must have to teach and the discretion that administrators must have to maintain an environment that is essential to teaching and learning.

Note that the process by which students may appeal decisions regarding their eligibility to receive financial aid is described in the Financial Aid section of the Catalog and that the process by which they may appeal questions regarding the acceptance and evaluation of transfer credit is described in the section Transfer Credit. (See Financial Aid Appeals; p. 23 and Transfer Dispute Resolution; p. 31.)

These policies include procedural rules that are meant to ensure that the outcomes that they produce are fair and that the rights of students and college employees are protected. These rules apply to all levels (formal and informal) of the policies described here but can be waived if all parties to the grievance, including the administrator charged with resolving it, agree to do so. These rules are summarized below.

- Students who initiate grievances or appeal decisions made by faculty members or administrators will not suffer retaliation. Students who file grievances and feel that they are being subjected to retaliation should bring their concerns to the attention of a counselor or administrator immediately. Students who are unsure as to which administrator to speak with should contact the office of the president.
- The College places no restrictions on the policies or practices that can be the subjects of student grievances. However, grievances regarding instructional issues that are capricious or threaten to undermine the principles of academic freedom will be dismissed.
- Students who file grievances or appeals may have a counselor, a friend, or a family member present when they meet with administrators and/or committees regarding their grievances. Faculty members and college employees who are the subjects of grievances may also have support persons present at these meetings.
- Instructors and other college employees will receive written copies of grievances that are filed against them prior to any meeting called by an administrator to resolve the grievance. Likewise, students will receive

written copies of the responses filed by faculty members or employees prior to these meetings.

- All meetings called by administrators to resolve grievances will be closed to the public.
- All parties to a grievance will have the opportunity to present evidence and witnesses. If witnesses are presented at meetings where all parties to a grievance or appeal are present, the witnesses will be presented one at a time and all parties to the grievance will be allowed to ask questions.
- If an administrator charged with resolving a grievance conducts a meeting where persons representing both sides of the grievance are present, the administrator will see that neither side introduces evidence or witnesses that were not described in the statements and responses that were exchanged prior to the meeting.
- Administrators charged with the responsibility for resolving grievances will make every effort to see that the grievances are resolved quickly. The persons involved in the grievance will have five working days to prepare written responses and/or prepare for meetings and the administrators who must rule on grievances will have fifteen working days from the receipt of the grievance to rule on the grievance and prepare statements. Exceptions can be made in the event that key persons are ill or unavailable, new evidence or witnesses arise during the process, or if college events such as registration or final exams intervene. If there is a need to grant more time, the administrator charged with resolving the grievance will provide all parties to the grievance with notification and explanation of the delay.

Student Grievances Involving Instructional Issues

INFORMAL RESOLUTION. Students with complaints or concerns about their instructors' classroom policies and/or decisions should discuss them with the instructor and attempt to resolve problems as they occur. Students who are not satisfied with the outcome of these discussions may meet with the division chair or, in the event that the instructor is a division chair, with the Chief Academic Officer. The division chair or dean will make every effort to resolve the differences between the student and the instructor.

Students who are not satisfied with the outcome produced by informal resolution may move to Level 1 of the process and initiate a formal grievance. However, students will not be allowed to take this step if they have not made an effort to resolve the problem by discussing it with their instructors.

Note: Students who have been dropped from classes by their instructors because of excessive absences, tardiness, or other issues related to classroom behavior may use the process titled "Student Appeals Involving Disciplinary Decisions" to appeal these decisions. Students who wish to appeal an instructor's determination that they violated the Academic Honesty Code may use the process described here to appeal that decision.

LEVEL 1. Students who have attempted to resolve problems with their instructors through informal discussion, but were not satisfied with the outcome may meet with the chair of the instructor's division.

In the event that the instructor in question is a division chair, the Chief Academic Officer with responsibility for the division will assume the role of the division chair and complete Level 1 of the process and the other instructional dean will assume responsibility for Level 2 of the process.

1. The division chair will discuss the problem with the student and verify that the student has spoken with the instructor and made an effort to resolve the problem informally.
2. The division chair will ask the student to prepare a written statement describing his/her grievance and the relief that he/she seeks. The formal grievance begins when the student submits his/her written grievance to the division chair.
 - a. Students who wish to file grievances against instructors must do so within thirty days of the completion of the semester in which the incident that caused the grievance occurred.

3. Once a grievance has been submitted it may not be amended to include additional charges against a faculty member.
 - a. In the event that new information is unveiled during the course of the grievance resolution process that a student feels justifies an additional grievance, the student may file another grievance, but may not expand the original grievance.
 - b. Students' written grievances may include documents, evidence, statements from witnesses, and/or other materials that support their cases. New witnesses or evidence produced during the course of the grievance process may be included in the grievance process. However, new evidence and/or witnesses must be introduced in a manner that allows the faculty member or student time to consider the evidence and respond.
4. The division chair will provide copies of the grievance to the instructor and ask the instructor to respond in writing.
5. The division chair will provide the student who initiated the grievance with copies of the instructor's response as soon as practicable.
6. The division chair will meet with the student and instructor, either individually or together, and allow each to explain their positions, present evidence or documents, introduce witnesses, and ask questions.
7. Following the meeting(s), the division chair will provide the student with a written statement explaining his/her understanding of the grievance, his/her judgment (e.g. is the grievance valid/invalid), and the relief (if any) that the College may offer the student.
8. The student may accept the division chair's decision or appeal to the next level in this process.
 - a. The relief offered by the division chair (if any) will be granted when the student informs the division chair, in writing, of his/her acceptance of the decision.
 - b. Students who wish to accept the relief offered by the division chair must notify the division chair within five (5) working days of receipt of his/her decision.
 - c. Students who accept a division chair's decision may not appeal.

LEVEL 2. If the student is not satisfied with the outcome at Level 1, he/she may request a conference with the Chief Academic Officer to discuss the possibility of moving the appeal to Level 2.

If the Chief Academic Officer served as the division chair in Level 1 of this process, another instructional administrator will assume responsibility for the completion of Level 2.

1. The Chief Academic Officer will meet with the student and review the student's original grievance, the instructor's response, and the division chair's decision.
 - a. If the Chief Academic Officer feels that the grievance is capricious or that its further consideration threatens to undermine the principles of academic freedom, he/she may ask two other deans to review the grievance.
2. If the three administrators agree that the grievance is capricious and/or that it threatens to undermine the principles of academic freedom, the grievance will be dismissed.
3. If the grievance is dismissed, the dean who received the grievance will provide the student, faculty member, and division chair with a letter explaining the decision.
4. Grievances dismissed for the reasons cited above may not be appealed within the College.
5. If the grievance is not capricious and it does not threaten the principles of academic freedom, the Chief Academic Officer will ask the student to prepare a written statement explaining why the division chair's decision should be over-ruled or amended. The CAO will provide the division chair with a copy of the student's statement and ask him/her to respond in writing.
 - a. Students who wish to appeal decisions made at Level 1 must present written statements to the Chief Academic Officer within five (5) working days following receipt of the division's chair decision.

6. The dean will provide the student who initiated the grievance with copies of the division chair's response to the student's statement.
7. The Chief Academic Officer will meet with the student and instructor, either individually or together, and allow each to explain their positions, present evidence or documents, introduce witnesses, and ask questions.
8. Following the meeting(s), the Chief Academic Officer will provide the student with a written statement explaining his/her understanding of the grievance, his/her judgment (e.g. is the grievance valid/invalid), and the relief (if any) that the College may offer the student.
9. The student may accept the CAO's decision or appeal to the next level in this process.
 - a. The relief offered by the CAO (if any) will be granted when the student informs the dean, in writing, of his/her acceptance of the decision.
 - b. Students who wish to accept the relief offered by the CAO must notify the dean within five (5) working days of receipt of his/her decision.
 - c. Students who accept the CAO's decision may not appeal.

LEVEL 3. If the outcome at Level 2 does not satisfy the student, he/she may request a meeting with the Dean of Student Services for Development and Success to discuss the possibility of moving to Level 3.

1. The Dean of Student Services for Development and Success will ask the student to prepare a written statement explaining why the Chief Academic Officer's decision should be over-ruled or amended. The Dean of Student Services for Development and Success will provide the instructional dean with a copy of the student's statement and ask him/her to respond in writing.
 - a. Students who wish to appeal decisions made at Level 2 must present written statements to the Dean of Student Services for Development and Success within five (5) working days following receipt of the Chief Academic Officer's decision.
2. The Dean of Student Services for Development and Success will provide the student who initiated the grievance with copies of the Chief Academic Officer's response as soon as practicable.
3. The Dean of Student Services for Development and Success will create an Academic Appeals Committee consisting of two faculty members and two students. The dean serves as the chair of the committee but only votes in the event of a tie.
 - a. The Dean of Student Services for Development and Success is responsible for the formation of the committee.
 - b. Whenever possible, the faculty members who serve on the committee will be selected from the division other than the one in which the grievance arose and have no prior acquaintance with the student who filed the grievance.
 - c. Whenever possible, the student members of the committee will be nominated by the executive committee of the Student Congress and will have no prior relationship with the student who filed the grievance.
 - d. Members of the committee will be expected to maintain strict confidentiality regarding the grievance and the committee's proceedings.
 - e. The student who filed the grievance will be provided with the names of the faculty members and students appointed to the committee prior to the committee's first meeting and given an opportunity to state why any member of the committee would be unlikely to render a fair decision.
 - f. The instructor(s) involved in the grievance will be provided with the names of the faculty members and students appointed to the committee prior to the committee's first meeting and given an opportunity to state why any member of the committee would be unlikely to render a fair decision.
 - g. When the committee convenes its first meeting to hear the grievance, the student, the instructor, and the committee members will be asked if they are satisfied that those appointed to the committee can render a fair decision.
 - h. In the event that a committee member is challenged, the dean will dismiss the challenge or appoint a new member to the committee.
4. The Academic Appeals Committee will convene at least one meeting where both parties to the grievance are present. The meeting will provide the student and the instructor the opportunity to explain their positions, present evidence or documents, introduce witnesses, ask questions, and respond to questions.
 - a. Prior to this meeting, the dean will provide members of the committee

- with copies of the grievance, the responses, and other materials generated during the process.
5. Following the meeting (or meetings) with the student and instructor, the Academic Appeals Committee will meet privately to reach an agreement regarding the resolution of the grievance. The committee's decision will be summarized in a statement drafted by the dean. It will include the committee's understanding of the grievance, the committee's judgment (e.g. is the grievance valid/invalid), and the relief (if any) that the College is willing to offer the student.
 - a. The dean will complete this statement within fifteen (15) working days of receipt of the student's written grievance. Copies will be provided to the student, the instructor, the Chief Administrative Officer, and the division chair.
 - b. The relief (if any) offered by the committee will be granted immediately.
 6. Students may not appeal decisions made by Academic Appeals Committees.

Student Grievances Involving Non-instructional Issues

INFORMAL RESOLUTION. Students with concerns or complaints about college policies or college personnel that are not related to instruction should discuss them with the relevant employee or administrator and attempt to resolve them as they occur. Students who are not satisfied with the outcome of these discussions may meet with the director, chair, dean, or other administrator responsible for the behavior or policy that prompted the student's concern. Administrators will make every effort to resolve problems in their areas that involve students.

Students who are not satisfied with the outcome produced by informal resolution may move to Level 1 of the process and initiate a formal grievance. Note, however, that students will not be allowed to take this step if they have not made an effort to resolve the problem by discussing it with the relevant administrator.

LEVEL 1. Students who have attempted to resolve non-instructional problems or bring about changes in college policies through discussions with the relevant college administrator, but were not satisfied with the outcome, may meet with the director of counseling.

In the event that the student's complaint involves the director of counseling, the Dean of Student Services for Development and Success will assume the role of the director of counseling.

1. The director of counseling will discuss the problem with the student and verify that the student spoke with the relevant employee and/or administrator and made an effort to resolve the problem informally.
2. The director of counseling will ask the student to prepare a written statement describing his/her grievance and the relief that he/she seeks. The formal grievance begins when the student submits his/her written grievance to the director of counseling.
 - a. Students who wish to file grievances against college employees must do so within thirty days of the completion of the semester in which the incident that caused the grievance occurred.
3. Once a grievance has been submitted, it may not be amended to include additional charges against an employee or additional requests for changes in college policies.
 - a. In the event that new information is unveiled during the course of the grievance resolution process that a student feels justifies an additional grievance, the student may file another grievance, but may not expand the original grievance.
 - b. Students' written grievances may include documents, evidence, statements from witnesses, and/or other materials that support their cases. New witnesses or evidence produced during the course of the grievance process may be included in the grievance process. However, new evidence and/or witnesses must be introduced in a manner that allows the faculty member or student time to consider the evidence and respond.

4. The director of counseling will provide copies of the grievance to the employee and ask him/her to respond in writing.
5. The director of counseling will provide the student who initiated the grievance with copies of the employee's response as soon as practicable.
6. The director of counseling will meet with the student and employee, either individually or together, and allow each to explain their positions, present evidence or documents, introduce witnesses, and ask questions.
7. Following the meeting(s), the director of counseling will provide the student with a written statement explaining his/her understanding of the grievance, his/her judgment (e.g. is the grievance valid/invalid), and the relief (if any) that the College may offer the student.
8. The student may accept the director of counseling's decision or appeal to the next level in this process.
 - a. The relief offered by the director of counseling (if any) will be granted when the student informs the director of counseling, in writing, of his/her acceptance of the decision.
 - b. Students who wish to accept the relief offered by the director of counseling must notify the director of counseling within five (5) working days of receipt of his/her decision.
 - c. Students who accept the director of counseling's decision may not appeal.

LEVEL 2. If the student is not satisfied with the outcome at Level 1, he/she may request a conference with the Dean of Student Services for Development and Success to discuss the possibility of moving the appeal to Level 2.

If the Dean of Student Services for Development and Success served as the director of counseling at Level 1 of this process, or if the Dean of Student Services for Development and Success is involved in the grievance, a dean appointed by the president will assume responsibility for the role of the Dean of Student Services for Development and Success.

1. The Dean of Student Services for Development and Success will meet with the student and review the student's original grievance, the employee's response, and the director of counseling's decision.
2. The Dean of Student Services for Development and Success will ask the student to prepare a written statement explaining why the director of counseling's decision should be over-ruled or amended. The dean will provide the director of counseling with a copy of the student's statement and ask him/her to respond in writing.
 - a. Students who wish to appeal decisions made at Level 1 must present written statements to the dean of students within five (5) working days following receipt of the director of counseling's decision.
3. The dean will provide the student with copies of the director of counseling's response to the student's statement as soon as possible.
4. The dean will meet with the student and employee, either individually or together, and allow each to explain their positions, present evidence or documents, introduce witnesses, and ask questions.
5. Following the meeting (or meetings) the dean will provide the student with a written statement explaining his/her understanding of the grievance, his/her judgment (e.g. is the grievance valid/invalid), and the relief (if any) that the College may offer the student.
6. The student may accept the dean's decision or appeal to the next level in this process.
 - a. The relief offered by the dean (if any) will be granted when the student informs the dean, in writing, of his/her acceptance of the decision.
 - b. Students who wish to accept the relief offered by the dean must notify the dean within five (5) working days of receipt of his/her decision.
 - c. Students who accept the dean's decision may not appeal.

LEVEL 3. If the outcome at Level 2 does not satisfy the student, he/she may request a meeting with the president of the College to appeal the decision made at Level 2 of this process.

1. The president will ask the student to prepare a written statement explaining

- why the Dean of Student Services for Development and Success' decision should be over-ruled or amended. The president will provide the Dean of Student Services for Development and Success with a copy of the student's statement and ask him/her to respond in writing.
- a. Students who wish to appeal decisions made at Level 2 must present written statements to the president within five (5) working days following receipt of the Dean of Student Services for Development and Success' decision.
2. The president will provide the student with copies of the Chief Administrative Officer's response as soon as practicable.
 3. The president will meet with the student, the employee, and other persons who may have been involved in the process, either individually or together, and allow each to explain their positions, present evidence or documents, introduce witnesses, and ask questions.
 4. Following the meeting (or meetings) the president will provide the student with a written statement explaining his/her understanding of the grievance, his/her judgment (e.g. is the grievance valid/invalid).
 - a. The relief (if any) offered by the president will be granted immediately.
 5. Students may not appeal decisions made by the president.

Student Appeals Involving Disciplinary Decisions

INTRODUCTION. The College must maintain an environment that promotes teaching and learning and, as a consequence, has created policies regarding student conduct. Dean of Student Services for Development and Success is charged with the responsibility for enforcing these policies. (See a current Lee College Catalog for the college's policies regarding student conduct.)

If the Dean of Student Services for Development and Success determines that a student violated one or more of the college's policies regarding student conduct, and/or the dean determines that a student constitutes a threat to other students, college personnel, college property, or the college's learning environment, he/she may take disciplinary action that may include expulsion from the College for an indefinite period of time.

Disciplinary decisions made by the dean can be appealed under the policy described here. Students may, for example, use this process to grieve the judgment that they violated the student conduct policy and/or the punishment levied against them for a violation.

Note: Students who wish to appeal an instructor's determination that they violated the college's Academic Honesty Code – which is one of the college's most important student conduct policies – must use the Grievances Involving Instructional Issues process to appeal the question of guilt/innocence. If the Dean of Student Services for Development and Success takes additional action against a student judged guilty of repeated violations of the Code (e.g. expels a student found guilty of an egregious offense), the student may use this process to appeal the dean's judgment and/or the disciplinary action taken by the dean.

LEVEL 1. If the Dean of Student Services for Development and Success has reason to suspect that there has been a violation of a policy regarding student conduct or that a student's behavior constitutes a threat to other students, college personnel, college property, or the college's learning environment, he/she will initiate an investigation. During the course of this investigation the dean may speak with possible witnesses, collect documents, and/or take other steps to determine if there was a violation of policy.

1. If the Dean of Student Services for Development and Success suspects that a student violated a college policy, the dean will meet with the student to discuss the issues and give him/her the opportunity to present evidence, witnesses, or other information that may be relevant to the investigation.
 - a. In the event that the student will not or cannot meet with the dean, the dean may conclude the investigation and take disciplinary action.
2. If the dean determines that there was a violation of policy and/or that a student's behavior poses a threat to other students, college personnel, college property, or the college's learning environment, he/she will take disciplinary action against the student.

- a. If the dean takes disciplinary action against a student, the student will receive written notification that will include a description of the offense committed by the student and the actions taken by the dean.
- b. Disciplinary actions taken by the dean may range from warnings to summary suspension from the College. Persons who are judged to be threats to students, college personnel, college property, or the college's learning environment may be expelled from the College and/or barred from college property and college events.
- c. If the dean suspects that there was a violation of local, state, or federal law, the incident will be reported to the proper authorities and the College will make any evidence that has been collected available to those authorities.

LEVEL 2. Students who are not satisfied with the outcome of Level 1 of this process may use the appeal process to attempt to overturn or modify disciplinary decisions made by the Dean of Student Services for Development and Success.

1. Students who wish to appeal disciplinary decisions made by the dean may do so by filing grievances. The process begins when the student files a written grievance with the Dean of Student Services for Development and Success.
2. Students may grieve the decision regarding their guilt/innocence and/or the disciplinary actions taken by the dean. Written grievances should make clear what part (or parts) of the dean's decision the student wishes to challenge as well as the relief sought by the student.
 - a. Students who wish to file grievances must do so during the semester in which the disciplinary action was imposed or within thirty days of its completion.
 - b. Students' written grievances may include documents, evidence, statements from witnesses, and/or other materials that support their cases. New witnesses or evidence produced during the course of the grievance process may be included in the grievance process. However, new evidence and/or witnesses must be introduced in a manner that allows the faculty member or student time to consider the evidence and respond.
 - c. Students who have been expelled from the College by the dean may include in their grievances a request that they be allowed to continue attending classes while their grievances are being considered.
3. When the dean receives a written grievance from a student, he/she will provide the student with a written response detailing the policy violations that he/she determined that the student violated and the evidence that he/she used to make that determination.
4. The dean will forward copies of the student's grievance and his/her response to the president.
 - a. The president will decide if students who have been expelled by the dean may continue attending classes while their grievances are being resolved.
5. The president will form a Disciplinary Appeals Committee. The committee will include one administrator, one faculty member, and one student.
 - a. Whenever possible, the persons who serve on the committee will have no prior acquaintance with the student who filed the grievance.
 - b. Members of the committee will be expected to maintain strict confidentiality regarding the grievance and the committee's proceedings.
 - c. The student who filed the grievance will be provided with the names of the persons appointed to the committee prior to the committee's first meeting and given an opportunity to state why any member of the committee would be unlikely to render a fair decision.
 - d. The Dean of Student Services for Development and Success will be provided with the names of the persons appointed to the committee prior to the committee's first meeting and given an opportunity to state why any member of the committee would be unlikely to render a fair decision.
 - e. When the committee convenes its first meeting to hear the grievance, the student, the instructor, and the committee members will be asked if they are satisfied that those appointed to the committee can render a fair decision.
 - f. If a committee member is challenged, the president will consider the challenge and either dismiss it or appoint a new member to the committee.

6. The Disciplinary Hearing Committee will convene at least one meeting where the student and the Dean of Student Services for Development and Success are present. The meeting will provide the student with the opportunity to explain his/her position, present evidence or documents, introduce witnesses, ask questions, and respond to questions. The dean will present the case for upholding his/her decision.
 - a. Prior to this meeting, the dean will provide members of the committee with copies of the documents and other materials pertinent to the grievance.
 - b. Following the meeting (or meetings) with the student and dean, the committee will meet privately to reach an agreement regarding the resolution of the grievance. The committee's decision will be summarized in a statement addressed to the president and will include the committee's understanding of the grievance, the committee's judgment (e.g. is the grievance valid/invalid), and the relief (if any) that the College is willing to offer the student.
 - c. The committee will complete this statement within fifteen (15) working days of receipt of the student's written grievance. Copies of the statement will be provided to the student and the dean.
7. The student may accept the Disciplinary Hearing Committee's decision or appeal to the next level in this process.
 - a. The relief offered by the committee (if any) will be granted when the student informs the committee, in writing, of his/her acceptance of the committee's decision.
 - b. Students who wish to accept the relief offered by a committee must notify the committee within five (5) working days of receipt of the committee's decision.
 - c. Students who accept the committee's decision may not appeal.

LEVEL 3. If the outcome at Level 2 does not satisfy the student, he/she may request a meeting with the president of the College to discuss the possibility of appealing the decision made at Level 2 of this process.

1. The president will ask the student to prepare a written statement explaining why the Dean of Student Services for Development and Success' decision should be over-ruled or amended. The president will provide the dean of students with a copy of the student's statement and ask him/her to respond in writing.
 - a. Students who wish to appeal decisions made at Level 2 must present written statements to the president within five (5) working days following receipt of the dean of students' decision.
2. The president will provide the student with copies of the response as soon as practicable.
3. The president will meet with the student, the employee, and other persons who may have been involved in the process, either individually or together, and allow each to explain their positions, present evidence or documents, introduce witnesses, and ask questions.
4. Following the meeting (or meetings) the president will provide the student with a written statement explaining his/her understanding of the grievance, his/her judgment (e.g. is the grievance valid/invalid), and the relief (if any) that the College may offer the student.
 - a. The relief (if any) offered by the president will be granted immediately.
5. Students may not appeal disciplinary decisions made by the president.

