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Chapter

**Admission to  
Lee College**

## General Admission Policy

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

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

Those who do not meet the qualifications listed above may apply for admission on an Individual Approval (IA) basis. (See Individual Approval Admission; p.12).

Lee College maintains an open admissions policy. However, state law requires students who are First-Time-In-College (FTIC) applicants at publicly funded educational institutions in Texas to take the TASP test or an approved alternative test before they may attend classes. The Lee College Counseling Center has information regarding the TASP test and the approved alternative tests, including Accuplacer, which is the approved TASP alternative offered by the College.

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Admission to the College does not imply admission to programs such as the nursing programs or the honors program which employ special admission requirements. (See Admission to Special Programs; p. 19) Also, many Lee College courses have prerequisites which students must meet in order to enroll.

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

### FIRST-TIME-IN-COLLEGE (FTIC) FRESHMEN

Students may enroll as FTIC freshman if they have been graduated from an accredited high school or earned a General Education Development (GED) certificate. In either case, prospective students must produce high school diplomas or GED certificates no later than mid-term of their first semester. (See Documents Needed for Admission; p. 22)

Lee College offers an orientation program which is compulsory for FTIC students who attempt three or more courses. Details regarding the program are available from the Counseling Center.

### TRANSFER STUDENTS

Students who transfer to Lee College from other institutions must have official copies of their transcripts on file in the Office of Admissions and Records no later than mid-term of their first semester at the College. Students who do not provide official transcripts as requested are subject to suspension from the College.

Students who wish to transfer from institutions where they are on academic probation and/or suspension may not enter the College without the approval of the registrar. Likewise, students who wish to transfer from institutions where they are on disciplinary probation and/or suspension may not enter the College without the approval of the Dean of Student Development and Institutional Planning.

The nursing programs accept transfer students on a space available basis. Students must have successfully completed a nursing course within a designated time in order to be considered for transfer in the ADN program and within one year in the VN program. The transfer policy in the Allied Health Student Handbook applies. A letter of status is required from the director of the nursing program. Testing in theory, clinical or pharmacology may be required.



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

Students who claim to be TASP-exempt or to have passed the TASP test or an approved alternative test must produce transcripts or other documentation prior to mid-term or face expulsion from the College. (See TASP; p. 16)

Other transfer students who have not produced official transcripts by the end of their first semester will have holds placed on their Lee College transcripts and will not be allowed to register for more course work at the College until the hold is removed.

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

1. The Office of Admissions and Records determines the total number of semester credit hours which students may transfer to Lee College from other institutions. Students who

are pursuing associate degrees should request that their transfer work be evaluated. Transcript evaluation request forms are available in the Admissions and Records Office and the Counseling Center. Also, students seeking certificates of completion who have transfer work in the same program of study should request that their transcripts be evaluated.

2. Credit for courses equivalent to those listed in the catalog will be given for credit earned at regionally accredited institutions of higher education.



3. Credit for equivalent courses will be awarded according to the previously mentioned procedure for courses that are specific to the student's degree program. Other courses may be accepted in place of elective credit required by the student's degree program. A minimum of 25 percent of the course work – i.e., total semester credit hours – required by the student's degree program or 50 percent of the course work required by the student's certificate of completion program must be taken in residence at Lee College for the student to become eligible to receive a certificate of completion or an associate degree from Lee College. Transfer students should consult with a counselor or faculty advisor regarding their transfer hours and degree programs.

4. Students may be required to obtain official course descriptions from colleges previously attended before transfer credit can be awarded.

5. Courses in which students earned grades of "D," "F," and "Incomplete" will not be accepted as transfer credit by Lee College.

6. Grade points earned at other institutions cannot be transferred to Lee College. At Lee College, students' cumulative grade point averages – which are based solely on grades earned at the College – are used to determine their

eligibility to graduate and their eligibility to receive honors at graduation.

7. Physical Education credit may be granted to students who have served at least one year of active duty in the military. Required documentation includes the student's DD 214. (See Awarding Credits, p. 16)

8. Credit will be evaluated for military courses based upon the evaluation recommendations outlined in the American Council on Education Guide to the Evaluation of Educational Experiences in the Armed Services Manual.

9. For information regarding credit by examination (for example, CLEP, AP, and departmental examinations) see the section regarding Credit by Examination and Placement in Advanced Classes, p. 14.

### STUDENTS ENROLLED IN ACCREDITED HIGH SCHOOLS

Persons who are enrolled in public high schools may apply for admission to the College under the Individual Approval (IA) admissions policies and, if admitted, may earn credits which can be applied toward Lee College degrees or transferred to other institutions. (See Individual Approval Admission, p. 12)

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

Students who are enrolled in high school and who wish to take college courses are subject to the same TASP policies regarding testing and, if they take math courses, the same placement testing policies as other Lee College students and must satisfy the prerequisites for the courses that they wish to take. They are not, however, subject to the Continuous Remediation Rule and are limited to two college-level courses per semester or term. Note that the policies regarding persons who are enrolled in accredited high schools apply to students who take Lee College courses on their high school campuses for dual credit as well as those who take courses at Lee College sites for college credit only. (Course prerequisites are a part of the course descriptions included in Chapter 4. Also see Continuous Remediation; p. 18)

### STUDENTS ENROLLED IN "HOME SCHOOLING"

Persons who are enrolled in non-accredited private high schools, home schooling and persons who have completed the equivalent of an approved high school curriculum through home schooling, may apply for admission to the College under the Individual Approval (IA) admissions policies. (See Individual Approval Admission, p.12)

### INTERNATIONAL STUDENTS

Applicants for admission to the College who are not American citizens must meet the same standards as native applicants. That is, they must show that they have completed a course of study equivalent to that of an accredited Texas high school. In addition, they must meet the following requirements.



1. All admission records must be received at least 30 days before the first scheduled day of registration for a given semester.
2. All applications must be accompanied by payment of a \$25.00 non-refundable fee.
3. All international students must meet TASP testing and enrollment requirements.
4. Evidence of proficiency in the English language is required and can be satisfied by submitting results from the Test of English as a Foreign Language (TOEFL) with a minimum score of 500 on the paper/pencil version or 173 on the computerized version.
5. Applicants must provide official copies (in English) of their complete academic records. These records should describe the course of instruction in terms of years spent in school and types of subjects and a description of the grading system. These records must be submitted to the Admissions and Records Office where they will be used to determine that the applicant has the equivalent of a diploma from an accredited high school.
6. Students wishing to transfer college-level work to Lee College from foreign institutions must have their transcripts evaluated by an evaluation service approved by the College. Credit for courses taken at foreign institutions will be awarded according to the policies outlined for transfer students.
7. Students must provide proof that they have sufficient financial support to remain at Lee College long enough to complete their degree requirements. This proof can be a bank statement or a letter from the person responsible for providing the financial support.
8. Form I-20, the form allowing students to get F1 status (student status), will not be issued until all of the requirements listed above have been satisfied.

### INDIVIDUAL APPROVAL ADMISSION

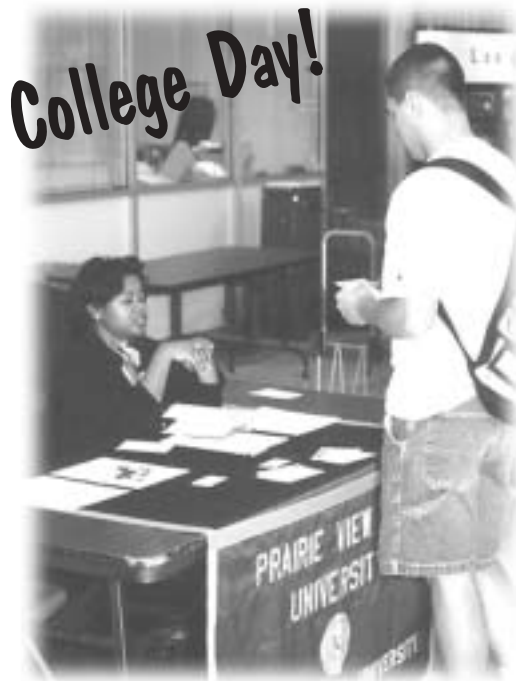
Individual Approval (IA) admission status is available to applicants for admission to the College who have not been graduated from accredited high schools, do not have GED certificates, and do not have transferable credits from institutions of higher education. The IA admission policies also provide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

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

Individuals less than 18 years of age must also provide notarized records of the high school equivalent work that they have completed and the date of its completion.

The College's IA admission policies are described below.

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



- a. Prospective students who meet the criteria listed above and have not completed the equivalent of the junior year of high school (16 high school credits) may be admitted to the College by an instructional dean.

Students who enter the College under these provisions may not attempt more than two college-level courses per semester and may be restricted to certain classes and/or sections.

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

Students who enter the College under these provisions may not attempt more than two college-level courses per semester and may be restricted to certain classes and/or sections.

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

The decision to admit an applicant under these provisions will be based on written examinations approved by the

college and/or the recommendation of the principal or superintendent of the last high school the applicant attended. Currently, the College uses the ACT test (with appropriate scores) to determine that the applicant has completed courses of study equivalent to the minimum required by the Texas Education Agency for high school completion.

Students who enter the College under these provisions are not necessarily subject to the “two college-level courses per semester” limitation placed on other students under the age of 18; however, they may be restricted to certain classes and/or sections.

2. Persons who are 18 years of age or older.
  - a. Prospective students who meet these criteria and wish to enter the college may do so with the approval of the Dean of Student Development and Institutional Planning. The Dean will review the applicant’s academic records, scores on standardized tests, placement test scores, and/or accomplishments. If, following this review, the Dean is convinced that the applicant can benefit from a program offered by the College, he/she will approve the applicant’s admission to the College.
  - b. Students who enter the College under these provisions may be restricted to certain courses and/or sections.

## Counseling and Advising

### THE COUNSELING CENTER

Lee College employs a staff of professional counselors 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 can answer questions related to TASP, scholarships and financial aid, student loans, on-campus and off-campus employment opportunities, 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.

### MILITARY VETERANS

A Lee College counselor has been designated as the campus Veterans Affairs (VA) counselor. The VA counselor may be reached through the Counseling Center at (281) 425-6384 or (800) 621-8724. Students who wish to apply for and receive veterans’ benefits must observe the following college policies.

1. Clear all transactions through the campus VA counselor.
2. Enroll in courses listed in this catalog.

3. Meet with the VA Counselor each semester to ensure proper course selection for the next semester.
4. Military veterans who have successfully completed credit hours at another college or university must submit a transcript from that college or university before making application for VA benefits. The transcript(s) will be evaluated by the Admissions and Records Office and credit granted, if judged applicable, by the VA counselor. After this procedure has been completed, the VA counselor will certify the student’s enrollment status to the Regional VA office.

Lee College does not determine students’ eligibility to receive VA benefits. The College’s role in the VA benefit process is to certify the enrollment status of students who have served in the US military forces.

### RESERVE OFFICERS TRAINING CORPS (ROTC)

Students who are interested in earning appointments as officers in the United States Army, the Army Reserve, or the National Guard should consider the ROTC program. This program is offered through an agreement with the University of Houston at University Park which allows students to take their academic courses at Lee College and their ROTC courses at the University of Houston-University Park.

Interested students should contact the Counseling Center at Lee College or the Army ROTC offices at the University of Houston-University Park for more information.

### STUDENTS WITH DISABILITIES

Lee College works closely with the Texas Rehabilitation Commission to aid students with disabilities. The College supports efforts to make the campus more accessible and encourages students with disabilities to participate in campus activities.

The College has designated a member of the Counseling Center staff as the Counselor for Students with Disabilities. The services provided through the Counseling Center include personal and academic counseling, tutoring, loan of equipment, and working with the student on advocacy issues. For further information, contact the Counselor for Students with Disabilities at (281) 425-6384 or (800) 621-8724.

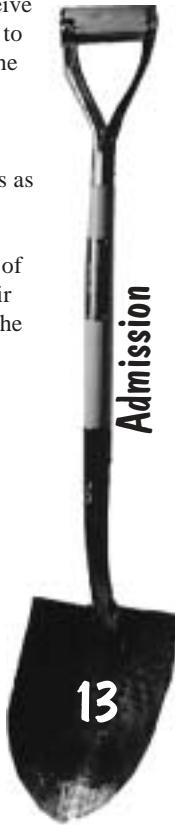
Interpreters make it possible for students with hearing impairments to access all areas of college life. Special equipment is also available for hard-of-hearing students who do not use sign language. For further information, contact the Counselor for Students with Disabilities at (281) 425-6384 or (800) 621-8724.

Students with disabilities who are interested in nursing careers are advised to contact the Allied Health division regarding guidelines established by the Board of Nurse Examiners and Board of Vocational Nurse Examiners. The guidelines set by these boards may prevent persons with some disabilities from taking licensure examinations.

### TRANSFER OF COURSES TO SENIOR COLLEGES

The hours earned at Lee College in academic courses are generally accepted by other accredited colleges and universities to (1) satisfy specific course requirements or (2) 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.



## Credit by Examination & Placement into Advanced Classes

COURSE		EXAM	MINIMUM SCORE	HIGH SCHOOL SUB. GRADE	SEM. CREDIT HOURS
ACNT	1303	Introduction to Accounting I	Departmental	70	3
ARTS	1303	Art History I	AP	3	3
ARTS	1304	Art History II	AP	3	3
BIOL	1406	General Biology I	AP	3	4
COSC	1301	Microcomputer Applications	Departmental	70	3
ECON	2301	Macroeconomics	AP	3	3
ENGL	1301	English Composition I	CLEP W/essay	500	3
			LC Placement	8 # As and no more than 1 B	3
			TASP	300 # As and no more than 1 B	3
			^AP-Eng Lang/Comp or		
			^AP-Eng Lit/Comp		3
ENGL	1301/1302	English Composition I & II	^AP-Eng Lang/Comp		4-5
			^AP-Eng Lit/Comp		4
			^^AP-Eng Lang/Lit Comp		3
			^^AP-Eng Lang/Comp		4-5
ENGL	1301/1302/ Soph. ENGL	English Composition I & II & Soph. ENGL	^AP-Eng Lit/Comp		5
ENGL	2322/2323	English Literature	CLEP	50	6
			^^AP-Eng Lit Comp		4-5
ENGL	2327/2328	American Literature	CLEP	50	6
FREN	1411	Beginning French	CLEP	50	4
FREN	1411/1412				
	2311/2312	Beginning & Intermediate French	CLEP, Departmental	50	8
GERM	1411	Beginning German	CLEP	50	4
GERM	1411/1412				
	2311/2312	Beginning and Intermediate German	CLEP, Departmental	50	8
HIST	1301	History of the U. S. to 1877	CLEP	50	3
			AP	3	3
HIST	1302	History of the U. S. since 1877	CLEP	50	3
			AP	3	3
HIST	2321/2322	World History I & II	AP	3	6
ITSC	1309	Integrated Software Applications I	Departmental	70%	3
MATH	1414	College Algebra	CLEP	50	4
MATH	1316	Trigonometry	CLEP	50	3
MATH	2413	Calculus I with Analytic Geometry	AP-Calculus AB	3	4
POFI	1401	Computer Applications I	Departmental	70	4
POFI	2301	Word Processing	Departmental	70	3
POFT	1302	Business Communications I	Departmental	70	3
POFT	1321	Business Math	Departmental	70	3
POFT	2301	Document Formatting and Skillbuilding	Departmental	70	3
POFT	2333	Advanced Document Formatting & Skillbuilding	Departmental	70	3
PSYC	2301	Introduction to Psychology	CLEP	50	3
RNSG	1161	Clinical	Mobility Profile I	Pass*	8
	1205	Nursing Skills I			
	1513	Foundations for Nursing Practice			
SPAN	1411	Beginning Spanish	CLEP	50	4
SPAN	1411/1412				
	2311/2312	Beginning and Intermediate Spanish	CLEP, Departmental	50	8

\* Must pass RNSG 1361, RNSG 2207, RNSG 2504 for credit to be recorded

# 90-100 = A and 80-89 = B. These are grades received in high school English.

^ Applied if only one ENGL AP exam is taken

^^ Applies if two ENGL AP exams are taken

NOTE: Contact Division Chair in specific area for information on departmental exams.

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.

The Counseling Center includes a career and transfer center which maintains a library of senior college catalogs and makes them available to interested students. The counselors at Lee



College are familiar with course requirements at senior colleges and will be pleased to assist students in determining course equivalencies and in choosing those courses which are appropriate to their educational objectives after they transfer.

### PLACEMENT TESTS

The Accuplacer test offered by Lee College is an approved alternate for the TASP test and also the placement test used by the College. Accuplacer, like the TASP test and other approved alternatives, includes testing in reading, writing, and mathematics. The reading, mathematics, and a part of the writing portions of Accuplacer are computerized and the scores are available immediately after the tests are completed. The writing portion of the test requires from three to five days to score.

The scores from these tests are not used to grant or deny admission to the College. However, all students who wish to enter publicly supported community colleges and universities in Texas must have scores from the TASP test or an approved alternative test on file at the institution they wish to enter before they may begin classes.

Students who have met the state-mandated testing requirement by taking the TASP test or an approved alternative test other than Accuplacer and who wish to attempt mathematics courses may be required to take the mathematics portion of Accuplacer to ensure that they are placed in the proper course.

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

The state has mandated that students must bear the cost of the TASP tests and all approved alternatives. The fee for the

Accuplacer test is \$20; the fees for the TASP tests range from \$29 to \$69 depending on late charges. Details are available from the Counseling Center.

Students pursuing certificates of completion in programs which are TASP-waived must establish their skill levels in reading. In addition, some certificate programs (See Certificates of Completion; p. 52) require their majors to establish skill levels in writing and mathematics. Students who pursue two certificates simultaneously must meet the testing requirements of both programs. They may do so by taking the Accuplacer tests offered by Lee College, by submitting scores from standardized tests such as TAAS, SAT, ACT, or TASP to the College, or by their performance in college-level courses at other institutions.

## Credit by Examination & Placement into Advanced Classes

### CREDIT BY EXAMINATION

Credit by Examination provides an opportunity for students to earn college credit for knowledge previously gained through external education or work experience. Credit may be earned at Lee College through Advanced Placement (AP), CLEP, and departmental exams. (See the list of accepted examinations and their course equivalents, p. 14.)

Lee College does not grant credit for courses or programs that it does not offer. Also, students may not receive credit for courses which do not fall within their majors or courses of study.

### EXAMINATION AVAILABILITY

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

CLEP examinations may be taken at area universities. Credit is awarded only by meeting minimum scores on CLEP subject examinations. A list of test centers and fees is available at the Counseling Center in Moler Hall, or students may request a free brochure, [CLEP Colleges: Where You Can Get Credit: Where You Can Be Tested](#), directly from CLEP Publications, P.O. Box 6601, Princeton, NJ 08541-6601.

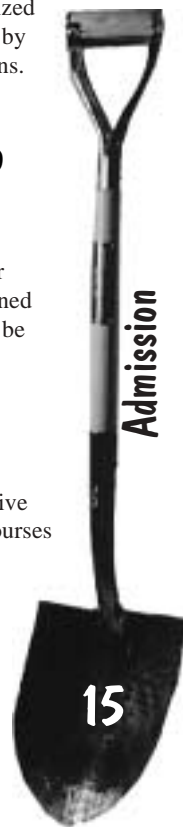
Departmental examinations must be taken at Lee College. Students may obtain the application form for these exams from the Admissions and Records Office and schedule the exams through the department which offers them. The fee for departmental exams is \$10 per credit hour and must be paid in advance.

### CREDIT LIMITATIONS

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

Other restrictions apply to the posting of AP credits, the application of transfer credits to degree plans, and eligibility to graduate with honors. (See Awarding Credits below; General Graduation Requirements p. 40; Minimum Requirements for Associates Degree, p. 51; and Graduation with Honors, p. 40.)

2. Examinations may not be taken for a course in which students are currently registered or for courses in which students have received grades, including grades of "I," "W,"



and “F.” Examinations may not be taken for any course where the exam course is a prerequisite to a course the student is currently enrolled in or has already received credit for. Prerequisites are found with the course descriptions in the back of this catalog.

3. A year must lapse between attempts to receive credit by examination. Also, students may not attempt an examination more than twice for the same course.

### AWARDING CREDITS

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

1. Generally, students must be enrolled in Lee College at the time credit is awarded. However, with the approval of the registrar and the appropriate instructional dean, former Lee College students may be awarded credit by examination. Former students who wish to receive credit by examination must meet all other requirements regarding the awarding of these credits.

2. For students to receive credit by examination, whether AP, CLEP, or credit by exam, they must complete an equal number of SCHs in residence at Lee College. For example, students who receive 6 SCHs through examination must earn 6 SCHs in residence before the credits earned by examination can be posted. (See Credit Limitations above.)

3. Before scores will be posted on student transcripts, official copies of AP and CLEP scores must be sent directly to and received by the Office of Admissions and Records. That address is: Lee College, Office of Admissions and Records, P.O. Box 818, Baytown, TX 77522-0818.

4. Credit by examination through AP or CLEP will be recorded on students' transcripts without grade equivalents and, as a consequence, will not be a part of the calculation of their cumulative GPAs. Students who take departmental examinations will receive grades, and the grades will be included in their GPA calculations. The cost for taking a departmental exam is \$10 per credit hour.

5. The credits students receive by examination do not apply toward either their earned or attempted hours for purposes of determining eligibility to receive financial aid assistance.

6. A total of 9 SCHs may be awarded to students pursuing an Associate of Applied Science in Law Enforcement degree who have successfully completed an approved TCLEOSE Police Basic Training Academy and completed a year or more of service with a law enforcement agency. Students who wish to receive this credit must submit an application to the lead instructor of the Criminal Justice and Corrections program. If granted, the credits will apply to CRIJ 2323, CRIJ 2314, and CRIJ 2328. Students will be charged a fee of \$10 per SCH when the credit is posted to their transcripts.

7. A maximum of 18 SCHs may be awarded to students pursuing an Associate of Applied Science Degree in Professional Office Technology who have successfully passed all parts of the Certified Professional Secretary (CPS) Examination. Students who wish to receive this credit must submit an application to the lead instructor of the Professional Office Technology program or to the chair of the Business Technology Division. If granted, the credits will

apply to ACNT 1303, BUSG 2305, BMGT 1303, POFT 1309, POFT 2312, and POFT 2331. Students will be charged an evaluation fee of \$10 when the credit is posted to their transcripts.

8. Credits for formal courses offered by the military are evaluated and credited in the same manner as courses offered by regionally accredited colleges. (See p. 13)

9. Lee College grants credit for 4 SCHs of physical education to military veterans who have completed a year or more of active duty and received an honorable discharge. Veterans wishing to receive this credit must present a DD 214 to the Office of Admissions and Records. There is no charge for posting these credits.

### PLACEMENT INTO ADVANCED COURSES

Chemistry - Students receiving a minimum score of 3 on the AP chemistry exam will be placed into CHEM 1412, provided they have met the math requirement, which is MATH 330 or an equivalent placement score.



Students receiving a minimum score of 4 on the AP chemistry exam will be placed into CHEM 2423, provided they have credit for MATH 1414 (College Algebra).

Physics - Students receiving a 4 on the AP physics exam will be placed into PHYS 1402 or PHYS 1407, depending on their major.

### TASP (Texas Academic Skills Program)

Since its inception in 1989, TASP has evolved into a complex set of rules that continue to change as colleges and state agencies apply the policy to individual cases. Presented below is an overview of the current rules. If you have questions about TASP policies or its applicability to you as a student, contact the Counseling Center.

## TASP POLICIES

TASP is a state mandated program designed to ensure that all students who register for college-level course work at public colleges and universities have the skills necessary to succeed. TASP has three major components: testing, advising, and, when required, developmental course work. Summarized below are some key elements of the College's current TASP policy. Students with questions regarding TASP are advised to see a counselor.



Students who are subject to TASP must take the TASP test or an approved alternate test before they may take classes at a public college or university. (See Does TASP Apply to Me?, p. 17) The rules regarding TASP testing have changed significantly in the last few years. Students who have been out of college for two or more years and have not passed the TASP test are urged to speak with a counselor before attempting to enroll.

Students who take and fail a portion of the TASP test or an approved alternative test are subject to the Continuous Remediation Rule. (See Continuous Remediation; p. 18) That is, they must attempt the developmental course (or sequence of developmental courses) prescribed by the College. Once they have successfully completed the prescribed developmental course (or courses) they must take (or retake) the portion (or portions) of the TASP test that they failed. Students who must re-take a portion must take the TASP test or Quick TASP; that is, students may not use any of the approved alternative test for re-testing. Students who pass the TASP test following remediation have all of the rights and options available to students who passed on their first attempt.

Students who fail the test on their second (or subsequent) attempt have three options. They may re-take the TASP test, they may re-take a developmental class (or classes) and re-take the test, or, if they qualify, they may attempt to use the "B" Rule to gain exemption from the test. Students who wish to use the "B" Rule are urged to see a counselor. (See the "B" Rule; p. 18).

Failure to pass a section of the TASP test does not prevent students from attempting college-level courses provided that they meet the prerequisites for the courses they wish to take. (Course prerequisites are a part of the course descriptions included in Chapter 4.) However, students must pass all sections of TASP before they may receive associate degrees and/or attempt junior/senior level courses at senior institutions.

Students who registered for the TASP test but, because of unavoidable circumstances, are unable to take the test, may apply for a TASP extension which will allow them to continue taking college-level courses. (See TASP Extensions; p. 19)

Not all students are subject to TASP. Students who took college courses prior to fall 1989, blind or deaf students who took college courses prior to fall 1995, students who posted exceptionally high scores on the TAAS, SAT, or ACT tests, and students over 55 years of age may be TASP-exempt. Also, most of the students enrolled in certificate of completion programs are TASP-waived. As a general rule, students who meet these criteria are eligible to enroll in classes and receive certificates without taking or passing the TASP test. (See Does TASP Apply to Me? below)

### DOES TASP APPLY TO ME?

There are two general rules concerning TASP's applicability, but there are significant exceptions to both rules.

The *first rule* is that students pursuing TASP-required certificates of completion, students pursuing associate degrees, and students who plan to earn credits for transfer to senior institutions are subject to TASP.

There are three exceptions to this rule. The first involves students who entered college prior to the implementation of TASP or before TASP was applied to them. This includes students who successfully completed three or more Semester Credit Hours (SCH) of college-level coursework prior to the fall 1989 semester and blind and deaf students who successfully completed three or more SCH of college-level coursework prior to fall 1995. Students who meet either criteria are TASP-exempt.

The second exception to the first rule applies to students who are accorded TASP-exempt status by virtue of their scores on standardized tests such as TAAS, SAT, or ACT. The scores needed on these tests to qualify students for TASP-exempt status are established by the state and subject to change. The scores required for the current academic year are published in the fall, spring, and summer class schedules.

The third exception includes students who are 55 years of age or older and who declare, on admission to the College, that they are not pursuing certificates or degrees. Students who meet these criteria and wish to be declared TASP-exempt should meet with a counselor prior to admission to the College to make the necessary declarations. Students who enter the College in this manner and later decide to pursue certificates or degrees may become subject to TASP.

Students who are TASP-exempt are generally not subject to TASP. That is, they are not required to take the TASP test and need not pass it in order to receive associate and/or baccalaureate degrees. Education majors are an exception in that they are TASP-required regardless of when they entered college.

The *second general rule* is that students enrolled in TASP-waived programs are TASP-waived students. Programs which require fewer than 43 SCH of college-level course work are considered TASP-waived. At Lee College, most certificate of completion programs are TASP-waived, and students who elect to major in these programs are usually not subject to TASP.



Exceptions to this rule occur when students in TASP-waived programs complete more than six SCH which are not included in the curriculum of a TASP-waived program. Students who do so become TASP-required students. In these cases, students may be required to take the TASP test and engage in continuous remediation in order to remain in TASP-waived certificate programs; however, they are not required to pass the TASP test in order to graduate.

The complexity of these rules underscore the need for students to work closely with counselors or faculty advisors when selecting classes.

### CONTINUOUS REMEDIATION

Students who are TASP-required and fail one or more sections of the TASP test are considered "TASP-deficient." TASP-deficient students may continue taking some college-level courses if they meet the prerequisites for the course, but must engage in Continuous Remediation until they re-take and pass the portion of the TASP test that they failed or satisfy the "B" Rule.

Students who fail all three sections of the TASP test (or an approved alternative test) may find it in their interests to begin an intensive study program prior to college enrollment. Topics will be selected from the following: study skills, career exploration, basic skills review, life skills, test-taking, crisis management, personal development, time management, educational planning, critical thinking, and related topics. Information regarding the intensive study program is available through the Counseling Center.

For TASP purposes, Continuous Remediation means that students who are TASP-deficient must register for and attend developmental courses in the area (or areas) in which they have a deficiency. They must do so each semester until they re-take and pass the TASP test. The College monitors attendance in developmental classes and may withdraw students from all classes if they have TASP deficiencies and fail to attend developmental classes on a regular basis.

In practice, this rule means that students who fail the mathematics portion of the TASP test or an approved TASP alternative may take college-level courses in areas which do not have a mathematics prerequisite, provided that they also register for and attend a developmental mathematics course. Students who fail to attend the developmental mathematics course on a regular basis will be withdrawn from the college at the end of the semester.

There are three exceptions to the Continuous Remediation rule. First, the Continuous Remediation Rule does not apply to co-enrolled high school students. That is, students who are enrolled in accredited high schools and who fail a portion of the TASP test may take college level courses (provided that they meet the course prerequisites) without enrolling in developmental courses.

Second, the Continuous Remediation rule does not apply to students enrolled in terms or sessions that are scheduled to last less than five weeks. That is, students who enroll for the Holiday College and May Mini sessions are not subject to the rule.

Third, students who take courses for personal enrichment rather than to earn degrees and/or transfer credit are not subject to the Continuous Remediation rule. Persons who wish to take courses for personal enrichment must declare, to a counselor, that they are not pursuing degrees at Lee College and that they do not intend to transfer the credits they earn at Lee College to other

institutions. Students who register for courses under this provision are restricted to a maximum of five SCHs per semester or summer term and are not eligible to receive federally subsidized financial aid, including Pell Grants, Supplemental Education Opportunity Grants, and student services provided by the Carl Perkins Act.

### THE "B" RULE

The "B" Rule applies to students who have attempted and failed a portion of the TASP test or an approved TASP alternative, successfully completed the developmental course (or courses) prescribed by the college, and failed to pass the relevant portion of the TASP test on their second attempt. Students who meet these criteria will be considered to have passed the relevant portion of TASP if they earn a grade of "B" or better in a specified class.

Details regarding the application of the "B" Rule are available from the Counseling Center. To be eligible to use this rule, students must meet the following criteria.

- (1) Fail a portion of the TASP test or an approved alternative test.
- (2) Successfully complete the developmental course (or courses) prescribed by the College.



- (3) Re-take and fail the relevant portion of the TASP test *after* completing the relevant developmental courses.

Students who meet these conditions and earn grades of "B" or better in approved courses will be considered to have met the TASP requirement.

### THE TASP TEST and APPROVED TASP ALTERNATIVE TESTS

A state policy implemented in fall 1998 requires all first-time-in-college (FTIC) students at publicly supported colleges and universities in Texas to take the TASP test or an approved alternative test prior to admission. The policy also applies to students who were previously enrolled, who are subject to TASP, and who had not taken the test. (See Does TASP Apply to Me? p. 17)



The TASP test and the approved alternative tests are not college admissions tests. Instead, they are designed to assess entering students' skill levels in three areas that are critical for college success – writing, mathematics, and reading. The tests normally require from three to four hours to complete. Students who fail a portion (or portions) of the test are required to take developmental courses in the relevant subject area (or areas) until they are prepared to retake the test. Students who pass some sections of the test but fail others are not required to retake the portion that they passed. Students who re-test must take the official TASP test regardless of the test that they took first.

The official TASP test is offered at times and places set by the state. Special versions of the TASP test are available for students with dyslexia and students who are deaf or blind. Students who wish to take the TASP test must register prior to the test and pay testing fees which can range from \$29 to \$69. More information regarding the test, including testing times, locations, costs, and the personal identification needed to sit for the test, is available from the Lee College Counseling Center.

Many of the public colleges in Texas, including Lee College, offer approved alternative tests. Students wishing to take the College's approved alternative test, Accuplacer, should contact the Counseling Center regarding times when the test may be taken. The Accuplacer testing fee is \$20.

### **TASP and ALTERNATIVE TEST SCORES AND STANDARDS**

When TASP was implemented in 1989, the state established passing standards for each of the three components of the test and has raised these standards periodically. Students whose test-scores fall below one or all of the passing standards are considered TASP-deficient and are required to engage in continuous remediation until they repeat the TASP test and pass the section (or sections) that they failed.

The TASP standards applicable to the 2002-2003 academic year are set forth below.

**Reading.** The passing standard for students tested before September 1, 1995 is 220. The passing standard for students who were tested after September 1, 1995, is 230.

**Mathematics.** The passing standard for students tested before September 1, 1995, is 220. The passing standard for students who were tested after September 1, 1995, is 230. Students who score 270 or higher on the mathematics portion of the TASP test are considered ready for college algebra.

**Writing.** The passing standard is 220.

Standards for the alternative tests approved by the state are available from the Counseling Center.

### **TASP EXTENSIONS**

TASP extensions are available for students who registered for the TASP test but were prevented from taking it by circumstances which were beyond their control and, as a consequence of not taking the test, are barred from college-level courses the following semester. The state has specified that only death in the immediate family, call to military duty, and serious illness or injury may be considered extenuating circumstances.

Students who apply for TASP extensions must present evidence that they were registered for the test and documentation verifying that they were unable to attend the test for one of the reasons cited above (for example, letter from a physician verifying serious illness or injury, copies of military orders, copies of death certificates, etc.).

Students seeking TASP extensions must present the required documentation to the Director of the Counseling Center prior to registration. They must also sign a statement indicating that they will take the TASP test prior to the completion of the extension semester and acknowledging that failure to do so will result in their being barred from enrollment in college-level courses.

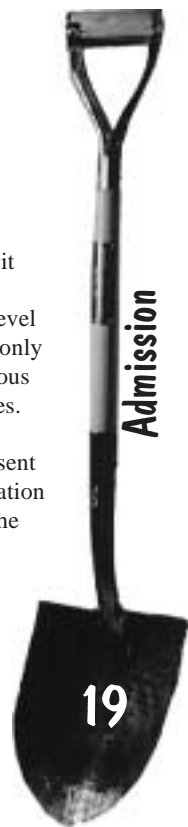
## **Admission to Special Programs**

### **ALLIED HEALTH PROGRAMS**

Admission to the Associate Degree Nursing Program and the Vocational Nursing Program is by application and is based on each candidate's personal and academic records. The application processes for these programs are explained in more detail on pages 23 and 90. Students planning to take courses in Health & Medical Administrative Services, Health & Medical Diagnostic and Treatment Services, or Mental Health Services are advised to contact the lead instructor of the program. Admission requirements are monitored continuously and may change between catalogs. Contact the Allied Health office for the most recent admission requirements.

### **COSMETOLOGY**

The Cosmetology program requires students to complete 1,500 hours of in-class work. Those who complete the program are qualified to sit for the State Board Examination for a Cosmetology License. Admission to the program requires the completion of an application available in the cosmetology laboratory and an interview with the program's faculty advisor. Applicants must



score at least 46 on the reading portion of the Lee College Placement Test or its equivalent to be admitted.

Prospective students who are less than 18 years of age (but 16 or more) and do not have high school diplomas or GED certificates, may be admitted through the Individual Approval process.

### NURSING PROGRAMS

The State Board of Nurse Examiners for the State of Texas states that “Good professional character is the integrated pattern of personal, academic and occupational behaviors, which, in the judgement of the Board, indicates that an individual is able to consistently conform his or her conduct to the requirements of the Nursing Practice Act, the Board’s Rules and Regulations, and generally accepted standards of nursing practice including, but not limited to, behaviors indicating: honesty, accountability, trustworthiness, reliability and integrity.”

Lee College is an extension campus of the Flexible Option Track of the University of Texas School of Nursing, Galveston, Bachelor of Science degree in Nursing and the core courses for the Masters of Science in Nursing degree. Contact the Lee College Office of Allied Health at (281) 425-6448 for further information.

### PROFESSIONAL OFFICE TECHNOLOGY

The Professional Office Technology Program prepares students for office support careers in today’s business world.

The office administrator is a technically skilled worker who has the ability to communicate, pay attention to details, manage records, understand office procedures, make decisions, and operate the high-tech machines found in today’s offices.

20

Students who meet the requirements and are working toward the Administrative Assistant or Administrative Specialist Certificate may have the opportunity to be assigned to offices in the area for on-the-job training (as jobs become available). Students also receive college credit for their work in a business office. There are three certificates and one associate of applied science degree available for students.

## The Honors Program

The Honors Program is designed to provide students with an enriched intellectual experience, the opportunity to explore subject areas in depth, and to receive more individual attention from instructors. New courses or honors components within existing courses may be added in the future. Contact the Honors Coordinator at (281) 425-6438 for information.

Students successfully mastering a minimum of 15 hours in honors courses with at least a “B” in each honors class will have noted on their transcript that they have completed the Lee College Honors Program.

At present, six scholarships in American Studies and eleven in general honors are available through the Lee College Foundation. Contact the Honors Program Coordinator or the Financial Aid Office for details.

### HONORS COURSES

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

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

**The Human Condition Interdisciplinary English Composition and Humanities**, ENGL 1301, ENGL 1302, HUMA 1301 and HUMA 1302, offers students the opportunity to become accomplished writers and critical thinkers through the reading, analysis and discussion of major ideas and concepts of philosophy, religion, literature, art history, and politics as revealed in writings of classical and contemporary humanists. ENGL 1301 and HUMA 1301, offered fall semester only. ENGL 1302 and HUMA 1302 offered spring semester only.

**Interdisciplinary Chemistry**, CHEM 1411, and **Environmental Science**, ENVR 1401. Students may contract for one of two honors project options: the first option requires environmental field research while the second involves the development of laboratory projects. Education majors are encouraged to choose the second option since they may develop exercises appropriate for use in teaching. Offered fall semester only.



### COURSES WITH OPTIONAL HONORS CONTRACTS

**ACCT 2402, Principles Of Accounting II** offers students the opportunity to enhance the material covered in the regular course by studying and analyzing one of the Fortune 500 companies, including an analysis of the company’s financial statements, history of the company, and future expected trends. To qualify for an honors contract in ACCT 2402, a student must have earned an “A” in Accounting I.

**BIOL 1406, General Biology I**

**BIOL 1407, General Biology II.** Students choosing to take General Biology for honors credit will do an independent, original research project, or will develop computer animation of a biological topic. The latter is primarily for those students planning to teach biology. Honors students planning to take biology should take both BIOL 1406 and BIOL 1407.



**CHEM 1405, Introductory Inorganic Chemistry.** Students choosing honors option may elect to work on laboratory research projects in place of many of the usual laboratory exercises.

**CHEM 1419, Introductory Organic Chemistry.** Students approved for honors may choose to work on laboratory research projects.

**CHEM 1411, General Chemistry I.** Students for honors may choose to work in laboratory research projects.

**COMM 2389, Communications Cooperative**

**COMM 2130, The Lantern**

**COMM 2132, Parallax**

**DRAM 2120, Theatre Arts Lab**

**DRAM 2366, History And Development Of Motion Pictures**

**ENGL 1302, ENGLISH Composition II.** A section of English Composition II is linked to Biology I and II and Environmental Science.

**ENGL 2322, English Literature: Beowulf to Romantic**

**ENGL 2323, English Literature: Romantic to Present**

**ENGL 2327, American Literature to 1860**

**ENGL 2328, American Literature: 1860 to Present**

**ENGL 2332, World Literature: Greeks to Renaissance**

**ENGL 2333, World Literature: Fifteenth Century to Present**

**ENGL 2331, Cross-Cultural Literature**

**ENGL 2374, Selected Studies in Literature**

**ENGL 2311, Technical Writing.** Requirements include an original research report of considerable length and scope.

**ENVR 1401, Environmental Science I.** The honors component includes classwork as well as a research project. ENVR 1401 allows students to contract for one of two options. The first option requires environmental field research while the second expects development of laboratory projects. Education majors are encouraged to choose the second option since they may develop exercises appropriate for use in teaching. Offered both spring and fall semesters.

**GOVT 2301 American Government I**

**GOVT 2302 American Government II**

**HIST 1301 History of the U.S. to 1877**

**HIST 1302 History of the U.S. since 1877**

**HIST 2301, History Of Texas**

**HIST 2321, History Of World Civilizations to 1500**

**HIST 2322, History Of World Civilizations From 1500 To Present**

**HUMA 1301, Introduction to the Humanities**

(Interdisciplinary - Health and Disease Emphasis)

**KINE 1301, Foundations In Physical Education**

**MUSI 2311, Theory and Analysis III .** Students contracting for honors must earn at least a "B" average in all other music courses and must earn an "A" on the general requirements for this course. Performance and writing assignments combined make up the honors component for this class.

**MUSI 2312, Theory and Analysis IV.** Students contracting for honors must earn at least a "B" average in all other music courses and must earn an "A" on the general requirements for this course. Performance and writing assignments combined make up the honors component for this class.

**MUAP Applied Music** allows students to contract for one of two options. The first requires a thirty minute recital while the second requires a lecture-recital which includes a writing component. Students must complete a satisfactory pre-performance and performance at which two-thirds of the full-time music faculty are present.

**PHYS 1401, College Physics I: Mechanics and Heat**

**PHYS 1402, College Physics II: Sound, Electricity,**

**Magnetism, Light, and Modern Physics**

**PHYS 2425, Mechanics And Heat**

**PSYC 2308, Child Development.** Honors credit is earned by completing a research paper or research project in addition to the regular classwork.

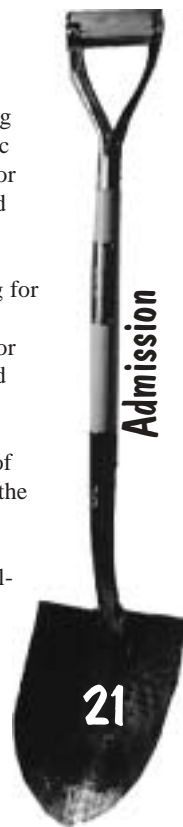
**PSYC 2314, Life Span Growth & Development.** Honors credit is earned by completing a research paper or research project in addition to the regular classwork.

**PSYC 2316, Psychology of Personality.** Honors credit is earned by completing a research paper or research project in addition to the regular classwork.

**PHYS 2426, Electricity, Optics, And Waves**

**PHIL1301, Introduction To Philosophy**

**RNSG 2504, Care Of The Client With Common Health Care Needs,** intermediate honors component is a selected Lee College ADN Level II student who extends the professional knowledge base of RNSG 2504 for additional nursing research experience. Under the supervision of two faculty advisors, the Level II honors student will have the opportunity to write, present, and publish a paper on a selected topic in nursing. Upon successful completion of the honors component, the student will receive a designation of honors course completion on their Lee College transcript along with a certificate specifying the nature of the honors endeavor. Students desiring to enroll must meet each of the following criteria: minimum of "B" average in nursing course work and a commitment to complete an honors project in the form of a formal research paper according to the honors course guidelines.



**RNSG 2362, Clinical**, intermediate honors component extends this course through an intern program. The honors intern will provide direct patient care to a variety of patients under the supervision of a staff nurse preceptor. Interested nursing students should contact the Allied Health office for details and enrollment criteria for this program.

**SOCI 1301, Introductory Sociology**  
**SOCI 2319, Multi-Cultural Studies**

#### Admission Requirements - Honors Program

Students who wish to enroll in honors courses must meet two of the following criteria:

1. Minimum ACT scores of 26
2. SAT scores of 1100 (for English honors, the verbal must be  $\geq 500$ )
3. Nine or more hours of college level work with a GPA of 3.5 or better
4. Score 6 on the Lee College English placement test and 13 on the reading test (or CPT reading 82+)
5. Top 10% of the high school class rank
6. Interview with and approval of the honors instructor teaching the course and recommendation(s) from previous instructor(s)

Students who wish to enroll in the honors section of RNSG 2362 must meet each of the following criteria:

1. Average grade of 85 or higher in all nursing coursework
2. Minimum cumulative GPA of 3.5
3. Submission of curriculum vitae inclusive of reason(s) for pursuing the honors component as well as a statement of goals to be achieved
4. Participation in interviews with Lee College faculty and hospital nursing representatives
5. Commitment to clinical hours beyond the regular course requirements that is coordinated with an assigned preceptors' schedule.

Students who wish to enroll in the honors section of RNSG 2504 must meet each of the following criteria:

1. Minimum of B average in nursing coursework
2. Commitment to complete an honors project in the form of a formal research paper according to the honors course guidelines.

## Documents Needed For Admission

Lee College does not discriminate on the basis of gender, disability, race, color, age, religion, national origin, or veteran status in its admission policies or practices.

#### APPLICATION FOR ADMISSION

To be admitted to Lee College, new students must complete an Application for Admission and provide the residency information cited below. Returning and former students who were not enrolled for one or more semesters/terms during the past year must also update their Applications for Admission and residency information. Applications for Admission and residency forms may be obtained in the Office of Admissions and Records or by writing to: Admissions and Records, Lee College, P. O. Box 818, Baytown, TX 77522-0818.

#### ESTABLISHING RESIDENCY STATUS

Students who claim "Texas Resident" tuition classification must present - with their application for admission - documentary proof that they have maintained legal residence in

Texas for at least 12 months prior to the semester of enrollment. Failure to provide such documentation will cause the applicant to be classified as a non-Texas resident for tuition/fee assessment purposes. Documentation used to establish residency may be in any of the following forms:

- A transcript from a Texas high school which shows that the applicant attended a Texas school for one or more years immediately preceding enrollment at Lee College.
- A transcript from a Texas college or university showing that the applicant attended an institution in Texas for one or more years immediately preceding enrollment at Lee College.
- A permanent Texas Drivers License that is at least one year old.



- An employer statement verifying at least one year of state residency.
- Texas voter registration. (at least one year old)
- A lease agreement which shows that the applicant has been a resident of the state for one or more years.
- A property tax statement.
- Bank or other records which indicate that the applicant has been a resident of Texas for one or more years.

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

- A person who is a dependent of an in-district resident may qualify for in-district tuition by presenting a copy of the previous year's federal income tax return. The return can be used to establish dependency and residence.
- A permanent Texas Drivers License which reflects an in-district address.
- A lease agreement which reflects an in-district address.
- An employer's statement verifying in-district residence.

#### OFFICIAL TRANSCRIPTS

An official high school transcript of the student's record, GED certificate, or an official transcript from the last college attended must be on file in the Office of Admissions and Records no later than mid-term of the first semester of enrollment. In addition, students wishing to apply for federal financial aid programs are required to submit either an official high school transcript or GED certificate.

#### HEALTH RECORDS

The College reserves the right to request immunization records from all students and to place these records in the students'

files should the Texas Department of Health mandate such a requirement.

## Registration Information

### ADDING CLASSES

Students who wish to change their schedules after completing registration may do so through the add/drop process. Classes can be added by completing an add/drop card provided by the Admissions Office. Adding a class after the first class meeting requires the instructor's approval. Students may not add nursing classes during late registration.

Add/drops can be processed during early registration, regular on-campus registration, and late registration. There is a "Class Change Fee" for add/drops that is assessed throughout the refund period. (See Other Fees, p. 30)

### ALLIED HEALTH STUDENTS

Students who have been admitted to the VN and ADN nursing programs should consult the Allied Health Division prior to registration.

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

- a) One booster dose of Tetanus/Diphtheria toxin (Td) within the past ten years.



- b) Persons born before January 1, 1957, must have documentation of one dose of measles, mumps and rubella vaccine (MMR) or acceptable evidence of immunity to these three diseases.

*NOTE: The Texas Department of Health and CDC defines "acceptable evidence" as official documentation from a health care provider of serologic confirmation (a blood test) or serologic evidence of infection (actually having the three diseases). Self report or confirmation from parents or other persons will not be acceptable.*

- c) Persons born on or after January 1, 1957, must have documentation of **two** doses of MMR. This means a total of two doses. Texas, as most states, requires one dose of MMR before entering kindergarten. The second dose may be

administered any time after the first dose as long as there is a month's interval between the two doses.

- d) Exceptions to the above guidelines are medical conditions that contraindicate the administration of the MMR. Official documentation from a health care provider must be furnished to the college.

- e) Acceptable documentation of varicella (chicken pox) vaccination, serologic testing for the presence of varicella antibodies, or a positive medical history for varicella disease.

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

A current CPR card for the Professional Rescuer is required prior to clinical for nursing students and must be renewed as required thereafter. A current Standard Red Cross First Aid card is required prior to the first clinical rotation for nursing students and must be renewed every three years. Students will not be allowed to go to clinical until the Hepatitis B documentation, physical exam form, TB skin test results, CPR card, and proof of immunizations are provided.

### CONTINUING EDUCATION

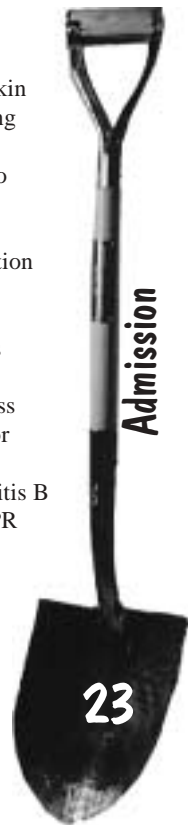
Students interested in non-credit offerings may register in the Continuing Education office on a space-available basis any time prior to the first meeting of a class. There are usually no admission requirements. If a course has a prerequisite, it will be indicated in the Continuing Education schedule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

### COURSE PREREQUISITES

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

### DROPPING CLASSES

The last day of each semester and summer term on which students may drop courses without penalty is listed in the College calendar. Students with questions about drop dates should review the College calendar, which appears in the front of this catalog and in the class schedules published each semester, or contact the Office of Admissions and Records. Students who drop classes after fee payment has been made will be charged a "Class Change Fee." This charge is applicable throughout the refund period. (See Other Fees, p. 30)



## LATE REGISTRATION

Students who register after the dates set for regular registration, as shown on the College calendar, will be charged a “Late Registration” fee. Students who register late must see a counselor and follow the procedure outlined below for adding classes. (See Other Fees, p. 30)

## PARKING PERMITS

Students may obtain their parking permits during regular on-campus registration. After classes begin, parking permits may be obtained from the Business Office Cashier.

## REGISTERING FOR NON-CREDIT (NC)

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

Students who wish to register for non-credit may not do so before the first meeting of the class, or classes, which they wish to take. To register for non-credit, students must obtain a non-credit registration form from the Admissions and Records Office and the instructor’s consent prior to paying their tuition and fees at the Business Office.

## REGULAR (ON-CAMPUS) REGISTRATION

For regular registration students must:

- Complete or verify the information on the Lee College Application for Admission.
- Transfer and First-Time-In-College students must take the placement tests or have TASP scores sent to the Office of Admissions and Records and must consult with a counselor.
- Continuing students are urged to consult with a counselor or faculty advisor.
- Complete their class selections.
- Pay any library or parking fines that they may have accrued.

## REGISTRATION SERVICES FOR STUDENTS WITH DISABILITIES

Special registration assistance is available to students who have disabilities. Students may receive information regarding dates, times and locations provided for disabled students by calling the Counseling Center.

## SPECIAL REGISTRATIONS

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

## STUDENT CLASS LOAD

Lee College defines full-time students as those who enroll for 12 or more SCH and/or take courses which require 16 or more hours of lecture and laboratory work per week in long semesters. In twelve-week sessions, full-time students are those who attempt 12 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 formats (e.g. 6-week and 12-week) will be determined by combining the loads attempted in each. Questions about course load may be addressed to the Counseling Center.

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.

Students may enroll for as many as 18 SCH each long semester without special approvals. Students who wish to enroll for more than 18 SCH must have the approval of the appropriate instructional dean. Students who work while attending classes are urged to consult with a counselor regarding their course loads and work schedules.



Students must attempt 12 or more SCH in long semesters to qualify for the maximum amount allowed under federal student aid programs such as the Pell Grant program. The class load requirements for students who receive scholarships administered by Lee College vary. Students who wish to apply for scholarships and/or financial aid are advised to check with the Student Financial Aid Office.

## STUDENT IDs

Lee College issues student ID cards which are required to use the library and game room and to cash checks at the College bookstore. Students may obtain ID cards from the library on any class day of a semester by presenting their registration receipt. Duplicate registration receipts are available from the Business Office.

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 Medical Diagnostic and Treatment Services students should check with the program coordinator.

## ONLINE REGISTRATION

Returning students should register online at <http://icampus.lee.edu>. The class schedule has additional information regarding the registration process.

## VETERANS AND VETERANS' DEPENDENTS

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 Financial Aid

### FINANCIAL AID APPLICATION

Lee College is committed to assisting students who require financial assistance to attend college. The College also recognizes students who exhibit superior scholastic abilities by awarding academic scholarships.

The Financial Aid Office administers four broad program areas: grants, employment, scholarships, and loans. The Free Application for Federal Student Aid (FAFSA) is required for all needs-based financial aid programs; a separate institutional application is required for most scholarships. These forms are available from the Financial Aid Office. Most high school counselors also have the FAFSA.

Students requesting information about the financial aid programs should ask for an application packet and a list of financial aid opportunities. These packets are available in the Financial Aid Office and the Counseling Center.

### WHEN TO APPLY

Many financial aid programs are based upon a priority of need. In order to establish priority, completed applications must be received in the Financial Aid Office by the following deadlines:

Fall semester	June 1
Spring only	November 1
Summer only	April 1
Scholarships only	March 15



Applications received after the above deadlines will be awarded only if funds are available after the applications received before the deadline have been processed.

### LOANS

Short term loans are available during registration. Loans may be made to eligible students as temporary aid for the partial payment of registration fees. Students may borrow 70% of tuition and fees up to a maximum loan of \$200. The loan plus a service charge must be repaid as specified by financial aid regulations. If it is not repaid on time, a late fee will be assessed and the student may be withdrawn from classes. Students who have records of delinquency will be denied further loans.

### FEDERAL PELL GRANT

The Federal Pell Grant is a federally funded grant based upon financial need as determined by government regulations and cost of attendance. Students must apply each year for the grant by completing the FAFSA.

### FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (SEOG)

The SEOG is a federally funded grant based upon financial need as determined by government regulations and cost of attendance. Students must apply each year for the grant by completing the FAFSA.

### THE TEXAS PUBLIC EDUCATION GRANT (TPEG)

TPEG is based on financial need and is designed to assist students in enrolling and remaining in college. The FAFSA serves as the application for TPEGs and priority consideration is given to applicants who are at least half-time students.

### STATE STUDENT INCENTIVE GRANT (SSIG)

SSIG is a state/federal grant based on financial need as determined by government regulations and cost of attendance.

### TOWARD EXCELLENCE, ACCESS, AND SUCCESS (TEXAS)

The Toward EXcellence, Access, and Success (TEXAS) grant program makes funds available to Texas residents who have graduated from accredited Texas high schools no earlier than Fall, 1998. Students must have completed the recommended or advanced high school curriculum and be able to demonstrate financial need.

### REGENTS SCHOLARSHIPS

The Lee College Board of Regents awards scholarships to the two highest ranking graduates from certain area high schools who attend Lee College. The amount of the scholarship is equal to tuition charges for four enrollment terms.

### LEE COLLEGE FOUNDATION SCHOLARSHIPS

The Lee College Foundation is a non-profit organization for exclusively charitable, scientific, and educational purposes. It was incorporated in January, 1968 to provide a means of accepting and perpetuating gifts to Lee College and its students.

The application deadline for scholarships granted for an academic year is March 15 (or next college business day) of the preceding academic year.

The primary goal of the Foundation is to establish a fund to insure the growth and quality of the educational program at Lee College. The Lee College Foundation provides annual scholarships to the Lee College students. For further information or to apply,



contact the Lee College Financial Aid Office. Designated scholarships are:

- Sue Tiller Adams Memorial Scholarship (2)
- Rebecca Lynn Ewing Anderson Nursing Scholarship
- William G. Arnold (4)  
*Members of Demolay or Rainbow Girls*
- Mohammad Athari Nursing Scholarship (2)
- Dr. Richard Atkins Memorial
- Maryon S. Babin Scholarship  
*Female interested in engineering*
- Thomas M. Babin Memorial Scholarship  
*Male interested in engineering*
- Judy Tate Barber Memorial Scholarship  
*Distinguished academic achievement with intent to transfer to a university*
- Bay Area Board of Realtors
- Baytown Recycling Works Scholarship  
*Environmental Science major*
- Baytown Sun Scholarship (2)
- Baytown Jaycees Scholarship  
*Texas resident under 40 years old with community service and intent to transfer to a university*
- Tim and Kelly Bell Memorial Scholarship
- George and Lorene Bennett Scholarship (2)  
*Honors program student*
- R. Burnell and Nesbitt J. Bennett Scholarship
- W. B. and Mary Black Scholarship  
*BAER<sup>2</sup> program student*
- Charles Bonner Scholarship
- Sam Bramlett Memorial Scholarship  
*High school graduate of St. Mark's United Methodist Church*
- Mr. & Mrs. W. C. Britton Scholarship
- Brown & Root Scholarship  
*Applied Sciences student*
- Donald L. Brunson Memorial Scholarship  
*Honors program student*
- Bill Camp Memorial Scholarship  
*Engineering major*
- Lucile Gibbs Carroll Memorial Scholarship
- A. R. Cathriner Business Scholarship
- A. R. Cathriner Social Science Scholarship
- A. R. Cathriner Mathematics Scholarship
- Eva S. Cathriner Nursing Scholarship
- Eva S. Cathriner Music Scholarship
- Ozelle Cathriner Memorial Scholarship
- Neva Neuman Cobb Memorial Scholarship
- Maggie J. Coffey Memorial Scholarship
- Fredna Coburn Scholarship
- Stephen P. Coburn Memorial Scholarship
- Maggie J. Coffey Memorial Scholarship  
*Basketball player*
- Community Service Scholarship
- M. A. "Buddie" Currie Memorial Scholarship
- Lori Leigh Dunnam Memorial Scholarship  
*Drug and Alcohol Abuse Counseling major*
- Hazel Cape Echols Memorial Scholarship
- Hugh Echols Scholarship
- David Edwards Memorial Scholarship  
*Industrial student*
- Paul and Tassie Edwards Scholarship  
*Industrial student*
- Catherine and John Elsik Nursing Scholarship

- David Lee Eyler, Sr. Memorial Scholarship (2)
- The Fayle Nursing Scholarship  
*In memory of Dr. Percy R. Fayle, Dr. James Mitchell Fayle and in honor of Dr. Robert William Fayle*
- Dr. James M. Fayle Memorial  
*Second year nursing student*
- First American Bank Scholarship
- Dorothy Sayle Floyd Scholarships (3)  
*Must enroll in American Studies program*
- Brent Gopffarth Memorial Scholarship (2)
- John C. Gorman Memorial Scholarship
- Barney Gray Scholarship (2)
- Barney Gray Social Science Scholarship
- Edna Gray Scholarship (2)
- A. E. (Gene) Griffin Memorial Scholarship  
*BAER<sup>2</sup> program student*
- Myrtle F. Griffin Memorial Scholarship
- Ida and Martin Griffith Business Scholarship  
*Prefer a business major*
- Gulf Coast Industrial Workers Union Scholarship  
*Son or daughter of union member*
- E. L. Gunn Scholarships (4)
- Jay W. Hanggee Memorial Scholarship
- Annette Harrison Office Administration Scholarship
- Bill and Kathleen Harrop Scholarship
- Doris Harrop Fine Arts Scholarship  
*Fine Arts student*
- James Harrop Fine Arts Scholarship  
*Fine Arts student*
- Mary Ann Stout Hastings Memorial Scholarship
- Lola E. "Skeeter" Hausmann Memorial Scholarship  
*Handicapped student*
- P. Walter Henckell Scholarship  
*BAER<sup>2</sup> program student*
  - Kevin Hendon Model of Courage Scholarship
- Margielle Hill, M.A. Peebles, and David A. Peebles Scholarship
- Henry Lee Holcomb Scholarships (4)  
*Lee or Sterling graduate who is a member of Grace United Methodist Church*
- Joseph and Christine Horeczy Scholarship
- Bea Horton Scholarship
- Ethel Huggins Scholarship
- Gordon W. Jennings Memorial Scholarship
- Maurice F. Jennings Memorial Scholarship
- Howard G. Johnson Memorial EMT Scholarship
- Howard and Melva Johnson Scholarships (4)
- Leigh P. Johnson Memorial Scholarship
- W. T. and Ina Mae Jones Scholarship
- Charles H. and Peggy Kelly Scholarship
- Virginia Kent Art Scholarship
- Kiwanis Club of Baytown Scholarship  
*Applied Sciences student-GCCISD graduate*
- Perry L. Lafosse Memorial Scholarship
- Lee College Employees Scholarship (2)
- Paul Lounsbury Memorial Scholarship
- Daughtry D. Macon Scholarship
- Carl R. Mann Memorial Scholarship (2)
- Martha Kay Gopffarth Martin Memorial Scholarship (2)
- Priscilla Massengale Memorial Scholarship  
*Agricultural or Tech/Voc. major*
- Holly McLemore Scholarship
- Cindy McNeill Memorial Scholarship
- Eleanor B. Mear Scholarship
- Lillie N. Mear Scholarship
- Mercedes Mear Scholarship
- Lenny Mendelovitz Memorial Scholarship (2)

- Lenny Mendelovitz Vocal Scholarship
- Alvin Miles Scholarship
- Maude Moler Scholarship
- Willie Moreno Memorial Scholarship (3)
- Marjorie Morse Scholarship for Licensed Vocational Nursing
- Becky Reneé Mostyn Scholarship
- Music Instrumentalist Scholarship  
*Graduating senior from GCCISD who is a band or orchestra instrumentalist*
- Stancil Norton Memorial Scholarship  
*Star or Brigadier*
- Kyle Novosad Memorial (2)  
*Ross S. Sterling graduate*
- Lynn O'Hagan Memorial Scholarship
- Keith Opryshek Memorial Scholarship
- Msgr. Joseph O'Sullivan Scholarship
- John and Stella Pepper Scholarship
- Stella Pepper Journalism Scholarship  
*Journalism major, intended for the editor of the Lantern*
- Donald Perry Memorial Scholarship
- Virginia Wilson Pierce Memorial  
*Graduate of GCCISD. Prefer pre-law or Accounting major*
- W. A. and Jerri Read Communications Scholarship
- Barbara McDonald Rhodes Scholarship for the Handicapped
- Lucile Carroll and Lucile Rice Scholarship
- Tommy Rochelle Memorial Scholarship
- Rockwell Fund, Inc. Honors Program Scholarships (4)
- Rotary Club Scholarship (6)  
*Rotaract, Interact or JRA member*
- Dean Walter Rundell Memorial Scholarship
- Rufo Sanchez Memorial Scholarship (2)  
*Prefer Hispanic student*
- Melissa Santana Memorial Scholarship  
*Robert E. Lee Brigadier*
- Mrs. Jean Gardner Sasser Memorial Scholarship
- W. E. Scarbro Memorial Scholarship
- Kenneth Scheffler Business Scholarship
- Al Schmidt Memorial Scholarship
- Margaret Schmidt Memorial Scholarship
- Charles Scott Rotaract Memorial Scholarship
- Service League of Baytown Scholarship
- A. Jean Shepherd Scholarship  
*Student interested in history of the Bay Area*
- George J. Shoup Memorial Scholarship
- Merrill Snyder Memorial Scholarship (2)  
*Male graduate of GCCISD. Distinguished academic achievement with intent to transfer to a university. Automatic renewal for second year at Lee College.*
- Sara Snyder Memorial Scholarship (2)  
*Female graduate of GCCISD. Distinguished academic achievement with intent to transfer to a university. Automatic renewal for second year at Lee College*
- Snyder Endowment Scholarship (4)  
*Graduate of GCCISD with intent to transfer to a university*
- Southwest Resource Credit Union (3)  
*Member in good standing of the credit union*
- Dan Stallworth Memorial Scholarship  
*Preference to someone who has participated in athletics*
- Anne Parks Stasney Scholarship  
*REL graduate who has participated in band*
- Robert Strickland Memorial Scholarship
- Student Congress Scholarship
- Jennifer Lynn Sutton Memorial Scholarships (4)

- John Sylvester Community Service Scholarship
- Lacy Taylor Scholarship for the Handicapped
- Jean Fuller Terry Memorial Scholarship (2)  
*Brigadier or Keywanette with intent to transfer to a university. Automatic renewal for the second year at Lee College*
- Arthur J. Thaman and Welhelmina Doré Thaman Endowed Scholarship Fund
- Theatre Arts Scholarship (2)  
*Speech/drama student*
- Dr. Richard Thomson Scholarship
- Billye Smith Tiller Memorial Scholarship (2)
- Jane M. and John B. Tucker Scholarship  
*Honors program student*
- Muriel Tyssen American Studies Scholarship  
*American Studies student*
- Carmage Walls Scholarship  
*Prefer a major in Business Administration specializing in accounting*
- Martha Ann Walls Scholarship  
*Prefer a major in Business Administration*
- George Walmsley Scholarship
- George and Mildred Bosworth Walmsley Memorial Scholarship
- Jamie Lynn Walmsley Scholarship
- Ethel Williams Scholarship
- Lindon M. Williams American Studies Scholarship
- W. G. "Bill" Wilson Memorial Scholarship  
*GCCISD graduate*
- Pat Wylie Memorial Scholarship  
*Psychology major selected by special committee*
- Elizabeth Burton Young Scholarship
- Joanne Horeczy Young Music Scholarship
- Sarah Mitchell Young Scholarship
- A. Zellner Scholarship  
*Applied Sciences students*

### INSTITUTIONAL SCHOLARSHIPS

Institutional scholarships are available in various areas of the College including athletics, academic studies, technical and applied science, and fine arts. Students interested in such scholarships should contact their instructors and/or dean.

AMERICAN ASSOCIATION OF UNIVERSITY WOMEN  
*Female Lee College graduate with intent to transfer to a university.*

JAMES NEAL ALLEN MEMORIAL SCHOLARSHIP. (2)  
*Goose Creek Consolidated Independent School district graduate with interest in the social sciences.*

ROLAND ARMSTRONG MEMORIAL SCHOLARSHIP. *Lee College student with serious academic intent.*

HENRY AUSTIN MEMORIAL SCHOLARSHIP. *Lee College student with serious academic intent.*

BAYTOWN AREA EDUCATION RECRUITMENT AND RETENTION (BAER<sup>2</sup>) (5). *Lee College student interested in education.*

REX E. BROWN, JR. MEMORIAL SCHOLARSHIP. *Provides books for qualifying students.*

### DIVISIONAL SCHOLARSHIPS

*Contact the chair of the division for details on how to apply.*



EAST HARRIS CO. MEDICAL AUXILIARY. *Second year nursing student.*

MARGIE HARTRICK SCHOLARSHIP FOR YOUNG MOTHERS. *A limited number of scholarships are available for female students with children in the Goose Creek Consolidated Independent School District who are returning to college. These scholarships are awarded in the amount of the students' tuition and fees. Applications are available in the Financial Aid Office.*

KENNETH A. MARSHALL SCHOLARSHIP. *Lee College student with serious academic intent.*

PLUMWOOD EVA MAUD GARDEN CLUB

OTHER SCHOLARSHIPS. *Various organizations within the community offer scholarships to students attending Lee College. Students may apply through the organizations or contact their high school counselors for information and applications.*

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### STUDENT ASSISTANTS AND WORK-STUDY STUDENTS

Students who wish to qualify for on-campus employment in the Work-Study program may be full or part-time students; however, only full-time students may qualify for employment as student assistants. (See Student Class Load below) Further, student assistants and work-study students may only work when classes are in session, including the final examination period at the end of each long semester; neither may work during college holidays (spring break, Thanksgiving, July 4th, etc.) or during periods between semesters.

Students employed in on-campus positions whose course loads drop below the levels prescribed for their type of employment, must report the change to their supervisors and to the Job Placement Office.

Students seeking information regarding either on-campus or off-campus employment opportunities are urged to visit the Job Placement Office which is located in the Student Recruiting and Retention Office in Moler Hall.

### MISCELLANEOUS FINANCIAL AID

Students needing financial assistance are encouraged to examine every source of student aid. Assistance and counseling is available in the Financial Aid Office and literature is available in the library on scholarships, loans, and other financial aid.

### FINANCIAL AID ELIGIBILITY

To qualify for financial aid at Lee College, applicants must:

- a. Be accepted for admission or be enrolled in a degree or certificate program.
- b. Not be in default on any loan.
- c. Not owe a refund on a loan, grant or scholarship.
- d. Be in good academic standing.
- e. Maintain satisfactory academic progress.
- f. If a transfer student, submit a financial aid transcript from each college or university attended, whether or not aid was received.

### FINANCIAL AID SATISFACTORY PROGRESS STATEMENT

Students receiving financial aid are required by federal regulations to be making satisfactory progress toward a degree or certificate program. Copies of the standards of satisfactory progress are available in the Financial Aid Office and are distributed to all students receiving state and/or federal funds.

### FINANCIAL AID PROBATION

Students who do not complete the required number of credit hours or grade point average are placed on financial aid probation. If the required grade point average and progress rate are successfully completed by the end of the following semester, the student is removed from probationary status.

### FINANCIAL AID SUSPENSION

Students who are on probation and fail to meet the minimum satisfactory progress requirements will be suspended from all financial aid. Students on suspension who re-enroll at their own expense and successfully meet the satisfactory progress requirements may have their financial aid eligibility reinstated. Students who have had their financial aid eligibility reinstated remain on permanent probationary status, but may continue to receive financial aid up to the maximum time allowed as long as the satisfactory progress requirements are met each semester. Students who are suspended a second time must appeal to the Financial Aid Advisory Committee for reinstatement of aid.

### APPEALS

Students on suspension may appeal for reinstatement of financial aid due to extenuating circumstances such as injury, illness, death in the immediate family or undue hardship. The student must submit a written appeal for reinstatement of aid and a degree plan to the Financial Aid Officer. The student should provide any documentation that may help to substantiate the appeal. The Financial Aid Officer will respond in writing to the student. If the student does not agree with the decision of the Financial Aid Officer, the student may then appeal to the Financial Aid Advisory Committee.

### REPAYMENT OF FEDERAL FUNDS

Students receiving federal financial assistance (Pell Grants and/or SEOG) who withdraw from classes prior to the completion of 60 percent of the semester or term are required to repay a portion of the funds that they received that semester or term.



## Tuition and Fees

### TUITION AND FEES

Tuition and other charges, along with related regulations and requirements are subject to change as necessitated by college and/or state legislative action. Students should refer to the class schedule to determine tuition and fees for the current semester.

### RESIDENCY REQUIREMENTS

The legal residence of students enrolling at Lee College will be determined by the Admissions and Records Office. The documentation required to establish residency is discussed under Documents Needed for Admission; (see p. 22). For tuition purposes, the student will be classified as follows:

#### IN-DISTRICT

In-district students are residents of the State of Texas and have been for at least 12 months and who currently reside in the Lee College District. Legal residence cannot be established by moving into the district for the specific purpose of attending Lee College.

#### OUT-OF-DISTRICT

Out-of-district students are residents of the State of Texas and have been for at least 12 months and who live outside the boundaries of the Lee College District.

#### NONRESIDENT

Nonresident students are citizens, national or permanent residents of the United States, or aliens who have been permitted by Congress to adopt the United States as their domicile while in this country, who have not met the state requirements for establishing residency for tuition purposes.

## TUITION AND FEE SCHEDULE Baytown Tuition and Fees\*

Credit Hours	Main Campus and San Jacinto Mall		
	Non Resident Total (1)	Out of District Total (2)	In District Total (3)
1	275	177	159
2	275	195	159
3	275	213	159
4	275	231	159
5	275	249	159
6	318	270	162
7	366	310	184
8	415	351	207
9	464	392	230
10	513	433	253
11	560	472	274
12	607	511	295
13	654	550	316
14	701	589	337
15	748	628	358
16	795	667	379
17	842	706	400
18	889	745	421
19	936	784	442
20	983	823	463

\* Totals include Tuition, Out of District Fee, if any, Learning Technology Fee, Student Service Fee, Building Use Fee, International Fee and Registration Fee.

- 1) \$40 per SCH with \$200 minimum tuition
- 2) \$14 per SCH with \$84 minimum tuition plus out-of-district surcharge of \$18 per SCH
- 3) \$14 per SCH with \$84 minimum tuition

### RESIDENT OF TEXAS TUITION

\$14 per semester credit hour with a \$84 minimum per semester.

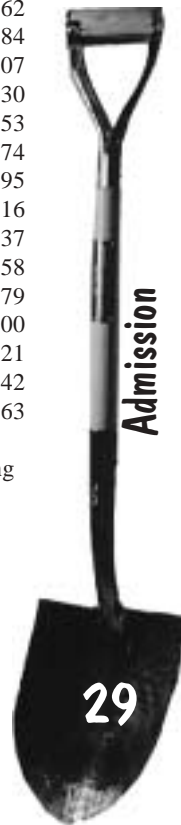
### TEXAS TUITION RESIDENCY FOR CERTAIN ALIENS

House Bill 1403 makes Texas residency available to certain undocumented aliens for college tuition purposes. In order to qualify, students must meet the following criteria:

- a. Must have graduated from a Texas high school *or* have received a GED in Texas.
- b. Must have lived in Texas a minimum of three years immediately prior to receipt of the above credential and some portion of that three years must have been spent residing with a parent or guardian.
- c. Must not have completed any college credits prior to claiming Texas residency under this provision of the Texas legal code.

Students who feel that they meet these requirements are encouraged to see the registrar and complete the necessary affidavits. Note that students who are entitled to Texas residency under this law may also be eligible for in-district residency.

Citizens of countries other than the U.S. who do not meet all conditions for Texas residency under this law will need to seek admission as international students (see p. 11) and are subject to the nonresident rate for tuition unless or until they obtain legal permission to stay in the U.S. under an immigration status that



allows them to establish Texas residency. See the registrar or the international student advisor for details.

### NON-TEXAS RESIDENT TUITION

\$40 per semester credit hour with \$200 minimum per semester. The difference in the rate of tuition for nonresident students and in-district students may be waived for a person and his/her dependents who reside within the district and who own real property that is on the tax rolls of the Lee College District. A sworn affidavit with supporting documents must be submitted to the Business Office no later than the time of registration to receive this waiver.

### OUT-OF-DISTRICT FEE

Students qualifying as a Texas resident but who live outside the boundaries of the Lee College District will be charged a \$18 per semester credit hour fee in addition to the Texas Resident Tuition.

### OTHER FEES

Accuplacer (TASP Alternative) Test .....	\$20
Advance Placement (per semester credit hour) .....	\$10
Articulation (per semester credit hour - non tech prep) .....	\$10
Building Use (per semester credit hour with \$15 minimum) ....	\$3
Building Use - Liberty and Crosby (per semester credit hour) .	\$8
Class change (for classes dropped during late registration) ....	\$10
Comprehensive Nursing Exam .....	(see course description)
Copy of registration receipt (additional) .....	\$1
Distance Learning (internet-PC & PD, televised-TV/VCR per course non refundable .....	\$50
Foreign Student Application (non-refundable) .....	\$25
GED Test .....	\$35
Graduation Fee .....	\$20
Industrial Testing .....	\$55
Installment Processing (non-refundable) .....	\$20
Internet (PC & PD) course, each (non-refundable) .....	\$50
Late Installment Payment (non-refundable) .....	\$10
Late Loan Payment (non-refundable) .....	\$10
Late registration (non-refundable) .....	\$20
Learning Technology (per semester credit hour with \$25 min) \$4	
Liability Insurance .....	(see course description)
Loan Processing (non-refundable) .....	\$10
NCLEX Preparatory Exam (non-refundable, see course description)	
NLN/HESI/Review Fees .....	\$50
Open swim (per semester) .....	\$25
Registration (non-refundable) .....	\$21
Replacement Certificate or Diploma .....	\$5
Replacement parking permit .....	\$2
Returned check .....	\$25
Student Service .....	\$12-\$20
TV/Televised Course, each (non-refundable) .....	\$50
Texas Dept. of Health Skills Testing .....	(see course description)
VCR Course, each (non-refundable) .....	\$50

### NURSING COURSES FEES

Students testing individually to enter or reenter either nursing program will pay for the individual test including postage (for the \$46 test including postage, price would be \$56; other tests are \$13, including postage would be \$26). See individual course fees in Course Descriptions, p. 106 .

### FLEXIBLE ENTRY COURSE FEES

The cost of courses taken in the Flex Entry term is the same as for regular semester hour courses in which they are reported.

### LABORATORY FEES

Please refer to the individual course description for lab fees for a particular course.

### LEARNING TECHNOLOGY FEE

A Learning Technology Fee based on total scholastic hours per semester will be assessed at \$4 per SCH with a \$25 minimum.

### STUDENT SERVICE FEE

A student service fee based on total scholastic hours per semester will be assessed according to the following schedule:

1-6 total credit hours: .....	\$12
7 total credit hours .....	\$14
8 total credit hours: .....	\$16
9 total credit hours: .....	\$18
maximum fee: .....	\$20

### REGISTRATION FEE

A non-refundable registration fee of \$21 per student per semester will be charged.

### BUILDING USE FEE

A building use fee of \$3 per semester credit hour with a \$15 minimum will be assessed each semester.

### OFF-CAMPUS CLASSES

Students enrolled in classes outside the Lee College district boundaries are charged in-district tuition, fees, and a facility usage fee, if applicable. Liberty and Crosby campus classes are assessed an \$8 per semester credit hour fee for building usage.

### AUDITING COURSES

Tuition and fees for auditing a course or registering for a course on a no credit basis are the same as those paid by students registering for credit.

### BOOKS

Amounts listed do not include cost of books. Students must purchase their own textbooks, workbooks, and supplies.

## Business Office Policies

### PAYMENTS

All fees must be paid by cash, check, money order, MasterCard, Discover or Visa to complete a registration. A valid driver's license is required ID for checks. Foreign students must pay by cash, money order or credit card.

### STUDENTS ENROLLED IN OTHER TEXAS COLLEGES

Texas law permits an adjustment of fees for students who register at two or more public institutions of higher learning in the same semester. Students who plan to attend more than one institution should register first at the institution which charges the lowest minimum tuition and present their receipts when they register at the second. The tuition charged at the second institution will be adjusted downward so that the total will approximate what each student would have paid if they had taken all of their courses at one institution. The registration receipt from the first institution must be submitted no later than the time of registration to receive this waiver.

## RETURNED CHECKS

Checks returned to the College for any reason will be assessed a \$25 return charge. Accounts not cleared within the specified time allowed will be turned over to the courts for collection. A student may be withdrawn from classes for failure to clear an account.

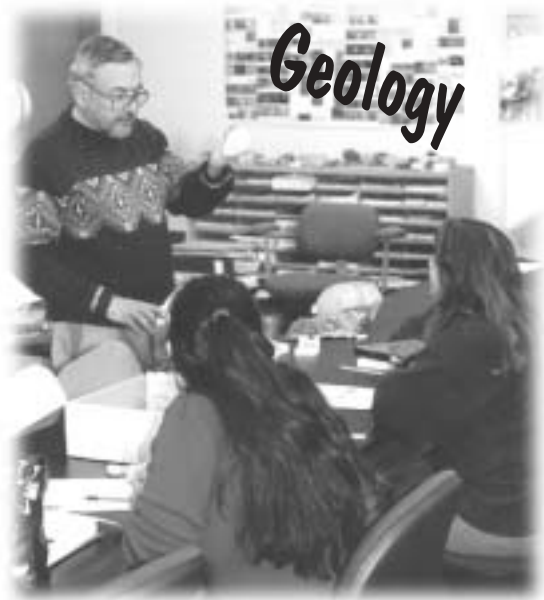
## ACCOUNTS NOT PAID AND CLEAR

All forms of indebtedness to the College, including tuition, fees, fines, returned checks, property loss and property damage must be paid before a student may re-enroll or have a transcript request honored. **Failure to pay an outstanding account can result in the student's being withdrawn from classes.**

Outstanding balances from non-current students must be paid with cash, credit card or cashier's check only. **Checks from non-current students will not be accepted to pay prior balances.** Students who are administratively withdrawn from classes have 14 days from the date of their notification letter to pay all outstanding indebtedness to the College and be reinstated in their classes.

## Refund Policy

Lee College is governed by the tuition and mandatory fee refund policy of the Texas Higher Education Coordinating Board. For purposes of the refund policy, a class day is defined as a day during which the college conducts classes. The count begins with



the first day of classes each semester and includes each day thereafter. The count is not just of the days that a particular class meets.

The College will refund tuition and fees paid by a sponsor, donor, or scholarship to the source, not the student. Refund amounts for other than semester length courses will depend on the particular course length.

Course reduction and/or resignation must originate with the student. The College will use the received date, stamped in the Admissions and Records office or the Counseling Center, to

calculate the refund. With the exception of cancelled classes, all refunds are exclusive of the registration fee.

The College will mail refund checks after mid-semester to the address on the registration form. Students who paid their tuition and fees by credit card will have their account credited.

Students who drop a course or officially withdraw from the institution will have their tuition and mandatory fees refunded according to the schedule set forth below. Students who, for reasons beyond their control, fail to meet these deadlines for refunds may appeal in writing to the Dean of Student Development and Institutional Planning.

Fall and spring Semester (semester-length courses)  
Prior to the first class day

100%

During 1st-15th class days

70%

During 16th-20th class day

25%

Thereafter

No Refund

Twelve-Week Summer Semester

Prior to the 1st class day

100%

During the 1st-12th class day

70%

During the 13th-15th class day

25%

Thereafter

No Refund

Six-Week Summer Semester

Prior to the 1st class day

100%

During the 1st-5th class day

70%

During the 6th-7th class day

25%

Thereafter

No Refund

## REDUCTION IN SEMESTER CREDIT-HOUR LOAD

Fall and spring semester length course during 1st-12th class days:

Six-week course during 1st-4th class days:

Twelve week course during 1st-9th class days:

If dropped credit hours equal added credit hours =

*Even*

*exchange*

If dropped credit hours are more than added credit hours =

*70% refund on net hours being dropped*

If dropped credit hours are less than added credit hours =

*Student pays for net hours being added*

Fall and spring semester length course during 13th-15th class days:

Six-week course during 5th class day:

Twelve-week course during 10th-12th class days:

*70% refund on dropped credit hours*

Fall and spring semester length course during 16th-20th class days:

Six-week course during 6th-7th class days:

Twelve-week course during 13th-15th class days:

*25% refund on dropped credit hours*

Thereafter no refund.

