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Chapter

Services for Students

Student Participation In Decision Making At Lee College

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

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

The Student Congress also plays a major role in the allocation of funds generated by the student service fee. These funds are used to support the activities of student organizations recognized by the College, student oriented cultural activities such as the Lee College Lyceum, and student publications such as *The Lantern*, *Parallax*, and *Benchmark*.

STUDENT CONGRESS AND STUDENT CLUBS

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

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

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

HOW TO JOIN A CLUB OR FORM A NEW CLUB

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

Any group of seven or more students may form a club or organization, provided they meet the stipulations set forth in the *Lee College Handbook for Clubs and Organizations*. Copies of this handbook are also available from the Student Activities Coordinator

STUDENT ACTIVITIES COORDINATOR

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

The Student Activities Coordinator is also responsible for supervising the Game Room in Moler Hall and organizing intramural competitions. The Game Room contains billiard and table tennis tables and is reserved for student use. Intramural competitions are offered each

semester at Lee College. Information regarding participation in intramural competitions is available from the Student Activities Coordinator's Office, which is located in the Game Room.

ART ASSOCIATION

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

ATHLETICS

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

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

DRAMA

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



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

The Lee College Theater Arts program encourages the participation of all Lee College students and the Baytown community. Auditions are open to anyone interested in performing or working on a crew. Community involvement by students includes support of Baytown Little Theater and other area little theaters. For information, contact the Drama Department at (281) 425-6486.

Some drama scholarships are available through the Drama Department. For information, contact the department at (281) 425-6486.

GULF COAST INTERCOLLEGIATE CONFERENCE (GCIC)

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



INTRAMURAL COMPETITIONS

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

LYCEUM

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

MUSIC ACTIVITIES

Numerous solo and ensemble performance opportunities are available to Lee College students. The College Choir, the Baytown Community Chorus, the College Jazz Ensemble, and the Baytown Symphony Orchestra fulfill instructional goals with concerts on campus and in the community, and offer travel and social enrichment through participation in festivals and tours. Small ensembles (woodwind, piano, brass, and percussion) offer access to additional musical styles. Solo opportunities for students enrolled in private lessons (available on all band and orchestral instruments, folk and country instruments, piano, organ, guitar, and voice) are provided through the monthly departmental recitals, by competition in various auditions, and by being featured with one of the Lee College ensembles. Interested students should contact the Music Office in the Douglas O. Huddle Music Building or call (281) 425-6821 for additional information. Financial assistance is available to qualified Lee College students.

STUDENT PUBLICATIONS

Student publications are a valuable aid in establishing and maintaining the free exchange of ideas among the college community by bringing student concerns to the attention of the college and by formulating student opinion on various issues. Student publications are expected to observe the standards of responsible and professional journalism allowed under the First Amendment of the U.S. Constitution.

Students publish a newspaper, *The Lantern*; an entertainment magazine, *Parallax*; and a literary magazine, *Benchmark*. Students registered at Lee College may be contributing authors, photographers and artists. In addition, *Benchmark* accepts contributions from faculty and support staff. Final selection for publication is determined by student editors. All publications are distributed without charge.

Funding for student publications is provided through student activities fees, apportioned by the Student Congress; additional revenue for *The Lantern* comes from advertising fees. The College supports student publications by providing journalism classes, an instructor who serves as an adviser, and office space with equipment. Journalism students on scholarship are required to enroll in journalism courses during the fall and spring semesters.

BOOKSTORE

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

CAMPUS SECURITY

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

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

CHILD CARE

Child care services are available for infants, toddlers, preschoolers, and school-age children of Lee College students at the Diana Gray Center on Texas Avenue (refer to the Lee College locator map). The Baytown YMCA operates the center and offers a creative learning curriculum designed to meet the needs of each age group. Extended hours and flexible scheduling allow students to secure child care that is compatible with their class schedules and study-time. For more information contact the Diana Gray Center (281-422-5073) or the YMCA (281-427-1797).



FOOD SERVICES

A snack bar in Moler Hall serves the College family in comfortable and attractive surroundings.

NON-TRADITIONAL STUDENT SERVICES

A non-traditional student is generally defined as one over the age of 25 or one who is re-entering the educational system after an absence of one or more years.

Non-Traditional Student Services offers personal encouragement and support; help with problem solving; networking with other students; referral to campus and community resources; assistance with financial aid forms and other college materials.

The Non-Traditional Student Center is located in the Kelly and Tim Bell Student Service Suite, which opens onto the Moler Hall patio. The telephone number is (281) 425-6572.

STUDENT HEALTH

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

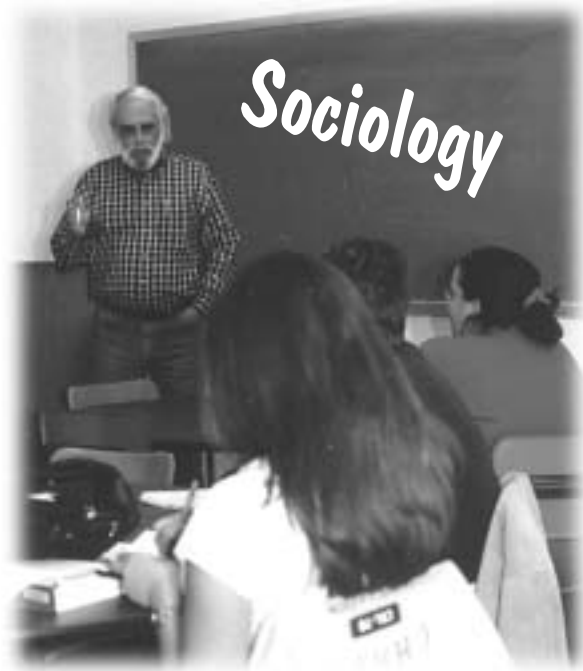
In addition, campus security officers carry first aid kits, are equipped with radios and have an established procedure for contacting an emergency medical service in the event of a serious injury, accident, or illness.

STUDENT HOUSING

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

JOB PLACEMENT

The Student Recruiting and Retention office includes a job placement office which functions as an equal opportunity employer referral service for Lee College students and alumni. The specific objective of the office is to assist students and alumni in obtaining part-time and full-time employment on and off campus. This is accomplished through individual and group instruction in resumé writing, interviewing skills, and other topics related to the job search. The office also conducts job fairs which help bring employers to campus. It maintains a list of employment opportunities available to students.



VOCATIONAL REHABILITATION

The Texas Rehabilitation Commission offers assistance to handicapped clients who undertake college training. Application for vocational rehabilitation services should be made to the nearest vocational rehabilitation office or to the Commissioner of the Texas Rehabilitation Commission, 118 E. Riverside Drive, Austin, Texas 73704.

The local Texas Rehabilitation Commission office is located at 3602 Garth Road, Baytown, Texas 77521. The telephone number is (281) 427-6517.

Learning Resources

THE ERMA WOOD CARLSON LEARNING RESOURCE CENTER

The Erma Wood Carlson Learning Resource Center is a full service library. It contains a collection of books, magazines, and media as well as computers that are connected to the internet and a number of specialized databases.

The center maintains a close working relationship with the Sterling Municipal Library as well as with Robert E. Lee and Ross Sterling High School libraries to offer students, faculty, and the Baytown community a total library system. Deposit collections and reciprocal borrowing privileges have also been developed with the Lee College Huntsville Center as well as with the public libraries in Anahuac, Crosby, Dayton, Liberty, Mont Belvieu, and Winnie. The Baytown Historical Museum, the Wallisville Heritage Park, and the Sam Houston Regional library and Research Center in Liberty also offer research materials for Lee College students.

Among special collections in the library is the Government Depository Library which contains many governmental publications of general interest and specific use by Lee College students and residents of the Lee College district. The Lee College archives section contains many materials of special interest regarding the history of Lee College and the Baytown area.

A multi-purpose Library Computer Lab is available for students needing access to word processing, curriculum software, and other specialized programs. The Lab, located in the Reference Room area, is open during regular library hours for the benefit of Lee College students, faculty, and staff.

The regular hours of the library are:
Fall, spring and summer semesters

Monday through Thursday	7:30 a.m. to 9:00 p.m.
Friday	7:30 a.m. to 2:00 p.m.
Saturday	10:00 a.m. to 2:00 p.m.
Sunday	Closed

During finals

Monday through Wednesday	7:30 a.m. to 9:00 p.m.
Thursday	7:30 a.m. to 6:30 p.m.
Friday	7:30 a.m. to 12:30 p.m.

Between semesters

Monday through Thursday	7:30 a.m. to 5:15 p.m.
Friday	7:30 a.m. to 12:30 p.m.

In addition to these special hours, other unscheduled changes in Library hours will be posted by the library doors. The library is closed on College holidays.

All print materials may be checked out for home use for a 14-day period, unless the book has been placed on reserve by a faculty member. The loan period on reserve books varies from overnight to two days. Audio tapes and recordings may be checked out for seven days. Video tapes may be checked out overnight. Books may be renewed if not overdue or requested by another person. The penalty for books not returned on the due date will be applied as follows:

- All books and cassettes – 10 cents per day
- All notification fees – 25 cents per notice

The student is responsible for books not returned to the center and \$30 is charged for books lost, defaced, or damaged.

Individual instruction in the use of the center is conducted upon special request. An atmosphere conducive to serious study and recreational reading is maintained. The center adheres to standards set forth by the American Library Association for community college libraries.

Special Learning Resources

THE LRC FOR ALLIED HEALTH

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



THE MATHEMATICS LAB

The Mathematics Lab in Rundell Hall 206, houses all programmed courses and is provided, in part, to help students who are encountering difficulties in mathematics and engineering courses. The Mathematics Lab is open approximately 40 hours per week and contains audio/videotapes and players, personal computers, and a mathematics library. Students may obtain more help from the professional staff, peer tutors, and self-paced instruction. The lab is also open for use by other classes needing a testing room or for all students needing personal computers. Hours are posted according to semester class schedules.

THE READING LAB

The Reading Lab, located in Bonner Hall 220 and 222, is open to all students; however, students currently enrolled in reading classes have priority for its use. The lab offers programmed instruction in vocabulary, comprehensive reading speed, and study skills. On a space available basis the computers can be used for word processing. Hours are posted according to semester class schedules.

THE WRITING CENTER

The Writing Center is located in Bonner Hall 225. Students who are having problems with writing can come to one part of the center and get individual tutoring and/or materials that explain particular problems. The other part of the center is equipped with computers which, after a one-hour training session, can be used for word processing. The Writing Center has English instructors and instructional assistants on duty to help with the computers and to answer questions about writing. Hours are posted according to semester class schedules.

Some courses (English 301, for example) require the use of the Writing Center. In these cases, students use the center to improve their grammar and complete writing assignments designed by their instructors.

Student Rights and Responsibilities

STUDENT RIGHTS

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

- The right to privacy for their college records;
- The right to see their records and, if necessary, challenge their accuracy;
- The right to know the graduation rates for full-time certificate and degree seeking students;
- The right to know the graduation rates of students on athletic scholarships;

- The right to know the number of criminal offenses (if any) that occurred on the Lee College campus and were reported to campus officials or a police agency in the past year;
- The right to know the number of arrests, if any, for liquor law violations, drug abuse violations, and weapons violations committed on campus during the past year;
- The right to pursue grievances against instructors, administrators, or fellow students;
- The right to place letters in their files regarding disciplinary action or grievances.

The college policies pertaining to these rights follow.

STUDENT RECORDS AND THE STUDENTS' RIGHT TO PRIVACY

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

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

DIRECTORY INFORMATION

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

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

STUDENTS' RIGHT TO REVIEW THEIR RECORDS

Students who wish to review their college records may do so by filing a request with the office responsible for the records in question. These offices are listed in a subsequent section.

Students who wish to review their records may be required to complete a "Request for Review of Student Record" form. Students may obtain copies of documents in their files at a charge not to exceed \$1.00 for the first page and 25 cents per additional page obtained at the same time.

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

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



under established policies of confidentiality and were used only for the purposes for which they were collected.

CHALLENGING THE ACCURACY OF COLLEGE RECORDS

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

INFORMATION REVIEW

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

FORMAL REVIEW

If the informal review does not clarify the question of accuracy or record keeping, the student may request a formal review. The appropriate instructional dean, either the Dean of Academic Studies or the Dean of Applied Sciences and Community Education, will appoint and chair committees to hear challenges concerning academic records. The Dean of Student Development and Institutional Planning will appoint and chair committees which hear the challenges concerning nonacademic records.

STUDENT RECORDS AND TRANSCRIPTS

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

Academic Records

1. Office of Admissions and Records
2. Counseling Office - Director of Counseling

Student Affairs Records

1. Office of Dean of Student Development and Institutional Planning
2. Counseling Office - Director of Counseling

Financial Records

1. Business Office - Dean of Financial Services
2. Office of Financial Aid - Director of Financial Aid
3. Office of Veterans Services - Director of Counseling

Applications to Nursing Programs

1. Allied Health Division Office

Continuing Education Programs

1. Continuing Education Office - Coordinator of Continuing Education

OFFICES AND INDIVIDUALS WITH ACCESS TO STUDENT RECORDS

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

1. Officials, faculty, and staff of Lee College who have a legitimate educational interest in the student's record.
2. Officials of other schools in which the student seeks admission or intends to enroll. Students may have copies of their records forwarded to other institutions by filing a request with the Admissions and Records Office.
3. Individuals who need the information in connection with a student's application or receipt of financial aid.
4. State or local officials to which educational data must be reported.
5. Legitimate organizations (ACT, CEEB, ETS) developing, validating, or administering predictive tests or student-aid programs. Such data is not to be released in any identifiable form and will be destroyed by the organization after the research has been completed.
6. Accrediting agencies.

7. Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954.

8. In compliance with judicial order or pursuant to any lawfully issued subpoena. (Lee College will attempt to inform students in this instance.)

9. Representatives of the Comptroller General of the United States, Secretary of Health and Human Services, administrative heads of educational agencies, or state education authorities.

STUDENTS' RIGHT TO KNOW: GRADUATION RATES AND CRIME STATISTICS

Federal law also requires colleges to publish graduation and/or persistence rates for all full-time students pursuing certificates and degrees, the same information for students on athletic scholarships, statistics regarding the incidence of crime on the campus, and the



number of arrests for certain crimes committed on the campus. This information is compiled each year and published in brochures that are available in the Counseling Center.

Student Grievance Procedure

Students who witness crimes on campus or feel that they are victims of crimes which occurred on campus should report the incidents to the Campus Security Office immediately. The procedures described here are meant for students who feel that they have a legitimate grievance against an employee of the College or a fellow student.

Lee College is committed to securing at the first possible level, prompt and equitable resolution of student complaints, including those alleging discrimination based on race, religion, color, sex, national origin, age, handicap or veteran status. Further, the right of the grievant is protected in that he/she has the right of representation at all levels of the process and is protected against harassment and intimidation from Lee College employees and students.

College policy specifically prohibits sexual harassment of students by college employees and other students. (See Sexual Harassment; p.46)

Student complaints regarding discipline are explained separately (see Student Discipline Policy; p. 44). Administrative decisions regarding the awarding of financial aid are explained in the section on Financial Aid (see Appeals; p. 28). Also, the right of an instructor to determine and award grades shall not be affected by this policy except for compelling reasons. An instructor or college

employee who is the subject of a student complaint may be present and/or represented at any level of the complaint process.

The student grievance/appeal procedure takes two forms: one for complaints or concerns involving instruction, the other for non-instructional complaints.

STUDENT GRIEVANCES INVOLVING INSTRUCTIONAL ISSUES

LEVEL 1. Students with complaints or concerns about their instructors should discuss the matter with the instructor before requesting a conference with the division chair.

LEVEL 2. Students with complaints or grievances regarding an instructional issue must request a conference with the division chair. If the complaint is not resolved to the student's satisfaction, he/she may proceed to Level 3.

LEVEL 3. If the outcome at Level 2 does not satisfy the student, he/she may, within 15 days, request a conference with the appropriate instructional dean, either the Dean of Academic Studies or the Dean of Applied Sciences and Community Education.

Prior to or at the conference, the student shall submit a *written* complaint that includes a statement of the complaint and any evidence in its support, the solution sought, the student's signature, and the date of the meeting with the division chair.

LEVEL 4. If the outcome at Level 3 does not satisfy the student, he/she may, within five working days, notify the Dean of Student Development and Institutional Planning of his/her desire to appeal the instructional dean's decision to the Academic Appeals Committee.

The Academic Appeals Committee shall consist of two faculty members and two students. The Dean of Student Development and Institutional Planning shall preside over the meeting but have no vote except in the case of a tie. Prior to or at the conference, the student shall submit the written statements required at Level 2 and the date of the conference with the instructional dean.

The decision of the Academic Appeals Committee is final; it cannot be appealed within the College. However, a student who is not satisfied with the outcome of this procedure may write a letter

explaining his/her position and have it appended to his/her academic record.

STUDENT GRIEVANCES INVOLVING NON-INSTRUCTIONAL ISSUES

LEVEL 1. Students with complaints or grievances not related to instruction must request a conference with the Director of Counseling. If the problem is not resolved to the satisfaction of the student by the Director of Counseling, he/she may proceed to Level 2.

LEVEL 2. If the outcome at Level 1 does not satisfy the student he/she may, within 15 days, request a conference with the Dean of Student Development and Institutional Planning.

Prior to or at the conference, the student shall submit a written complaint that includes a statement of the complaint and any evidence in its support, the solution sought, the student's signature, and the date of the meeting with the Director of Counseling.

LEVEL 3. If the outcome at Level 2 does not satisfy the student, he/she may, within five working days, appeal the decision made at Level 2 to the College president or his/her designee, who shall schedule and hold a conference. Prior to or at the conference the student shall submit the written statements required at Level 2 and the date of the conference with the dean.

LEVEL 4. If the outcome of the conference with the College president or his/her designee does not satisfy the student, he/she may submit to the president a written request to place the matter on the agenda of the Board of Regents under the agenda item "Audience to Patrons and Petitions."

If the complaint involves complaints or charges against an employee, it will be heard by the Board in executive session unless the employee who is the subject of the complaint requests an open hearing.

Students who are dissatisfied with the outcome of the grievance procedure may write a letter explaining their position and have it placed in their permanent record.

STUDENTS' RESPONSIBILITIES

Students are responsible for:

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

STUDENT DISCIPLINARY POLICY

Attendance at Lee College is a privilege based on students meeting certain academic requirements and conforming to college regulations concerning student behavior both on-campus and at off-campus activities sponsored by the College or student organizations. Students may become the subject of disciplinary action by the College for any of the reasons listed below:

Students who violate the College policies concerning student behavior listed in the Appendix of this catalog are subject to disciplinary action by the College.

Students who violate federal, state, or local laws are subject to disciplinary action.

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



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

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

The Dean of Student Development and Institutional Planning has primary responsibility for administering the College's policies regarding student discipline. The Lee College Student Discipline policy appears at the end of this chapter.

Policies Regarding Credit, Grades, Student Records, and Graduation

THE SEMESTER CREDIT HOUR (SCH)

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

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

GRADE POINT AVERAGES (GPA)

Grade Point Averages (GPAs) are determined by dividing each student's total number of grade points by their total number of SCH attempted. Grade points are determined by the grade awarded in a course and the value of that grade in terms of Grade Points and the number of Semester Credit Hours (SCH) associated with the course. The example below demonstrates how the GPA is calculated. (See GRADES and GRADE POINTS; p.)

Note that grade points are not awarded in developmental courses (e.g. MATH 310 and READ 302) and that grades earned in these courses (whether letter grades or number grades) are not included in the computation of GPA's. Transfer hours will be used to determine the number of hours attempted but will not be included in the computation of students' cumulative GPAs.

Course	Grade	SCHs	x	GPA	GPAs
BIOL 1401	B	4	x	3	= 12
ENGL 1302	A	3	x	4	= 12
KINE 1101	A	1	x	4	= 4
READ 302	3	0	x	0	= 0
HIST 1301	W	Withdrawal	x	0	= 0
Totals		8			28

$$\text{GPA} = 28/8 = 3.5$$

REPEATING COURSES

When a student repeats a course, the total attempted SCH remains unchanged and the grade earned in the second attempt is used in the computation of the GPA. The original grade will remain on the student's permanent record.

DISTINGUISHED SCHOLAR

At the end of each semester the College recognizes the top ten percent of its full-time students by designating them Distinguished Scholars and noting this distinction on their transcripts. To be

recognized as a Distinguished Scholar, a student must be in the top ten percent of all full-time students according to the previous semester's GPA and have a GPA of 3.50 or greater for that semester.

GRADUATION WITH HONORS

Students in associate degree programs may graduate from the college with honors if they complete, at Lee College, fifty percent or more of the coursework required by their degrees and meet the following requirements regarding their cumulative GPAs.

Graduation Honors	GPA
Summa Cum Laude	- 3.86 to 4.00
Magna Cum Laude	- 3.75 to 3.85
Cum Laude	- 3.50 to 3.74

ACADEMIC FRESH START

Under state law, students may petition their college or university to have all records of courses attempted 10 or more years earlier disregarded in the determination of their cumulative GPAs. The policy is designed to give students who had "false starts" as undergraduates a better chance of entering graduate and/or professional schools. Invoking the policy will not cause a student who is TASP-exempt because of coursework completed ten or more years earlier to become TASP-required. Students requesting a Fresh Start should be



aware that this action does not remove any grades from the student's transcript.

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

ACADEMIC PROBATION AND SUSPENSION

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

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

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

GRADE REPORTS

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

Grade reports and transcripts will not be released by the College if any of the following conditions exist:

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

CLASS ATTENDANCE

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

TASP requires instructors in developmental courses to report absences to the Office of Admissions and Records and the College is required to withdraw students who fail to attend required developmental classes.

POSTING GRADES

Lee College policy prevents instructors from posting students' grades by their names, initials, social security numbers, or other

information which might allow any person to link a grade to a particular student.

GRADES AND GRADE POINTS

Grades awarded at Lee College, their grade point value, and their meanings are set forth below.

Grade	Grade Points/ SCH	Interpretation
A	4	Excellent
B	3	Good
C	2	Average or Fair
D	1	Poor (barely passing)
F	0	Failure
P		Passing
I		Incomplete
NC		Non Credit
W1		Student Initiated Withdrawal (Drop)
W2		Instructor Initiated Withdrawal (Drop)
W3		Administrative Withdrawal
W4		Withdrawal Resignation
W5		Withdrawal Incomplete
Grade		
1		
2		See Developmental Courses
3		

Note that while the letter grades awarded in developmental math courses have the same meanings as those cited above, grade points are not awarded for the completion of developmental courses. Consequently, grades earned in developmental courses are not included in the computation of GPA's. (See Developmental Courses.)

PASSING

Students who complete COSS 300, and CDAP 200 receive grades of "P" or "F." The "P" indicates satisfactory performance; the "F" indicates unsatisfactory performance. There is no grade point value for "P," and no college credit is awarded for the completion of developmental courses. (See Developmental Courses; p.)



INCOMPLETE

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

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

STUDENT INITIATED WITHDRAWAL (DROP)

Students may withdraw from a course, for any reason, on or before the deadline specified on the College calendar. Students who exercise this option will receive a grade of "W1" in the course. There is no grade point value for "W1."

INSTRUCTOR INITIATED WITHDRAWAL (DROP)

Students may be withdrawn from courses by their instructors at any time during the semester. Students who are withdrawn at the request of their instructors will receive grades of "W2" or "F."

Instructors may withdraw students from courses if they fail to attend class on a regular basis or if they fail to meet other requirements established by the instructor. It is the responsibility of the student to ascertain and comply with their instructors' attendance and other



course-related policies. For students who are required to engage in “continuous remediation,” a grade of “W2” in a developmental course may cause the student to be withdrawn from all classes.

Instructors may also allow students to withdraw from a class after the student-initiated withdrawal deadline has passed by granting a grade of “W2.” The decision to grant a “W2” rests with the instructor; it is the students’ responsibility to determine their instructors’ policies regarding withdrawals. There is no grade point value for a “W2.”

ADMINISTRATIVE WITHDRAWAL

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

WITHDRAWAL RESIGNATION

Students who find it necessary to resign from the College should contact the Counseling Center, declare their intent to resign, and arrange a time for an exit interview.

Students may resign from the College at any time during a semester; those who do so will receive grades of “W4” in all classes. There is no grade point value for a “W4.”

WITHDRAWAL INCOMPLETE

Students who receive an “I” in a course have one year to complete the work and have the “I” changed to a letter grade. If the work has not been completed within a year, the “I” will be changed to a “W5” or an “F” depending on the agreement between the student and the instructor who awarded the “I.” There is no grade point value for a “W5.”

NON-CREDIT STATUS

All students are asked to register for credit. “NC” is the mark received by a student who does not wish to receive credit for a course. The request for “NC” must be made at the time a student registers. Registration as an “NC” student is on a “seats-available” basis and must be accomplished on the first day of classes. There is no grade-point value for a “NC” and a grade of “NC” cannot be changed to a letter grade after the completion of a course. The only exception is in the case of ENGL 2322 and 2323 where certain high school students are allowed initially to audit the courses for high school credit. Later, upon completion of the college prerequisites, these students may seek college credit for the courses.

DEVELOPMENTAL COURSES

Lee College offers sequences of developmental courses in reading, mathematics, and English composition as well as English for students whose native language is not English (ESOL), courses in composition and oral communications, a career development course (CDAP 200), and a college study skills course (COSS 300), which are also developmental courses. Developmental courses, all of which have three-digit course numbers, do not apply toward Lee College degrees or certificates and are not transferable to other colleges or universities. Examples include READ 300, ENGL 301, ESOL 300, MATH 310, etc.

Students who attempt developmental courses may receive grades of A-F (in instructor-taught developmental math courses), grades of A-F and R (computer-assisted developmental math courses), numerical grades of 1-3 (developmental English, English as a Second Language, and reading courses), or grades of P-F (CDAP 200, and/or COSS 300). Students in developmental courses may also receive grades of W1 through W5. These grades have the same meaning in developmental and credit courses.

Regardless of the grading method used, college credit is not awarded for the completion of developmental courses and grades in developmental courses are not included in the computation of grade point averages. However, the hours attempted in developmental courses are considered a part of students’ course loads and are used to

determine their full-time/part-time status and their eligibility to receive scholarships and/or financial aid. Also, grades received in developmental courses are recorded on students’ transcripts.

1. A grade of “1” in READ, ENGL, or ESOL indicates that the student should repeat the course.
2. A grade of “2” in READ, ENGL, or ESOL indicates that the student should take the next level developmental course in the sequence.
3. A grade of “3” in READ, ENGL, or ESOL indicates that the student has completed the developmental sequence in that subject area and is ready to take college-level coursework.
4. Grades of A-F are used in all developmental math courses, both to provide indications of the quality of students’ work and to certify their readiness to attempt higher-level courses. In developmental math courses, grades of D and F indicate that students must repeat the course; grades of A through C indicate that they are ready to attempt higher-level courses. Note that the letter grades used in developmental math courses are not used in the calculation of students’ GPA’s.



5. The grade “R” (meaning Repeat) is used in computer-assisted developmental math courses. Note that these courses also use grades of A-F. The grade “R” indicates that the student is passing but has not completed all of the work required in the course. Students who receive R’s must register for the same computer-assisted course again and complete the work if they wish to earn grades that indicate that they have successfully completed the course.
6. In mathematics, students who successfully complete MATH 330 or MATH 530 are awarded grades of A, B, or C depending on the quality of their work. These grades indicate that the

student has completed the developmental course sequence in math and is ready to attempt MATH 1414. Students who score 270 points or more on the mathematics portion of the TASP test are also eligible to attempt MATH 1414.

TRANSCRIPTS

Copies of official college transcripts may be obtained from the Admissions and Records Office at no charge. Telephone requests for transcripts will be honored in cases where there is an immediate need for the transcript and the caller can be positively identified.

GENERAL GRADUATION REQUIREMENTS

Degrees and certificates are not awarded automatically. To be considered candidates for degrees, students must submit applications for graduation. These applications may be obtained from and must be returned to the Admissions and Records Office. Students who wish to receive certificates of completion should apply through the appropriate division office.

Degree and certificate applicants are charged a graduation fee which entitles them to a cap and gown for use at commencement. The fee is assessed to all degree candidates regardless of whether they participate in the official commencement ceremony.

Additional information regarding the specific graduation requirements for the certificates and degrees offered by Lee College are listed in the next section (See Graduation Requirements, p. 51-52). Information regarding eligibility to graduate with honors is set forth in the section titled "Graduation with Honors" (p. 40). Graduates who meet certain requirements are guaranteed that their job skills will be current (See the Graduate Guarantee Program, p. 43).

COURSE WAIVERS AND SUBSTITUTIONS FOR GRADUATION

An instructional dean may, in certain circumstances, approve course substitutions or waive courses listed in degree plans. Course substitutions must be of similar content and difficulty. Students who have requested substitutions should ensure that these have been received by the Admissions Office and are reflected on the student's graduation check list prepared by the Admissions Office. Substitution forms are available in the Admissions Office.

Physical Education requirements may be waived for medical reasons. Required documentation includes a written statement from a physician.

COMMENCEMENT

Lee College holds one commencement ceremony each year in May. Persons who completed the requirements for certificates and/or associate degrees during the previous summer or fall terms are encouraged to participate in the May ceremony.

Generally, commencement is a celebration reserved for students who have completed all of the requirements for certificates and degrees. However, since Lee College has only one commencement ceremony per year, students in associate degree programs who are very close to the completion of their programs may petition the Dean of Student Development and Institutional Planning for permission to participate in the May ceremony as "future graduates." To be eligible to participate, future graduates must (a) be within nine SCH of completion of the requirements for an associate degree, (b) have an overall GPA of 2.50 or higher, and (c) have satisfied all TASP requirements regarding graduation. The graduation fee – which includes the cost of the cap and gown required for the ceremony – must be paid four weeks prior to the ceremony.

The names of future graduates will not be included in the commencement program. However, they will be included in the program for the commencement immediately following the completion of the credits required for graduation. Graduates who cannot attend the commencement in which they are formally recognized may request

keepsake programs, while supplies last, from the Admissions and Records Office.

Information Regarding Classes

TIME AND FREQUENCY

A copy of the schedule of classes offered during each semester or term may be obtained in advance of the opening day for registration from the Admissions Office. Mailing address: Lee College, P. O. Box 818, Baytown, Texas 77522-0818.

SIZE OF CLASSES

The College administration reserves the right to discontinue any class for which the enrollment is too small to justify its continuation during a particular semester. Students enrolled in classes which have been cancelled because of low enrollments will be notified.

COURSE NUMBERING SYSTEM

Lee College helped develop and utilizes the Common Course Numbering System used by many community colleges, private institutions, and universities in Texas. The system was developed to help students make smooth transitions from one post-secondary institution to another. However, courses which are not numbered according to the system may transfer or meet degree requirements.

Each course has an individual four-character abbreviated name followed by a three or four-digit numeric code. The alphabetic part of the code indicates the subject area (ENGL 1302 is an English course).

Classes with a three-digit numeric code are developmental courses and do not count toward Lee College degrees or certificates and cannot be transferred.

The first digit of the four-digit numeric code indicates the rank of the course.

- 1 Indicates a freshman level course.
- 2 Indicates a sophomore level course.

The second digit indicates the number of semester credit hours (SCH) of credit associated with the course. The third and fourth digits are assigned to each course.



Lee College Graduate Guarantee Program

TRANSFER CREDIT

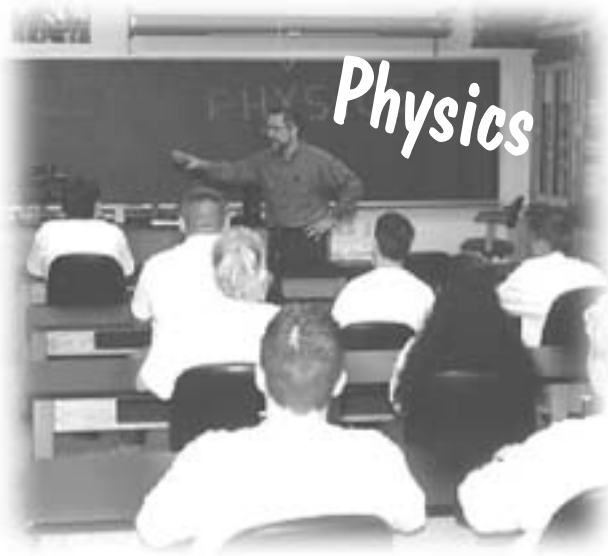
Lee College guarantees to its associate of arts and associate of science graduates that course credits will transfer to other public-supported Texas colleges or universities provided the following conditions are met:

1. Transferability means acceptance of credit toward a specific major and degree at a specific institution. These three components must be identified by the student during the application for admission process prior to the first semester of enrollment at Lee College.
2. As stated in the general undergraduate catalog of the receiving institution, limitations apply to the total number of credits accepted in transfer, grades required, relevant grade point average, and duration of transferability.
3. Transferability refers to courses in a written transfer/degree plan filed in a student's file at Lee College.
4. Only college-level courses with Lower Division Academic Course Guide Manual approved numbers are included in this guarantee.

If all the above conditions are met and a course or courses are not accepted by a receiving institution in transfer, the student must notify

the appropriate instructional dean at Lee College within 10 days of notice of transfer credit denial so the "Transfer Dispute Resolution" process can be initiated.

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



GUARANTEE FOR JOB COMPETENCY

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

1. The graduate must have earned the associate of applied science degree or certificate of completion beginning May, 1993 or thereafter in a technical, vocational or occupational program identified in the College's general catalog, as of fall 1992 or later.
2. The graduate must have completed requirements for the associate of applied science degree or certificate of completion with Lee College, with a minimum of 80 percent of credits earned at Lee College and must have completed the degree or certificate within a five-year time span.
3. Graduates must be employed full-time in an occupation directly related to the area of program concentration as certified by the appropriate instructional dean.
4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by Lee College as program exit competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.

6. The employer, graduate, appropriate instructional dean, director of counseling, and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to 12 credit hours related to the identified skill deficiency and to those classes regularly scheduled during the periods covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees and other course-related expenses.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.

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

Student Discipline Policy

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

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

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

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

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

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

The dean or the president may take immediate disciplinary action, including suspension pending a hearing, against a student for policy violations if the continuing presence of the student poses a danger to persons or property or an ongoing threat of disrupting the academic process.

When students are summoned by the dean for hearings or conferences regarding alleged violations of college policy, the dean shall notify the student that he/she has the right to be represented by a person of his/her choice or an individual designated by the College. If the student elects to have a representative present, the conference shall be postponed for 48 hours so that a representative can be present; otherwise, the conference will continue.

Following the conference, the dean may: dismiss the allegation, or proceed with the disposition of the violation by assessing a penalty and informing the student of the penalty in writing. The

penalty may range from a letter of reprimand to expulsion from the College.

If the accused student disputes the facts upon which the charges are based or the penalty assessed by the dean, he/she may appeal the decision of dean. The appellate procedure is outlined below.

Step 1

The student must notify the dean in writing of his/her wish to appeal the dean's decision before a Disciplinary Hearing Committee. Disciplinary Hearing Committees are composed of three members: a student recommended by Student Congress, a faculty member, and an administrative officer who serves as its chair.

The Dean of Student Development and Institutional Planning shall notify the student concerned, by letter, of the date and place for the hearing which shall take place no fewer than ten class days after the date of the letter to the student. If the student fails to attend the scheduled meeting, the meeting may proceed.



Disciplinary hearings will be closed unless the accused student requests an open hearing. The hearings are informal and provide reasonable opportunities for witnesses to be heard and evidence to be presented. At the hearing, the dean will present the case for the College and the accused student shall present his/her case. Accused students may obtain lists of witnesses and evidence that the dean intends to present prior to the hearing, are entitled to representation during the hearing, and may record the proceedings. A majority of the committee is required to determine guilt or innocence and to assess punishment.

Following the hearing, the committee shall inform the dean and the student in writing of the decision and penalty, if any.

Step 2

Students have the right to appeal decisions made by the Disciplinary Hearing Committee. To appeal, a student must request a review of the committee's decision by the dean and the college president within thirty days of the decision. Upon review, the dean, president, or Board of Regents may affirm, modify, or reverse the committee's decision.

If the punishment assessed at any stage of the disciplinary procedure results in an account of the incident being placed in the student's permanent record, the student may have his/her account of the incident appended to the same record. If the student subsequently

requests that his/her records be sent to an agency or individual, the student's comments will be included.

In conclusion, the student has the following rights:

1. To a private hearing;
2. To appear in person and with a representative at the initial conference with the dean and the disciplinary hearing;
3. To know the identity of each witness who will testify at the disciplinary hearing;
4. To call witnesses, to ask for copies of evidence in the position of the Dean of Student Development and Institutional Planning and to offer evidence and argue in his/her own behalf;
5. To have the hearing recorded verbatim and have a stenographic digest made of the recording;
6. To cross-examine each witness who testifies against the student;
7. To make a transcript of the hearing;
8. To appeal the decision;
9. To place a letter in his/her file explaining any disagreement that the student may have with the action taken by the dean and/or others involved in the process.

College Policies Regarding Student Conduct

ABSENCES DUE TO SCHOOL FUNCTIONS

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

ALCOHOL

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



The policy further prohibits minors who are under the influence of alcohol or other intoxicants and adults who are intoxicated or under the influence of illegal intoxicants, from appearing on College premises or at College-sponsored events, functions, or activities.

By extension, the policy applies to off-campus meeting rooms, convention facilities, hospitality suites, pavilions, hotel rooms, banquet facilities, etc., which are operated, leased, or controlled by College clubs or organizations.

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

CONTROLLED SUBSTANCES

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

Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulate, depressant, amphetamine, or barbiturate.

Alcohol or any alcoholic beverage.

Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.

Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

The transmittal, sale, or attempted sale of what is represented from all classes unless the check is made good within ten working days. Checks will not be accepted from students who have previously given checks drawn on accounts with insufficient funds.

BAD CHECKS

A student who gives a check of insufficient funds will be dropped from all classes unless the check is made good within ten working days. Checks will not be accepted from students who have previously given checks drawn on accounts with insufficient funds.

CHEATING

Instructors may handle cases of cheating as they see fit. Students who disagree with an instructor's decision in such cases may use the Student Grievance procedure to appeal the decision.

DISRUPTION OF OPERATIONS OR EVENTS

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

DRESS AND GROOMING

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

FIREARMS, FIREWORKS, AND EXPLOSIVES

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

GAMBLING

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

HAZING

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

Hazing includes but is not limited to:

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

- any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

A person commits an offense if the person:

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

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

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

PARKING

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

Students who park motorcycles on campus need not obtain permits. Motorcycle riders are encouraged to park their vehicles on the concrete traffic islands in the parking lots. Motorcycles parked on grass or sidewalks will be ticketed.

Traffic accidents, thefts, or damage to vehicles should be reported to the Campus Security Office.

ROLLER SKATES, ROLLER BLADES, AND SKATE BOARDS

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

RELIGIOUS HOLY DAYS

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

SEXUAL HARASSMENT

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

Disciplinary actions for sexual harassment committed by employees include, but are not limited to, written warning, demotion, transfer, suspension, or dismissal. Disciplinary actions for sexual

harassment committed by students include, but are not limited to, written warning, removal from class, or expulsion with notation on the student's permanent record.

LEGAL AUTHORITY

Sexual harassment is a form of sex discrimination which is prohibited by Title VII of the Civil Rights Act of 1964, by Title IX of



the Education Amendments of 1972, and by the Texas Commission on Human Rights Act. Sexual harassment by a public servant is also a criminal offense under section 39.02 of the Texas Penal Code.

DEFINITION

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

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

EXAMPLES OF PROHIBITED BEHAVIOR

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

1. Threats or insinuations that a person's employment, wages, academic grade, promotional opportunities, classroom or work assignments or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances.
2. Unwelcome verbal expressions, sexual innuendoes and comments, including comments on a person's body, dress, appearance or sexual activities; humor or jokes about sex or females/males in general; pestering a person for dates, whether directly or indirectly by telephone, on or off campus.
3. Unwelcome sexually suggestive sounds or gestures, including throwing kisses or whistling.
4. Sexually suggestive objects, pictures, videotapes, electronic mail, audio recordings or literature unrelated to educational purposes, placed in the work or study area that may embarrass or offend individuals.
5. Unwelcome or inappropriate touching, patting, or pinching including giving un-requested neck or shoulder massages.
6. Consensual sexual relationships where such relationships lead to favoritism of a student or subordinate employee with whom the teacher or superior is sexually involved and where such favoritism adversely affects other students and/or employees.

REPORTING SEXUAL HARASSMENT

A recommended course of action for students who feel that they are being subjected to sexual harassment is for them to tell or otherwise inform the harasser that the conduct is unwelcome and must stop. However, this is not required, and in some circumstances this course of action may not be feasible, may be unsuccessful, or the individual may be uncomfortable dealing with the matter in this manner.



Copies of the sexual harassment procedures are available in the Counseling Center and the Admissions and Records Office. These procedures call for students who feel that they have been subjected to sexual harassment to discuss their complaints with counselors, faculty members, college administrators, or others whom they trust. In addition, two persons have been designated to answer questions about the College's sexual harassment policies and/or receive formal complaints. They are:

Rosemary Coffman; Counseling Center, Moler Hall;
Telephone (281) 425 6384,
and
Dennis Topper; Moody Center, Rundell Hall;
Telephone (281) 425-6348.

SMOKING

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

VANDALISM

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