

Lee College - 2024-2025  
HUNTSVILLE CATALOG

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# Overview

## Our Mission

Lee College is a caring community of teachers and learners focused on creating the ideal student experience, which includes using an equity lens to ensure that students have what they need to be successful; innovating to build holistic pathways that support student success; providing the highest quality instruction for transfer courses and workforce programs; and supporting the greater community and generations of Lee College graduates with professional development and community education opportunities.

## Our Vision

New students will immediately feel that they belong at Lee College regardless of their background. They will feel fully supported as they transition into being a college student. Current students will feel that they can be their true selves, can be a full member of the college community, and can access all the opportunities Lee College has to offer. Students who recently completed a degree or certificate will feel fully supported in their transition into a career or a four-year college or university, and they will experience success because of the excellent instruction and life experiences that Lee College provided. Employees of the college will be recognized for their contributions, valued as people, and given opportunities for professional growth and career advancement. Employers will seek Lee College graduates because of the high quality of their education and training. Lee College will have close, mutually beneficial agreements with partner institutions to create efficient educational pathways that lead to rewarding careers with family sustaining wages, and the college's success will be clearly communicated with data and narratives. Stakeholders will support the college's mission because they understand the powerfully positive impact Lee College has on our service area.

## Statement of Caring Community

We share a common purpose: **We are all educators.** All Lee College employees share the responsibility to be educators. Everyone has opportunities to share knowledge and promote the growth of others. The Quality Service Standards provide a decision-making framework empowering all employees to uphold the shared purpose of being an educator in all circumstances. We build a caring community to achieve this purpose by following these standards:

**Safety:** Our first concern is safety. When we become aware of an unsafe situation, we will immediately apply procedures and training to take action to resolve the situation.

**Courtesy:** Safety and Courtesy are prerequisites to engaging with each other as members of a caring community. Therefore, at every touch-point, we will demonstrate respect, make others feel welcome, and guide others to appropriate resources.

**Well-Being:** We care about each other as people, so we are empathetic to everyone's needs and purposes by reading their social cues, being an active listener, and responding in an appropriate manner to help them when they are in need.

**Growth:** As a community of educators, we are both teachers and learners. We help each other grow intellectually, professionally and personally by breaking barriers and equipping them with the necessary tools.

**Efficiency:** As responsible stewards of public tax dollars, private donations, and the tuition paid by our students, we seek to develop and implement policies and procedures that maximize productivity and make the best use of available resources.

## Equity Statement

Lee College commits to creating and sustaining an equitable environment. Our goal is for students, staff, faculty, and administration to grow and achieve their personal and educational potential. We recognize that our community comes from diverse backgrounds and that our student population enters the college at different starting points. Our commitment to equity bridges opportunities by closing educational gaps and dismantling systemic barriers for historically under-resourced students. Our stance is that equity differs from equality. Equality assumes the equal distribution of resources will produce equal results. By contrast, equity seeks to achieve equal results by accounting for multidimensional perspectives and directing resources and access to meet individualized needs. Operating through an equity lens is central to the college's mission in maintaining a holistic ideal student experience.

## Equal Education Opportunity Statement

Lee College is an open enrollment institution and offers a variety of vocational and academic programs. Lee College does not discriminate on the basis of gender, disability, race, color, age, religion, national origin, or veteran status in its educational programs, activities, or employment practices as required by Title VII, Title IX, Section 504, ADA, or 34 C.F.R. Limited English proficiency is not a barrier for admission to the College.

For information regarding student rights or appeal procedures, refer to Tuition, Fees, and Financial Aid and Student Life Opportunities, Services, and Policies or contact the Office of the A.V.P. of the Huntsville Campus, Lee College, 168 C Colonel Etheredge Blvd., Huntsville, TX 77340 or call 936-291-0452.

## **Declaración de Igualdad en la Educación**

Lee College no discrimina en base a género, incapacidad, raza, religión, color, edad, nacionalidad, o por condición de veterano militar en los programas educativos, actividades, o empleo como es requerido bajo la Ley VII, Ley IX, Sección 504, o 34 C.F.R. Limitación en el idioma Inglés no impide admisión al colegio.

Para información acerca de los derechos de los estudiantes o del procedimiento de quejas, refiérase al Tuition, Fees, and Financial Aid de este catálogo o póngase en contacto con la oficina del Decano Huntsville Campus, Lee College, 168 C Colonel Etheredge Blvd., Huntsville, TX 77340 or call 936-291-0452.

## **Accreditation**

Lee College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Lee College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Lee College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website at <http://www.sacscoc.org>.

# Faculty & Administrative Personnel

**ALLEN, Paul**

*Faculty, Business*

A.A.S., Navarro College

B.B.A., M.B.A., Sam Houston State University

**BAKER, Judy**

*Faculty, Business*

B.S. Business Administration, University of Laverne

M.B.A. Florida Institute of Technology

**BANEWSKI, Michelle**

*Reentry Specialist*

B.S. Psychology Sam Houston State University

**BYRD, Lance**

*Director of Counseling & Advising*

B.A., Rice University

M.A., Wayland Baptist University

**CARRUTH, Gordon**

*Faculty, Business*

B.B.A., M.S., Texas A&M University

**COLEMAN, Melvin**

*Faculty, Truck Driving*

B.S., Sam Houston State University

**CORBELL, Bruce**

*Faculty, Truck Driving*

**CRANE, Tommy**

*Recruiter/Advisor*

B.B.A., Sam Houston State University

**DEVORE, Amanda**

*Faculty, Student Service Coordinator*

B.A., University of Texas

M.A., University of Houston

**DUKE, Henry**

*Faculty, Welding*

**GREEN, Calvin**

*Re-Entry Specialist*

BS, Southwestern Baptist University

**HENRY, Malaysia**

*Faculty, Logistics*

B.B.A., Texas Southern University

M.B.A., University of Texas Rio Grande Valley

**HOOKS, Douglas**

*Faculty, Auto Mechanics*

A.S., Universal Technical Institute of AZ

**HUNZIKER, Brian**

*Faculty, Advanced Culinary Arts*

A.A, Art Institute of Houston

**JACKSON, David**

*Faculty, Business*

M.I.M., American Graduate School of Int. Management

M.S., Texas A & M University

**KOEHL, Frederick**

*Faculty, Cabinet Making*

B.A., Sam Houston State University

**LANGLEY, James T. Jr.**

*Faculty, Horticulture*

B.S., Sam Houston State University

**LEGGETT, Iriel**

*Recruiter/Advisor*

B.S., Lamar University

M. Ed., Sam Houston State University

**MCGINNIS, Matthew**

*Recruiter/Advisor*

MPA, Sam Houston State University

B.S. Sam Houston State University

**NORMINGTON, Kenneth**

*Faculty, Business*

B.S., University of Missouri

M.B.A., University of Georgia

M.S., University of Southern Mississippi

**OLDHAM, Colby**

*Faculty, Business*

B.S., Bellevue University

**ONCKEN, Edgar**

*Faculty, Welding*

A.S., Blinn College

**RICHARDSON, Sandra**

*Recruiter/Advisor*

M.Ed. Stephen F. Austin State University  
M.Ed. Coun., Stephen F. Austin State University  
B.A., University of Texas at Tyler

**SANCHEZ, Jacqui**

*Faculty, Speech*

B.A., Sam Houston State University  
M.A., University of St. Thomas  
Ed.D., Argosy University, Phoenix

**SANDERSON, Shawn**

*Faculty, Air Conditioning*

A.S., Penn Foster

**TILLEY, Bryan**

*Faculty, Microcomputer*

B.S., Prairie View A&M University

**TURNER, Jason**

*Faculty, Cabinet Making*

B.S., Sam Houston State University

**WILCOXON, Tawana**

*Faculty, Business*

B.S. University of Akron  
M.B.A., University of Phoenix

**WILLIAMS, Angela**

*Faculty, Culinary Arts*

A.A.S., Ashworth College

**WILLIAMS, Tracy**

*Director of Reentry*

A.A., Trinity Valley  
A.S. Trinity Valley  
MPA University of TX at Arlington  
B.S., Southwestern Baptist Theological Seminary

**WHITWORTH, Kristin**

*Faculty, English*

B.S., SFA  
M.S., SHSU & Lamar  
Ed.D., University of Florida

**WHITWORTH, Ronald**

*Faculty, Horticulture*

B.S., Sam Houston State University

**ZUNIGA, Donna**

*Associate Vice President*

B.A.T., M.Ed., Sam Houston State University

# Admission to LCHC

## Description (TDCJ-Loan/Post Secondary Education Reimbursement (PSER) Policy)

College academic programs are offered to the TDCJ-Rehabilitation Programs Division (RPD) students who have demonstrated a clear and convincing record of rehabilitation while incarcerated as well as demonstrated an aptitude and ability to do college level study.

Eligible students will be responsible for the cost of all tuition, fees, and tests associated with the program. The student may pay these costs at registration by following the TDCJ-Rehabilitation Programs Division (RPD) I-25 withdrawal procedures, outside pay, or the student will reimburse the state for these expenses after release TDCJ-Rehabilitation Programs Division (RPD)-Loan/Post Secondary Education Reimbursement (PSER). The student also may apply for the Texas Public Education grant (TPEG) or the Britt-Hodgin Second Chance Scholarship. Hazelwood benefits are available to any eligible Texas veteran. Reimbursement of the TDCJ-Rehabilitation Programs Division (RPD) loan for post-secondary programs will be required for all incarcerated students who enroll in college courses and use those funds.

Students may apply for a Britt-Hodgin Second Chance Scholarship that will pay a one-time award of 6 SCH's (semester credit hours) in the semester that the student receives the award. No student may receive Britt-Hodgin Second Chance Scholarship funds for more than one semester in any calendar year.

Post secondary academic programs consist of community and university college credit courses, all of which may lead to degree completion. Technical certification programs are also available through the community colleges. College programming within Texas Department of Criminal Justice is provided through inter-agency/inter-local contracts with colleges and universities servicing the geographical areas where

units are located. All students participating in these programs must meet the academic criteria for admission as outlined in the respective college or university catalog. The TDCJ Rehabilitation Programs Division (RPD) has academic criteria that must also be met, which includes the requirement that all students receive security and classification clearance before entry into a program.

The University of Houston Clear Lake graduate program is available for qualified students. Tuition and fee expenses associated with this program are the student's responsibility.

The following are the colleges and universities, by unit, with which TDCJ-Rehabilitation Programs Division (RPD) contracts for college academic programs.



College/University	Unit(s)
Alvin Community College (ACC)	Clemens Jester III Scott Ramsey Stringfellow
Amarillo Community College (AMC)	Clements
Austin Community College (AUC)	Coleman (LC/T3)
Central Texas College (CTC)	Crain Hilltop Mountain View Murray Hughes (Male)
Clarendon College (CLAR)	Jordan Roach
Lamar State College (LSC)	Stiles Gist
Lee College (LEE)	Ellis Ferguson Holliday Huntsville Luther Pack Plane (Female) Wainwright Wynne
Texarkana Community College (TCC)	Telford
Texas Woman's University (TWU)	Mountain View (Female)
Trinity Valley Community College (TVCC)	Beto Coffield Michael Powledge
University of Houston-Clear Lake (UHCL)	Ramsey I
Western Texas College (WTC)	Daniel Smith Wallace

For available programming at each facility, contact the Lee College counselor.

## TDCJ-Loan/Post Secondary Education Reimbursement (PSER) College Admission Policy

In order for an student to participate in college programs, he/she must meet the following criteria as

established by TDCJ-Rehabilitation Programs Division (RPD).

These eligibility criteria shall be met by the certification date (day of record) for each class.

The student shall have a verified high school diploma, GED certificate, or at least nine (9) hours of transferable academic college credit from an accredited institution.

Students must be within 10 years of initial parole review date, however, according to TDCJ-Rehabilitation Programs Division (RPD), if the student is past that date, he must be within 10 years of projected release or max date.

Students must not have stacked sentences. If on the last sentence they may enroll.

Most students with FIR votes will not be approved by TDCJ-Rehabilitation Programs Division (RPD) for college enrollment.

Students who receive a reduction in time earning status, custody level or conviction of a major case after the course certification date shall not be dropped from class unless required by the Warden and/or Unit Classification Committee. They will, however, be restricted from re-enrolling the next semester until they have met re-enrollment requirements.

For re-enrollment, students may not have had a major disciplinary conviction for six (6) months prior to the class certification date.

Students shall be at least G2/P2 custody and line class I status, or G3/P3 custody with the warden's written approval.

The student's projected release or maximum expiration date shall be later than the end of the semester in which the student shall be enrolled.

Students with a parole approval date (FI/FIR) shall participate only at the discretion of the TDCJ-Rehabilitation Programs Division (RPD).

If the student's voted parole calculated date is the same as the maximum expiration date, and a SA is listed on the parole action computer screen, this indicates a "Serve All." Students with a "Serve All" status shall be considered ineligible for State reimbursement; all costs shall be paid through TDCJ-Rehabilitation Programs Division (RPD) I-25, direct payment to the college, grants, scholarships, or Hazelwood.

The student shall not have a verified Immigration & Customs Enforcement (ICE), federal or felony detainer. Students in these categories may participate on a space-available basis if they pay all reimbursable costs at registration by TDCJ-Rehabilitation Programs Division (RPD) I-25, direct pay, Hazelwood or college scholarship.

The college shall be responsible for determining the student's readiness to take the TSIA test and the time frame to take the test. Additional information regarding TSIA testing requirements and exemptions can be found under Student Services, subsection Texas Success Initiative Policies.

Targeting priorities for students reimbursing the State, based on length of sentence, are listed below.

- Eligible students who plan to reimburse the State shall have an initial parole review date that is within ten (10) years.

For eligibility of State reimbursable funding based on current TDCJ-Rehabilitation Programs Division (RPD) screening criteria, contact a Lee College counselor for specifics.

#### **Post Degree Program Participation**

If an student wants to continue taking courses at the same level of instruction in which he already has a degree (whether earned inside or outside of TDCJ-Rehabilitation Programs Division (RPD)) rather than work toward a higher degree, the following shall apply.

The student shall pay for the cost of all courses at registration by TDCJ-PSER, I-25, direct payment to the college, or qualify for Pell, Hazelwood or any college grants or scholarships.

The student shall meet all other eligibility requirements.

The student must be approved by TDCJ-Rehabilitation Programs Division (RPD).

Students who have earned a degree (inside or outside of TDCJ-Rehabilitation Programs Division (RPD)) shall not be considered for unit transfer for the same level of degree. If all eligible criteria are met, students may request a transfer to participate in the next higher degree.

If an Student has a degree, he is still allowed one technical trade.

## **Technical Program**

Qualified students shall be placed into vocational training programs in priority order with the least amount of time remaining based on projected release date or maximum expiration date.

In addition, the following requirements shall be met:

- The student shall have a verified high school diploma, GED certificate, or at least nine (9) hours of transferable college academic credit from an accredited institution. Students assigned to prisons shall be at least G2/P2 custody and line class I status, with no major disciplinary for six (6) months from hearing date, or students who are G3/P3 custody and line class I status with the warden's written approval.
- If an student received a reduction in time earning status, custody level or conviction of a major case after the course certification date, the student shall not be dropped from class unless required by the warden or Unit Classification Committee.
- The student's projected release or maximum expiration date shall be later than the end of the semester in which the student shall be enrolled.
- Students with a parole "FI/FIR" action date shall be looked at on a case by case basis.
- Students with a "Serve All" status are not eligible for State reimbursement and shall be required to pay all reimbursable costs at registration or qualify for grant, Pell, or scholarship funding.
- Students must not have stacked sentences.
- Per TDCJ policy, sex offenders are restricted from enrolling in the following programs:
  - Computer Networking
  - Computer Repair
  - Computer Web Authoring
  - Data Processing
  - Drafting
  - Truck Driving
- The student shall not be on the TDCJ-Rehabilitation Programs Division (RPD) suspension from college participation list. If the student has a college eligibility date on or before the certification date, he shall be considered eligible.

- Students may participate in one (1) college level vocational program. Prior degrees (associate, baccalaureate, master's) shall not prohibit eligible students from participation. A written request may be submitted by the student for an exemption or waiver to the eligibility criteria. Appropriate TDCJ-Rehabilitation Programs Division (RPD) staff shall notify the college in writing of the approval or denial of the request. The following examples of requested exceptions are only allowed if space is available in the classroom.
- Students who have taken one or more vocational programs more than ten years ago may request an exception to attend another vocational trade using the RPD waiver request form.
- Students whose initial degree plan on file requires them to enroll in an additional vocational trade. (i.e., Basic and Advanced Culinary Arts).
- The student shall not have a verified Immigration and Customs Enforcement (ICE), federal or felony detainer. Students in this category may participate on a space available basis if they pay all reimbursable costs at registration by the TDCJ-Rehabilitation Programs Division (RPD) I-25 process or direct pay.
- The student shall meet minimum requirements as established by the appropriate medical and/or classification staff if required for the requested course.
- The student is responsible for all costs of vocational/technical programs at the time of registration. Funding can be provided by TDCJ-Loan/Post-Secondary Education Reimbursement (PSER), TDCJ-Rehabilitation Programs Division (RPD) I-25, direct pay, or any grants or scholarships for which the student is qualified.
- In order to receive a CDL for the Truck Driving Program, an Student 1) must be a State approved Trusty, 2) must obtain an original social security card, 3) and must submit a certified copy of his birth certificate. He must also be cleared by the Department of Public Safety Office, approved by State Classification Committee, and pass a Department of Transportation physical exam.

**\*\*No Sex offenders; Refer to TDCJ-Rehabilitation Programs Division (RPD) Administrative Directive 4.09 - Sex offender Identification Criteria and Methods of Recording Information**

## Transfer Students

Students who wish to transfer to Lee College from other institutions of higher education must complete the Lee College Transcript Request form in order to request transcripts.

Students who claim to be TSIA-exempt or to have met college readiness standards by other means must produce transcripts or other documentation to prove TSIA completion prior to enrollment. Without this documentation, students will be treated as first-time college students for TSIA purposes.

Other transfer students must produce official college transcripts prior to enrollment. See the college counselor for completion of the Lee College request for transcripts form.

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

- 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 contact their Huntsville Center counselor to request that their transfer work be evaluated. Also, students seeking certificates of completion who have transfer work in the same program of study should request an evaluation of their transcripts.
- Credit for courses equivalent to those listed in this catalog will be given for satisfactory completion of the courses earned at regionally accredited institutions of higher education.
- Transferred courses that are not required by the student's current degree plan may be accepted as elective courses for the student's degree. A minimum of 25 percent of total coursework (i.e., total semester credit hours) required by 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's degree from Lee College. Transfer students should consult with a Lee College counselor regarding their transfer hours and degree programs.

- Students may be required to obtain official course descriptions from colleges previously attended before transfer credit can be awarded.
- Courses in which students earned grades of "D," "F," and "Incomplete" will not be accepted for transfer credit by Lee College.
- While course credit hours transfer, only grades earned in Lee College courses will be utilized to calculate G.P.A., which is used to determine eligibility to graduate. 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 receive honors at graduation.
- Credit will be considered 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.

## Texas Success Initiative Assessment (TSIA)

Each public institution of higher education in Texas is required to assess basic skills of admitted students in three components: reading, writing, and mathematics. Developmental interventions and supports are available to those students who test below college level:

- All students entering Lee College, unless exempt, must have assessment scores in all components from an approved test to determine readiness to meet course prerequisites and/or to enroll in college level academic coursework.
- A student who has a deficiency in one or more areas will be co-enrolled in a developmental bridge intervention and the entry-level, credit course within the same semester for the respective subject area.
- Students may not enroll in corequisite ("C-rule") courses (see list below) without the

appropriate test score or being co-enrolled in a developmental bridge intervention.

## Who needs to take the TSIA?

Students who test as college ready will be allowed to enter entry level college coursework. All Texas public colleges and universities must abide by the passing scores as set by the state. Information on cut scores and college ready standards are found in the Counseling Center.

Exemptions are outlined below and includes exemptions based on ACT or SAT scores, Veteran status, and the completion of a degree. Students who are exempt based on these standards will be deemed college ready and eligible for entry level coursework. For information on the TSIA, cut scores and other information related to testing, contact the unit Lee College advisor.

## Exemptions

A student may be exempt from the requirements of the Texas Success Initiative based on state approved exemptions.

The following students are exempt from the provisions of the Texas Success Initiative:

- Students are exempt who have met the qualifying standards on the ACT or SAT as follows:
  - **ACT** - composite score of 23 or higher with a minimum of 19 on the English and mathematics test. Partial exemption (either reading/writing or math) is granted with a composite score of 23 and a minimum of 19 on either the English test or mathematics test. The score is good for 5 years from the date of the test.
- In May, 2016, the SAT was revised with a new scoring system and new benchmarks established by the Texas Higher Education Coordinating Board:
  - **SAT (previous standards)** - results on critical reading and math scores added together which equal or exceed 1070 (with a minimum of

500 on each test). Partial exemption is granted for writing/reading or math with a combined score of 1070 and a minimum of 500 on either critical reading or math. Scores are good for 5 years from the date of the test.

- **SAT (new standards)** - Evidence-based Reading and Writing of 480 or higher and a Math score of 530 or higher
- Students who have graduated with an associate or baccalaureate degree.
- A student who is on active duty serving as a member in the United States armed forces, National Guard, or as a member of the reserve component of the armed forces of the US and has been serving for at least three years preceding enrollment
- A student who on or after August 1, 1990 was honorably discharged, retired, or released from active duty as a member of the armed forces of the US or the Texas National Guard or service as a member of a reserve component of the armed forces of the United States.
- A student who is enrolled in a certificate program (level one, 42 or fewer semester credit hours or the equivalent).

#### Transfer Students

A student who transfers college-level courses from a regionally accredited or public institution may use transferred courses that are equivalent to the following to satisfy the success initiative in the given area. Students must have earned a "C" or better in each course for exemption in each respective area.

"C" Rule Courses:

<b>Writing</b>		
ARTS 1301	Art Appreciation	3
BIOL 1408	Biology I for Non-Science Majors	4
ENGL 1301	English Composition I	3

ENGL 1302	English Composition II	3
GEOL 1403	Physical Geology	4
GOVT 2305	Federal Government	3
HIST 1301	History of the United States to 1877	3
PHIL 1301	Introduction to Philosophy	3
PSYCH 2301	Introduction to Psychology	3
SOCI 1301	Introductory Sociology	3
<b>Reading</b>		
ARTS 1301	Art Appreciation	3
BIOL 1408	Biology I for Non-Science Majors	4
ENGL 1301	English Composition I	3
ENGL 1302	English Composition II	3
GEOL 1403	Physical Geology	4
GOVT 2305	Federal Government	3
GOVT 2306	Texas Government	3
HIST 1301	History of the United States to 1877	3
HIST 1302	History of the United States since 1877	3
PHIL 1301	Introduction to Philosophy	3
PSYC 2301	Introduction to Psychology	3
SOCI 1301	Introductory Sociology	3
SPCH 1315	Principles of Public Speaking	3
SPCH 1321	Business and Professional Communication	3

<b>Mathematics</b>		
MATH 1332	Contemporary Mathematics I	3

Any advanced mathematics course for which the above are prerequisites.

Students who have completed the highest level of developmental coursework from a Texas public institution of higher education in reading, writing, or math will be considered college ready. Any student transferring to Lee College from another Texas public institution of higher education, who is noted on the incoming transcript as "complete" or "satisfied" for all or part of TSIA will continue in that status at Lee College.

Transfer students who cannot satisfy all or any part of TSIA through prior coursework must be tested prior to enrollment, just as with first time in college students.

Learning Strategies/Learning Pathways Course Requirement Based on Placement Scores.

#### **Advisement**

Students who have not completed the Texas Success Initiative Assessment (TSIA) are encouraged to see an advisor each semester prior to registration. The advisor will monitor their progress toward completing required developmental coursework and will assist with course scheduling.

#### **Students with Disabilities**

A student who has a documented disability must contact the Counselor for Students with Disabilities prior to testing to make arrangements for any necessary accommodations on any TSIA. Documentation of the disability is required.

## **Counseling and Advising Services**

Lee College employs counselors/advisors whose duties include helping students select courses in which they can succeed and which lead to the realization of their educational goals. In addition, counselors/advisors can answer questions related to TSIA, financial aid, and the transferability of courses either to or from Lee College.

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

The LCHC counselors/advisors act as the Liaison between the student and TDCJ-Rehabilitation Programs Division (RPD). A student may make an appointment to see a Lee College counselor by sending an I-60 to the Lee counselor through the unit education office. Students may also contact counselors/advisors via truck mail, or TDCJ-Rehabilitation Programs Division (RPD), P.O. Box 99, Huntsville, TX 77342, or by US mail at the following address:

Lee College Huntsville Center

168 C Colonel Etheredge Blvd.

Huntsville, TX 77340

## **Reentry Services**

"In 2017, the Lee College Huntsville Center (LCHC) initiated Reentry services for its current and former incarcerated students. These services are primarily divided into two categories: Student Services and Alumni Services. Student Services cater to the needs of present students who are incarcerated, as well as those who have graduated from LCHC. These services encompass individual correspondence which offers information and resources regarding reentry, vocational lectures on LCHC reentry services, and a six-week, in-person Reentry course at each facility facilitated by Lee College.

On the other hand, Alumni Services are tailored for students of LCHC who were once incarcerated but have since been released. These services offer referrals to a range of organizations that supply crucial services to those reintegrating into society, including employment, identification, housing, and school enrollment. In addition, we conduct weekly online networking and support groups, alumni events, and foster a sense of community for those who opt to participate."

## **Degree Plans (TDCJ-Loan/Post Secondary Education Reimbursement (PSER) Policy)**

Students are required to complete their degree(s) in the most efficient manner possible. Students shall have a degree plan by the end of the first semester of enrollment in the college's program.

A copy of each student's degree plan shall be filed by the college in the unit education department.

Degree plans cannot be changed at the student's request without the written approval of TDCJ-Rehabilitation Programs Division (RPD), PO Box 99, Huntsville, TX 77342

## **Transfer of Courses to Universities**

The credits earned at Lee College in academic courses are generally accepted by other accredited colleges and universities to satisfy specific course requirements or count as electives. Students are responsible for knowing the requirements associated with the degrees they seek, for enrolling in courses that fit into degree programs and for taking courses in proper sequence to ensure orderly progression of work.

Students planning to transfer to a four-year school should be aware that each university determines its own list of courses required for each degree it offers, and 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.

## **Student Financial Aid**

### **TDCJ-Loan/Post Secondary Education Reimbursement (PSER)**

Interest free loan given by TDCJ. This loan covers the cost of up to 2 academic courses per semester and 1

technical program; this only applies to the Lee College Huntsville Center programs.

TDCJ-Rehabilitation Programs Division (RPD) only allows a student to take one college vocational program. However, PSER will pay for 2 if the 2nd advanced certificate is needed for the degree.

## **Texas Public Education Grant (TPEG)**

These funds are generated from a portion of the tuition recognized by the he state. TPEG is a grant and students are not required to reimburse these funds. A student must utilize PSER funds if the student is eligible prior to TPEG being awarded. Student eligibility is determined on a case-by-case basis. Students must complete a FAFSA to determine eligibility for TEPEG.

Non-citizens and students participating in some Continuing Education and Dual Enrollment classes may be eligible for some TPEG funds.

## **Pell Grants**

Pell Grants are the building blocks of all financial aid. Congress sets Pell Grant award amounts each year.

The amount of Pell Grant you may receive is determined by the Estimated Family Contribution that is calculated by the Department of Education , the Financial Aid Budget or Cost of Attendance and your enrollment status.

Incarcerated individuals are granted based on the cost of tuition and fees only, and students must meet all other Pell Grant regulations.

Students in Continuing Education, Dual Enrollment and certain non-citizens may not be eligible for federal aid.

## **Hazelwood Act**

- Home of record must be in Texas at the time of enlistment
- Must have been discharged under honorable conditions
- 180 Active days of service
- 10 years elapsed since military discharge/separation date

- Will cover tuition only

Counselors/advisors will also assist veteran students with completion of the paperwork required to utilize veterans' educational benefits.

## **Veterans Educational Benefits**

Your DD214 is needed. Chapter 30 - the Montgomery GI Bill.

## **Britt-Hodgin Second Chance Scholarship**

See an LCHC faculty member or counselor for an application form.

## **Financial Aid Warning**

The records of all students who received state or federal financial aid are reviewed by the Financial Aid Office at least annually. Those students whose overall course completion rates and/or overall GPAs fall below the standards established in the Satisfactory Academic Progress Policy are placed on Financial Aid Warning. Students who are on Financial Aid Warning and have not met the Satisfactory Academic Progress standards at the end of the following term are placed on Financial Aid Suspension.

## **Financial Aid Suspension**

Students who fail to meet the Satisfactory Academic Progress standards after a semester of Financial Aid Warning, as well as students who have dropped or failed all of the courses that they attempted in a semester/term, allowed their cumulative GPAs to drop below the level set in the Satisfactory Academic Progress, and/or exceeded the maximum number of credits allowed for their programs are placed on Financial Aid Suspension. Students on Financial Aid Suspension are ineligible to receive state or federal financial aid. They may, however, use the financial aid appeal process to seek restoration of their financial aid eligibility.

## **Financial Aid Appeals**

Students on Financial Aid Suspension may appeal for reinstatement of their financial aid eligibility. This process is meant for students whose grades and/or coursework suffered because of extenuating circumstances such as illness, injury, or death in the family and students who have exceeded the maximum number of credits allowed for their programs because they changed majors and/or pursued multiple degrees. The appeal process, including the number of appeals allowed, is included in the SAP Policy.

## **Financial Aid: Probation**

Students whose financial aid appeals have been granted are placed on probation. Students in this status are eligible to receive state and federal financial aid provided that they comply with the restrictions outlined in the SAP Policy. Students are removed from this status when their overall course completion rates and GPAs meet the Satisfactory Academic Progress standards.

## **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 actions. Counselors can provide students with tuition and fee totals for the next semester.

## **State Reimbursement Costs (TDCJ-Loan/Post Secondary Education Reimbursement (PSER) Loan)**

State Reimbursable Costs (TDCJ-Rehabilitation Programs Division (RPD) loan) include tuition and fees for college credit associate and baccalaureate level courses, required testing and graduation fees, TSIA tests required at the time of college entry, and for all developmental study courses required as a result of TSIA testing.

As a State Reimbursable Cost, the state will pay for only the cost of 2 or fewer academic courses each semester. Additional courses each semester will be at the expense of the student, which will be paid at registration from personal funds.

myBooks is an inclusive-access program allowing students to have their textbooks and course materials



by the first day of class. Studies show that student success increases when students have the correct learning materials from the start of class. With myBooks, students will have access to learning materials for each course they take. If you're taking a class, you'll get the required course materials for that class on or before the first day of class.

## Refunds

The College shall charge the TDCJ for students who are enrolled and attending as of the official class certification date each semester or enrollment period. No pro-rated changes prior to certification date shall be allowed. Refunds for tuition and fees paid by personal funds or direct payment shall be refunded in accordance with the College's tuition refund policy.

## Huntsville Campus Calendar

(by class start date)

Reason Description	Refund (thru DOR)	Refund (after DOR)
ACAD Admin Drop - non-attendance	100%	0%
ACAN Administrative Withdrawal	100%	0%
DISP Disciplinary Drop	100%	0%
ERRO Error in Registration	100%	100%
MEDI Medical (Term Withdrawal)	100%	0%
PARO Paroled	100%	0%
SCHC Schedule Change/Conflict	100%	100%
SDRP Student Initiated Drop (Default)	100%	0%
UTFR		

## TDCJ-Loan/Post Secondary Education Reimbursement (PSER) Responsibilities

The TDCJ-Rehabilitation Programs Division (RPD) - maintains account records for each student who enrolls in college-level State Reimbursable Costs programs. The recording of such financial information became effective September 1, 1995, or the first enrollment period after the date.

TDCJ-Rehabilitation Programs Division (RPD) maintains the student account records on the Post Secondary Education Reimbursement (PSER) system, which is accessible on the TDCJ Rehabilitation Programs Division (RPD). Account data is taken from the college/university billings and TSIA enrollment documents.

Each student's PSER account includes costs of tuition and fees by college and semester enrollment period. Any test fees related to the class will also appear. Each student's account has a total amount owed. The TDCJ-Rehabilitation Programs Division (RPD) will make account statements available to all students.

It shall be the responsibility of the Parole Division to collect the reimbursement amount due from parolees and mandatory supervision releases. Payments for State Reimbursable Cost items may be made by the ex-student in a lump sum or in monthly payments. Monthly payments shall be determined by the Parole Division based on the ex-student's ability to pay.

Once reimbursement payments are made, the student's account balance will be adjusted accordingly by the Parole Division or other collecting party.

Upon release if there are questions regarding the balance owed, contact:

PSER Reimbursement

TDCJ-Rehabilitation Programs Division (RPD)

Cashier's Office

P.O. Box 4015

Huntsville, TX 77342

## **Student Payment from Personal Funds**

Rather than reimbursing the state after release, the student may opt to pay for all coursework by completing the Inmate Withdrawal Form (I-25). Also, in the event an student elects to enroll in more than one academic course each semester, he may do so by completing the I-25 for the amount which is in excess of the cost of the initial course.

Additional I-25's will be completed by students who wish to participate in a course for which the state will not pay, such as a second vocational program or an additional degree at the same level.

## **Processing of Withdrawal Forms (I-25)**

The following procedures should be followed in processing I-25's.

The I-25 should be made payable to the college or university in the appropriate amount owed for the academic course, TSIA test, or vocational program in which the student is enrolling.

The trust fund account of each student submitting an I-25 must be checked by the Unit Warden to ascertain whether the student has sufficient funds to cover the tuition payment

## Student Services

### Student Responsibilities

Students are responsible for:

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

### Student Rights

In addition to the rights enjoyed by all citizens and residents, the rights accorded Lee College Huntsville Center (LCHC) students 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 pursue grievances against instructors, administrators, or fellow students;
- The right to place letters in their files regarding disciplinary action or grievances

Note that students may also file grievances and appeal decisions made by instructors and administrators. These procedures can be provided by counselors.

### Student Records and Right to Privacy

Student's 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 that 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.

According to FERPA, the students' information 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 both Physical and Electronic
3. Telephone
4. Date and place of birth
5. Credentials earned and date as well as honors and awards
6. Major and field of study
7. Academic classification
8. Dates of attendance/Enrollment status
9. Number of semester hours in progress and attained to date
10. Previous high schools and colleges attended
11. Weight, height, and participation 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.

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

## Challenging the Accuracy of College Records

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

### Informal 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 Associate Vice President of the Huntsville Center or Vice President of Learning will appoint and chair committees to hear challenges concerning academic records. The Vice President of Student Affairs will appoint and chair committees that hear the challenges concerning non-academic records.

## Student Records and Transcripts

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

### Academic Records

- Office of Admissions and Records

### Student Affairs Records

- Vice President of Student Affairs
- Counseling Office - Associate Vice President
- Student Affairs

### Financial Records

- Business Office - Vice President of Financial Services
- Office of Financial Aid - Financial Aid Director

## 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 test 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 scholarship, statistics regarding the incidence of crime on the campus, and the number of arrests for certain crimes committed on campus. This information is compiled each year and is available online.

## **Information Regarding Classes**

### **Time and Frequency**

A copy of the schedule of classes offered during each semester or term will be available in advance of the day of registration.

### **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.

## **Graduate Guarantee Program**

### **Transfer Credit**

Lee College guarantees to its Associate of Applied Science graduates the 15 general education 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 Vice President at Lee College within 10 days of notice of transfer credit denial so the "Transfer Dispute Resolution" process can be initiated.

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

## **Transfer Limitation Notice**

Texas public universities may limit the transfer of lower-division credit hours earned by a student. All coursework at Lee College is considered lower division coursework, with the exception of developmental courses (see Developmental Coursework).

A Texas public university may elect to limit lower division transfer credit to 66 hours maximum. However, exceptions are sometimes made at some institutions. All students intending to transfer should work carefully with Lee College advisors and advisors at each desired transfer institution to assist them in making wise enrollment choices.

Further, courses designed for workforce education may have limited transfer value toward a bachelor's degree. These courses are taken from the Workforce Education Course Manual (WECM) published by the state and are used in certificate and AAS plans; WECM courses are not required in degree plans intended for transfer (all AA, AS, and AAT plans). Degree programs designed to streamline the acquisition of a bachelor's

degree for earners of AAS degrees have been initiated at some Texas universities.

Students should contact the Counseling Center for more information about any issue related to transfer.

## Transfer Dispute Resolution

The Texas Higher Education Coordinating Board provides a formal procedure for resolution of transfer disputes for lower division courses offered by Texas public colleges and universities. Students have the right to appeal denial of credit under this policy. The policy can be viewed at the Coordinating Board's website.

Students who would like to question transcript evaluations done by Lee College should first contact the Registrar. If still dissatisfied, the student should see the Vice President of Student Affairs

## Guarantee of Job Competency

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

1. The graduate must have earned the associate of applied science degree or certificate of completion beginning May, 1993 or thereafter in a technical, vocational, or occupational program identified in the College's general catalog as of Fall 1992 or later.
2. The graduate must have completed requirements of the associate of applied science degree or certificate of completion with Lee College, with a minimum of 80 percent of credits earned at Lee College and must have completed the degree or certificate within a five-year time span.
3. Graduates must be employed full-time in an occupation directly related to the area of program concentration as certified by the Vice President of Learning.
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, or Vice President of Learning, 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. Activation of the "Graduate Guarantee Program" may be initiated by the graduate by contacting the Vice President of Learning within 90 days of the graduate's initial employment.

## Academic Honesty

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

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

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

## Academic Honesty Code

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

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

b. Copying without permission of the owner, or mutilating or destroying any media, printed or electronic (for example, film, video, music).

## **Student Appeals**

### **Introduction**

To maintain an environment that promotes teaching and learning, Lee College has developed policies that outline instructional and behavioral expectations in individual course syllabi/outlines and policy regarding student conduct, academic honesty, and sexual harassment.

Appeals procedures provide students with a means to challenge classroom activity, disciplinary action, and administrative policies and/or behaviors that they feel are arbitrary or unfair while protecting the academic freedom of instructors and the safety and security of the campus community.

To learn more about the appeals process, students may meet with an advisor, counselor, or Division Chair.

### **General Principles**

The appeals process applies to both the informal and the formal procedures. It can be waived or an addendum may be added to the formal appeal if all parties to the appeal and corresponding college personnel charged with resolving it agree to do so. All meetings called by college personnel to resolve appeals are confidential and closed to the public. Deadlines may be extended due to extenuating circumstances, illness, or College events such as registration or final exams.

Students who initiate appeals should not be subject to retaliation and should report any incidents immediately to a counselor or administrator.

### **Issues That Can Be Appealed**

Instructional issues include the classroom, laboratories, and related activities supervised by instructors and/or instructional division. Examples include, but are not limited to, laboratory safety, behavior, academic honesty, grades, absences, or withdrawals.

Non-instructional and disciplinary issues include, but are not limited to, student conduct, expulsion, threats, injury, trespassing, vandalism, theft of textbooks, or personal possessions, destruction of property, forgery of documents, and other actions that may threaten the safety and security of individual and/or the campus community.

### **Resolution of Policy Governed by State and Federal Regulations**

Policies and procedures based on state and federal laws are resolved within specific departments.

### **Level 1 - Informal Resolution**

The informal resolution attempts to resolve issues regarding college policies, procedures, or personnel as they occur. Throughout the informal process, students should record dates and times of meetings with individuals, keep a brief account of the meetings, and collect any written documents that they may receive. Within 10 working days of an incident, the student should meet with individuals with whom they have a concern or complaint to seek resolution. If the situation is unresolved, students should speak with relevant supervisors and/or administrators who may investigate the incident further to seek information to resolve the concern.

### **Level 2 - Formal Appeal**

Students who are not satisfied with the outcome produced by the informal resolution may initiate a formal appeal. Which begins when a student submits a written statement outlining the event to the appropriate administrator. Students must file an appeal within 30 working days of the incident.

#### **Written Statement**

All issues related to a single incident should be included in one appeal. Students must include dates of meetings, with college personnel that were held during the informal resolution process. Evidence and copies of supporting documentation should be submitted with the written statement. These may include, but are not limited to, letters, syllabi, or grade sheets. In cases where absences are part of the consideration, written verification by medical personnel, peace officers, or



others in authority should be included. Statements by witnesses may be submitted either in writing or video. Students may suggest a resolution or remedy. Students should keep copies of all materials submitted for consideration.

#### **Instructional Appeal:**

1. Students will submit the written statement and supporting materials to the Division Chair. In the event that the instructor is a Division Chair, the process will begin with the appropriate instructional administrator.
2. Copies of the appeal will be forwarded by the Division Chair (if applicable, the appropriate instructional administrator) to those named in the appeal.

If a student is not satisfied with the decision made by the Division Chair, within 10 working days they need to contact the appropriate instructional administrator. All materials presented to the Division Chair, along with his/her decision and any additional information collected, should be forwarded. If an instructional administrator has served in place of the Division Chair and students are not satisfied with the decision, students may continue the process at Level 3.

#### **Non-Instructional Appeal:**

1. Students will submit the written statement and supporting materials to the appropriate student services administrator. In the event that this individual is named in the appeal, the president will appoint an administrator to hear the appeal.
2. Copies of the appeal will be forwarded by the administrator to those named in the appeal.

If a student is not satisfied with the decision made by the administrator, within 10 working days, students may continue the process at Level 3.

#### **Appeal Response and Decision**

At the discretion of the appropriate administrator, further investigation may take place, meetings may be held, or a decision may be based on the written appeal and/or information acquired during the informal resolution. The administrator may request additional information in writing or documentation from the individuals involved. Instructional issues that are capricious or threaten to undermine the principles of academic freedom will be dismissed. Within 10 working days of receipt of the formal appeal, the appropriate

administrator will respond in writing to the student and copy those named in the appeal.

An addendum may be made to an appeal with the approval of parties named in the appeal and the presiding administrator. If new witnesses or evidence is produced during the course of an appeal, an extension of up to 10 working days will be granted to allow individuals to respond.

#### **Acceptance of Decision**

Students have 10 working days to accept or reject in writing the presiding administrator's decision. Students will prepare a written memo/letter with their signature. If there is no response, it is assumed that the students have accepted the decision.

### **Level 3 - Appeals Committee**

The student services administrator will create an Appeals Committee consisting of three faculty members. The administrator serves as chairperson of the Appeals Committee and votes only in the event of a tie. If the complaint is against the student services administrator, another administrator will serve as chairperson of the committee.

If a committee member is challenged, the chairperson of the Appeals Committee will consider the challenge and either dismiss it or appoint a new member to the committee.

#### **Appeals Meetings**

Appeals meetings are held the second week of the month.

**Evidence:** Students will have the opportunity to explain their position that was submitted in the written appeals statement that included supporting evidence and to respond to or ask questions. The burden of proof is on the student to show that a capricious, arbitrary, or prejudicial decision has been made.

Formal rules of evidence will not apply and the committee may request additional information or evidence.

**Advisor:** Students and Lee College employees may choose to have one advisor present who is not a witness. Although advisors may not participate in the proceedings, students and employees may confer with

their advisors during the proceedings. If the student chooses an attorney for an advisor, both the employee and the College may elect to have an attorney present. Five working days prior to the appeals meeting, students must notify the Appeals Committee chairperson in writing by the end of the business day if an attorney will serve as an advisor to the student.

**Transcription:** If students or employees want to have the meeting videotaped or recorded and transcribed, it is their responsibility to make arrangements for such documentation. Five working days prior to the appeals meeting, the Appeals Committee chairperson must be notified in writing by the end of the business day if transcription will occur.

**Absence from proceedings:** Students or employees may waive their right to be present at the appeals meeting by notifying the appeals committee chairperson in writing. Without written notice, if students do not attend the appeals meeting, the appeal process will end and the last decision regarding the appeal will be in effect. If a Lee College employee does not attend, the appeals meeting will continue, using information presented in written statements.

#### Meeting Protocol:

- The appeal meeting is not an open public meeting.
- The Appeal Committee chairperson is responsible for establishing the purpose of the meeting and maintaining order.
- The committee may set time limits for presentations.
- Students will present their appeal and corresponding evidence (oral, written, tape) to support the written appeal statement.
- Members of the committee may ask questions or seek clarification from students and/or Lee College employees.
- Students may present an oral summary to the committee.
- Members of the committee may request additional information, documents, or witnesses during the meeting. They may seek additional information or request additional meetings with student and/or Lee College employees.

#### Response to the Appeal

Within 10 working days of the Appeals Committee's Decision, the chairperson of the Appeals Committee will respond in writing to the student and copy those named in the appeal.

## Policies Regarding Credit, Grades and Student Records

### The Semester Credit Hour (SCH)

The unit of measure generally used in counting college credit is the Semester Credit Hour, or SCH. It represents the work done by class which meets one hour a week for one semester. Classes which have a credit value of three SCH meet for three hours each week, or the equivalent over a shorter session.

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

### Grades and Grade Points

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

Grade	Points/SCH	Interpretations
A	4	Excellent
B	3	Good
C	2	Average or Fair
D	1	Poor (barely passing)
F	0	Failure
P	Passing	
I	Incomplete	

NC	Non Credit	
W1	Student Initiated Drop	
W2	Instructor Initiated Drop (Drop during drop period)	
W3	Administrative Withdrawal	
W4	Student Withdrawal	
W5	Withdrawal (lapsed incomplete)	

## 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 multiplied by the number of Semester Credit Hours (SCH) associated with the course. The example below demonstrated how the GPA is calculated. Grade points are not awarded in developmental courses (e.g., MATH 310 and READ 302) and grades earned in these courses (whether letter grades or number grades) are not included in the computation of GPAs.

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

Course	Grade	SCHs GPA = PA
BIOL 1406	B	$4 \times 3 = 12$
ENGL 1302	A	$3 \times 4 = 12$
KINE 1101	A	$1 \times 4 = 4$
READ 302	0	$0 \times 0 = 0$
HIST 1301	Withdrawal	$W \times 0 = 0$
Totals	8	$28 \text{ GPA} = 28/8 = 3$

## Grades for Repeated Courses

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

## Evaluation of Transfer Credit

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

1. The Office of Admissions and Records determines the total number of SCH which students may transfer to Lee College from other institutions. Students who are pursuing associate degrees and have earned at least 15 SCH at the College should request that their transfer work be evaluated. Students seeking certificates of completion who have transfer work in the same program of study should request that their transcripts be evaluated. Official transcripts will not be returned to students.
2. Credit for courses equivalent to those listed in the catalog will be given credit that the student earned at regionally accredited institutions of higher education
3. A minimum of 25 percent of total coursework required by the student's degree program or 50 percent of the coursework required by the student's certificate of completion program must be taken in residence at Lee College for the student to become eligible to receive a certificate of completion or an associate degree from Lee College. Transfer students should consult with a counselor/advisor regarding their transfer hours and degree programs. In addition, 25 percent of the student's major field of study semester credit hours must be taken in residence at Lee College.
4. Students may 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 receive honors at graduation.
7. Credit for military courses will be evaluated based upon the evaluation recommendations outlined in the American Council on Education Guide to the Evaluation of Educational Experiences in the Armed Services Manual.

## Academic Fresh Start

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

Students who wish to invoke this policy must indicate their desire to do so by completing an Academic Fresh Start request and submit it to the Office of the Lee College Huntsville Center (LCHC Associate Vice President). The AVP 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/advisor prior to initiating requests.

## Academic Warning and Probation

A student's academic status is determined by the Grade Point Average (GPA) accumulated at Lee College. GPA determines a student's eligibility for continuous enrollment. Individual students are responsible for their

GPA, defining their academic status. At the beginning of each fall and spring term, academic status will be re-evaluated based on the student's previous semester success.

**Academic Warning:** Student did not maintain a 2.0 GPA within a given semester, but has 2.0 or above cumulative GPA.

- Hold placed on account preventing registration

**Academic Probation:** Student did not maintain a 2.0 cumulative GPA or higher.

- Hold placed on account preventing registration - to be released once cumulative GPA of 2.0 is achieved
- Limit enrollment to 1-2 courses that semester
- Grade replacement course selection may be required
- Mandatory visit with assigned Advisor/Counselor to discuss an action plan and to register for upcoming semester
- The last week for mandatory Advisory/Counselor visit appointments is two weeks prior to the semester start. Any time after will result in flex-start courses or a semester break

**Academic Suspension:** Student did not maintain a semester GPA of 2.0 or higher while on Academic Probation

- Must sit out for one (1) long semester, to include summer (includes 10 week, 5 week, and mini terms)
- Continued hold placement on account preventing registration - to be released once cumulative GPA of 2.0 is achieved
- Grade placement course selection may be required
- Limit enrollment to 1-2 courses that semester
- Mandatory meeting with assigned Advisor/Counselor, upon return from required semester sit out, to discuss an action plan and to register for upcoming semester
- The last week for mandatory Advisory/Counselor visit appointments is two weeks prior to the semester start. Any time after will result in flex-start courses or a semester break

**Academic Dismissal:** Student did not maintain a 2.0 semester GPA first semester returning from Academic Suspension.

- Must sit out for one (1) calendar year
- Continued hold placement on account preventing registration to be released once cumulative GPA of 2.0 is achieved
- Upon return after one (1) calendar year, students must: 1) meet with the Vice President of Learning and/or respective dean for readmission 2) Consult with the assigned Advisor/Counselor for re-development of an action plan, discussion of the 1-2 course needed to replace previously unsuccessful courses, and register for classes
- Remains on Academic Probation status until GPA improves
- May continue to enroll with continued progression towards a cumulative 2.0 GPA

## Grade Reports

Grade reports will be sent to students as soon as possible after the end of each semester.

### Class Attendance

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

## Incomplete

A grade of "I" indicates incomplete work resulting from illness or other unavoidable circumstances. To be eligible to receive an "I" students must have completed at least 75 percent of the work required for the course in question during the original term of enrollment. To receive an "I", a student must enter into a contract with the instructor of the course regarding the work that is to be completed and the grade the student will receive in the event that the work is not completed. The remaining work must be completed within one semester unless extenuating circumstances require a longer period for completion. Instructors have the right to submit any grade at any time to replace an "I" grade, with a grade of "F."

Students who receive "I" grades should not re-enroll for the class unless they are terminating the incomplete agreement and wish to start over with a new section of the class. In this case, the student is urged to contact the original instructor to request release from the incomplete agreement.

After the next long semester has lapsed, if the "I" grade has not been changed to another grade by the instructor, the "I" grade will be replaced with an "F".

## Student Drop

If an student is dropped or withdrawn from a class after the certification date for a reason other than release, bench warrant, unit transfer, medical, or administrative request due to circumstances beyond the student's control, he will be considered "unexcused" and that student will be suspended from enrollment in any college academic or vocational course for one (1) year following the semester in which he was originally enrolled. The student will be allowed to continue with any course in which he is simultaneously enrolled and attending.

If the student is dropped from all developmental classes in which he is enrolled that semester for reasons other than the "excused" reasons listed above, he will also be dropped from his credit classes at the same time. The same one-year suspension from enrollment will also apply.

## Surcharges for Certain Repeated Classes

Lee College applies a tuition surcharge when students repeat a class for the third or greater time (since Fall 2002). This action was taken because the state legislation eliminated the funding match the College previously received for these enrollments.

The surcharge is assessed at the non-resident tuition rate in addition to the regular tuition rate based on the student's residency.

Students are strongly encouraged to keep the surcharge in mind when considering whether to drop a required course. If the drop will result in a grade of "W", the course will be counted as an attempt. Students should see a counselor if they have questions.

## Six Drop Policy

The Texas Legislature passed a law designed to limit the total number of course drops to six for undergraduate students at state public institutions of higher education. This legislation affects only students entering any Texas public college Fall 2007 or later. Students who have attended any college prior to Fall 2007 are generally not affected.

Lee College is responsible for tracking and possibly denying drop requests of students affected by the law. Affected students may be asked to give a reason when making a drop request. Drops may be reviewed for compliance with this law. An appeal process will be available for students. The law also requires Lee College to report unexcused drops on an affected student's transcript. Updates on the College's six drop policy will be published on the Lee College website and will be available at the Counseling Center.

## Administrative Withdrawal

Students who violate college policies, including TSIA 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 "W" in all classes. There is no grade point value for a "W".

## Student Refusal

Students who refuse a technical course after being transferred to a unit to attend the course will receive a 2 year suspension from all college academic or technical coursework. RPD will decide what happens to the student after the refusal.

## Lee College Huntsville Center (LCHC)'s TSIA Coursework Progression

Any student who earns an A, B, or C grade in ENRD 301 or MATH 320 is automatically promoted to the next higher-level course in that subject area. Any student who earns a score of C or higher in the exit class (ENRD 302 or MATH 330) AND PASSES THE EXIT EXAM FOR THAT SUBJECT AREA will be promoted out of developmental studies in that subject area without re-taking the TSIA test. Therefore,

1. An A,B, or C grade in MATH 320 promotes the student to MATH 330. An A, B or C grade in MATH 330 plus a passing grade on the MATH exit exam promotes the student out of the developmental math program.
2. An A, B or C grade in ENRD 301 promotes the student to ENRD 302. An A, B, or C grade in ENRD 302 plus a score of 65% or higher on the ENRD exit exam promotes the student out of the developmental reading/writing program.

## Lee College Huntsville Center (LCHC)-Approved Methods for Completing TSIA Requirements

3. Developmental Course Completion (see above): Students will enroll in developmental classes in the subject area(s) that need improvement. After moving through the class levels for that subject area in sequence and earning a grade of C or higher in the designated TSIA level for college readiness (MATH 330, ENRD 302), they will be considered college ready in that subject area.
4. Credit by Examination: (See explanation below.) Students will have the opportunity each semester to demonstrate their college readiness in each TSIA test area for which they are enrolled in a developmental class by taking the exit test for the highest level course in that area. This permits TSIA liable students the opportunity to demonstrate adequate skills to exit developmental studies without taking all levels of developmental coursework.
5. Degree Completion: Students who successfully complete all the courses required by their degree plan for graduation without completing their TSIA requirements are considered "college ready" in any deficient area(s).

## Credit by Examination

Students who are currently enrolled in lower-level developmental classes may complete their Texas Success Initiative Assessment (TSIA) requirements and exit the developmental studies program in the area(s) of liability for which they are enrolled by earning Credit by

Examination for the exit level class for that subject area. This is an early-exit opportunity that diligent students may use to limit the amount of time they are enrolled in developmental courses.

The exit level developmental courses are ENRD 302 and MATH 330. In other words, ENRD 301 students can earn credit by examination for ENRD 302; MATH 320 students can earn credit by examination for MATH 330.

All developmental students are administered the exit exam for credit by examination as their final exam each semester. That way, every student will have the opportunity to exit the developmental program via credit by examination each semester that he/she is enrolled.

The conditions for earning credit by examination are as follows:

The student must be enrolled in a developmental course in a given subject area when he/she attempts credit by examination for that subject. In other words, a student enrolled in ENRD 301 cannot attempt credit by examination for MATH 320.

6. A student must maintain a C average or higher in the developmental course for which he/she is enrolled to be eligible for credit by examination no matter what he/she scores on the exit exam.
7. A student must earn a minimum score on the exit (final) exam to be eligible for credit by examination. For ENRD 302 and MATH 320, the minimum score on the exam is 65, including a score of 5 or higher on the essay. For MATH 330, the minimum score is 85.
8. If the above conditions are met, the instructor has the option but not the obligation to grant the student an early exit via credit by examination. Courses completed through credit by examination are recorded on the student's transcript.

## Transcripts

Once a student completes at least one credit course at Lee College, an official college transcript may be obtained from the Admissions and Records Office. Students may request the transcript online at [www.lee.edu/admissions](http://www.lee.edu/admissions).

Official credit transcripts consist of the following: identification of the student, TSIA status and method of satisfying TSIA components (math, reading, and writing), record of courses taken and course test credit during all semesters where graded classes were recorded, cumulative statistics including credit hours attempted, earned, and related grade points, along with GPA, as well as degrees or certificates and core curriculum completions earned by the student at Lee College. Certain honors and awards are only listed on the paper transcript; by default, Lee College will disseminate an electronic transcript when requests are made to send transcripts to those colleges capable of receiving EDI electronic transcripts.

## Name Change

A student attending Lee College under an alias must insure that his/her name is changed to his/her legal name upon release from TDCJ. The student's legal name will not appear on his/her diploma unless the following records are submitted to the records office: 1) a copy of the birth certificate or comparable legal document, and 2) a notarized statement from someone who knows the student under both names, certifying that he/she is one and the same person. While in TDCJ, Lee College will enroll students under the name that TDCJ lists, even if it is not the student's correct name.

## Grade Change Policy

A student who wishes to protest a grade follows the guidelines for academic grievance, which starts by contacting the instructor within 30 instructional days of the incident. Students are responsible for reviewing final grades which are mailed to each student upon completion of the semester. In the event that the original instructor is not available to review a grade, the student should contact the Huntsville Department Chair.

An instructor may make a change to any grade recorded with-in the previous 12 months, for any reason. The instructor will deliver a completed grade change card to the Huntsville Center office and a correction to the student's records will be made and an advising document sent to the student.

Grade changes to classes which ended more than one year prior to the change date shall be approved by both

the instructor or, in event the instructor is unavailable, the Huntsville Center Department Chair, as well as the AVP of the Huntsville Center.

## General Graduation Requirements

Those students with approximately 60 or more semester hours of college credit should complete a Petition to Graduate. This petition will inform the counselor of the student's intent to graduate and provide the counseling department with the proper diploma printing information. After receiving the petition, the Lee College staff will place all necessary transcripts, degree summary sheet and any additional information needed, into the graduation folder for the Associate Vice President to evaluate. The AVP will evaluate each prospective graduate's transcripts for necessary course work and will check the student's overall GPA. Once the evaluation is completed, the AVP will send a letter to each prospective graduate confirming or denying graduation status. If the student is denied, the letter will contain a detailed list of courses needed to fulfill graduation requirements and/or the reason(s) for denial. The most appropriate time to file the petition is when the student registers for his last semester.

The deadline to petition to graduate will be as follows:

Spring - February 15

Summer - June 15

Fall - September 15

## Commencement

Graduation ceremonies will be held once a year during the spring or summer semester. Only graduates who completed all requirements for graduation during or before the preceding fall semester are eligible to attend the graduation ceremony. Students who complete degrees in the spring semester will be eligible to attend the graduation ceremony one year later, during the next spring semester. The exercises will be held on a unit which will be easily accessible for the college or university.

As of January 2001, a new TDCJ policy has been implemented regarding the transportation of students to the graduation ceremony. Transportation will be available only for those students assigned to facilities

that have programs on those units and are participating in the ceremony. Example: Graduation at Wynne - units participating are Ellis, Ferguson, Huntsville, Luther, Pack, Wainwright and Wynne.

The student shall be at least (G2/P2) and line class I status with no major disciplinary conviction for six (6) months prior to graduation. G3 students may participate with the unit Warden's approval.

Lee College is responsible for ensuring the Graduation Invitation Form is completed by the student graduates, approved by the Warden, and submitted to the TDCJ - Rehabilitation Programs Division (RPD) as soon as the college or university identifies the graduates, which shall be at least six (6) weeks prior to the scheduled ceremony. Students may invite guests to the ceremony by providing names and addresses on the Graduation Invitation Form. The college shall obtain the Warden's approval for the guests prior to invitations being mailed.

Graduating students with visitation restrictions regarding children can attend the graduation ceremony but attendance at the reception may be denied or restricted at the discretion of the Warden of the host unit.

Each graduate may be allowed up to two visitation permits so relatives or friends from their approved visitor's list may be invited to the ceremony. The college is responsible for insuring the Graduation Invitation Form is completed by the student graduates, approved by the Warden, and submitted to TDCJ - Rehabilitation Program Division (RPD) as soon as the college or university identifies the graduates, which should be at least six weeks prior to the scheduled ceremony. The number of guests may be limited due to space availability, which will be determined by the unit Warden.

If the student leaves the TDCJ system, the diploma will be mailed to the address on the "Petition to Graduate." If the address changes, the student must contact the Lee College counselor/advisor sending the name and address to:

Lee College Huntsville Center

168 C Colonel Etheredge Blvd.

Huntsville, TX 77340



## 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 with an overall GPA of 3.5 or better. The following designations for honors graduates will be announced at the commencement ceremony: Summa Cum Laude - 3.86 to 4.00; Magna Cum Laude - 3.75 to 3.85; Cum Laude - 3.5 to 3.74

## Course Waivers and Substitutions for Graduation

An instructional AVP may, in certain circumstances, approve course substitutions or waive courses listed in degree plans. Course substitutions must be of similar content and difficulty.

Physical Education requirements will be waived for students.

### Honor Societies

Alpha Beta Gamma is an International Business Honor Society established by business professors in 1970 to recognize and encourage scholarship among two-year business and professional college students. The society is a member of the Association of College Honor Societies and has initiated 65,500 members.

Lee College Huntsville Center is accredited by Alpha Beta Gamma International Business Honor Society to initiate members into the honor society for business and related professional disciplines.

Lee College Huntsville Center is proud to offer qualified students membership into the nationally recognized "Delta Sigma" chapter. Eligibility into Alpha Beta Gamma is based on the following criteria.

Students must be presently enrolled in a business curriculum and must have completed 15 business course credit hours in courses leading to a Business Management degree (A.A.S.) recognized by his/her institution, Lee College.

Students must have demonstrated academic excellence by attaining a 3.0 GPA or its equivalent in business courses as well as a 3.0 overall cumulative average.

Student initiates of Alpha Beta Gamma must pay a one-time lifetime membership of \$50.00 which will be collected directly by Lee College.

For additional information about the society, please submit an I-60 to Mr. Paul Allen, Ms. Judy Baker or Mr. David Jackson, Lee College Huntsville Center.

## Course Numbering System

Lee College participates in the Texas Common Course Numbering System, which designates equivalent course content among many public and some private colleges and universities in the state of Texas. Its purpose is to assist students in making a smooth transfer from one post-secondary institution to another. However, the fact that a course is not part of the numbering system does not necessarily mean that it will not transfer or meet degree requirements.

Each course has an individual alphanumeric code (such as ENGL 1302). The alphabetic part of the code indicates the subject area.

The first number (of the four-digit numbers) generally indicates the rank of the course:

1. freshman level;
2. sophomore level

The second number indicates the number of semester credit hours:

ENGL 1 **3** 0 2

Number of credit hours assigned

The third and fourth numbers are assigned to each course with some designating a required sequence of completion. See prerequisites for required order.

Three-digit course numbers indicate a developmental level (non-credit) course. "Non-credit" means that the course does not apply toward Lee College degrees or certificates and is not transferable to another college or university. Non-credit courses may be required for TSIA-liable students and tuition is charged for non-credit courses at the same price-per-SCH as for credit courses.

# Degrees and Certificates

## Air Conditioning, Heating and Refrigeration HAC2, AAS

### First Semester

- HART 1407 - Refrigeration Principles Credits: 4
- HART 1441 - Residential Air Conditioning Credits: 4
- HART 1303 - Air Conditioning Control Principles Credits: 3
- ENGL 1301 - English Composition I Credits: 3
- Business Elective Credits: 3

Total: 17 SCH

### Second Semester

- HART 1356 - EPA Recover Certification Preparation Credits: 3
- HART 1445 - Gas and Electric Heating Credits: 4
- Social/Behavioral Science Credits: 3
- BIOL 1308 - Biology I for Non-Science Majors Credits: 3
- Business Elective Credits: 3

Total: 16 SCH

### Third Semester

- HART 2434 - Advanced Air Conditioning Controls Credits: 4
- HART 2436 - Air Conditioning Troubleshooting Credits: 4
- Oral Communication Credits: 3
- Creative Arts/Language, Philosophy, and Culture (LPC) Credits: 3
- Business Elective Credits: 3

Total: 17 SCH

### Fourth Semester

- \* HART 2445 - Residential Air Conditioning Systems Design Credits: 4
- General Elective Credits: 6

Total: 10 SCH

**Total Semester Credit Hours for Degree = 60**

## Air Conditioning, Heating, and Refrigeration - HAC1, Certificate of Completion

### First Semester

- HART 1407 - Refrigeration Principles Credits: 4
- HART 1441 - Residential Air Conditioning Credits: 4
- HART 1303 - Air Conditioning Control Principles Credits: 3
- HART 1356 - EPA Recover Certification Preparation Credits: 3

Total: 14 SCH

### Second Semester

- HART 1445 - Gas and Electric Heating Credits: 4
- HART 2434 - Advanced Air Conditioning Controls Credits: 4
- HART 2436 - Air Conditioning Troubleshooting Credits: 4
- \* HART 2445 - Residential Air Conditioning Systems Design Credits: 4

Total: 16 SCH

**Total Semester Credit Hours for Certificate = 30**

\*Capstone

## Automotive Technician - HAMT2, AAS

### First Semester

- Written Communications Credits: 3
- AUMT 1405 - Introduction to Automotive Technology Credits: 4
- AUMT 1312 - Basic Automotive Service Credits: 3
- AUMT 1416 - Automotive Suspension and Steering Systems Credits: 4

Total: 14 SCH

### Second Semester

- Oral Communication Credits: 3
- AUMT 1410 - Automotive Brake Systems Credits: 4
- AUMT 1345 - Automotive Climate Control Systems Credits: 3
- AUMT 1407 - Automotive Electrical Systems Credits: 4

Total: 14 SCH

### Third Semester

- Science Credits: 4
- AUMT 1419 - Automotive Engine Repair Credits: 4
- AUMT 2437 - Automotive Electronics Credits: 4
- AUMT 2413 - Automotive Drive Train and Axles Credits: 4
- Elective Credits: 3

Total: 19 SCH

### Fourth Semester

- AUMT 2417 - Automotive Engine Performance Analysis I Credits: 4
- AUMT 2434 - Automotive Engine Performance Analysis II Credits: 4
- Social/Behavioral Science Elective Credits: 3
- Humanities/Fine Arts Credits: 3

Total: 14 SCH

**Total Semester Credit Hours for Degree = 60/61**

## Automotive Mechanics - HAM1, Certificate of Completion

### First Semester

- AUMT 1405 - Introduction to Automotive Technology Credits: 4
- AUMT 1312 - Basic Automotive Service Credits: 3
- AUMT 1416 - Automotive Suspension and Steering Systems Credits: 4

Total: 11 SCH

### Second Semester

- AUMT 1410 - Automotive Brake Systems Credits: 4
- AUMT 1345 - Automotive Climate Control Systems Credits: 3
- AUMT 1407 - Automotive Electrical Systems Credits: 4 \*

Total: 11 SCH

**Total Semester Credit Hours for Certificate = 22**

\*Capstone

## Automotive Technician - HAMT1, Certificate of Completion

### First Semester

- AUMT 1419 - Automotive Engine Repair Credits: 4
- AUMT 2437 - Automotive Electronics Credits: 4
- AUMT 2413 - Automotive Drive Train and Axles Credits: 4

Total: 12 SCH

### Second Semester

- AUMT 2417 - Automotive Engine Performance Analysis I Credits: 4
- AUMT 2434 - Automotive Engine Performance Analysis II Credits: 4

Total: 8 SCH

**Total Semester Credit Hours for Certificate = 20**

\*\* Both Certificates are required for degree

## Business Management – H-MN2, AAS

### First Semester

- BMGT 1301 - Supervision Credits: 3
- Communication Elective Credits: 3
- HRPO 1311 - Human Relations Credits: 3
- BMGT 1341 - Business Ethics Credits: 3
- BMGT 1307 - Team Building Credits: 3

Total: 15 SCH

### Second Semester

- Oral Communications Credits: 3
- BUSI 1301 - Business Principles Credits: 3
- ACCT 2301 - Principles of Accounting I - Financial Credits: 3
- BMGT 1327 - Principles of Management Credits: 3
- MRKG 1311 - Principles of Marketing Credits: 3

Total: 15 SCH

### Third Semester

- BMGT 1331 - Production and Operations Management Credits: 3
- BMGT 1325 - Office Management Credits: 3
- Social/Behavioral Sciences Elective Credits: 3
- IBUS 1305 - Introduction to International Business and Trade Credits: 3
- HRPO 2301 - Human Resources Management Credits: 3

Total: 15 SCH

### Fourth Semester

- BUSI 2301 - Business Law Credits: 3
- Mathematics or Natural Sciences Elective Credits: 3/4
- \* BUSG 2309 - Small Business Management Credits: 3
- Creative Arts/Language, Philosophy, and Culture (LPC) Credits: 3
- POFT 1325 - Business Math Using Technology Credits: 3  
Or
- BCIS 1305 - Business Computer Applications Credits: 3  
Or
- COSC 1301 - Microcomputer Applications/Introduction to Computing Credits: 3

Total: 15/16 SCH

**Total Semester Credit Hours for Degree = 60/61**

## Business- H-BU1, Certificate of Completion

### First Semester

- BUSI 1301 - Business Principles Credits: 3
- BMGT 1327 - Principles of Management Credits: 3
- BUSI 2301 - Business Law Credits: 3
- MRKG 1311 - Principles of Marketing Credits: 3
- BMGT 1331 - Production and Operations Management Credits: 3

**Total Semester Credit Hours for Certificate = 15**

## Entrepreneurship - H-BE1, Certificate of Completion

### First Semester

- BMGT 1301 - Supervision Credits: 3
- ACNT 1303 - Introduction to Accounting Credits: 3  
Or
- ACCT 2301 - Principles of Accounting I - Financial Credits: 3
- BUSI 1301 - Business Principles Credits: 3
- IMED 2315 - Web Page Design II Credits: 3  
Or
- HRPO 1311 - Human Relations Credits: 3
- MRKG 1311 - Principles of Marketing Credits: 3

Total: 15 SCH

### **Second Semester**

- BUSI 2301 - Business Law Credits: 3
- IMED 2309 - Internet Commerce Credits: 3
- IBUS 1305 - Introduction to International Business and Trade Credits: 3
- BUSG 2309 - Small Business Management Credits: 3

Total: 12 SCH

**Total Semester Credit Hours for  
Certificate = 27**

## **Management - H-MN1, Certificate of Completion**

### **First Semester**

- BMGT 1301 - Supervision Credits: 3
- BMGT 1327 - Principles of Management Credits: 3
- BMGT 1307 - Team Building Credits: 3
- HRPO 2301 - Human Resources Management Credits: 3
- HRPO 1311 - Human Relations Credits: 3

Total: 15 SCH

### **Second Semester**

- BMGT 1325 - Office Management Credits: 3
- BMGT 1331 - Production and Operations Management Credits: 3
- BUSG 2309 - Small Business Management Credits: 3
- ACNT 1303 - Introduction to Accounting Credits: 3  
Or
- ACCT 2301 - Principles of Accounting I - Financial Credits: 3

Total: 12 SCH

**Total Semester Credit Hours for  
Certificate = 27**

## **Marketing- H-MK1, Certificate of Completion**

### **First Semester**

- MRKG 1311 - Principles of Marketing Credits: 3
- BUSI 1301 - Business Principles Credits: 3

Total: 6 SCH

### **Second Semester**

- BUSI 2301 - Business Law Credits: 3
- IBUS 1305 - Introduction to International Business and Trade Credits: 3
- BCIS 1305 - Business Computer Applications Credits: 3  
Or
- COSC 1301 - Microcomputer Applications/Introduction to Computing Credits: 3
- Social/Behavioral Science Credits: 3

Total: 12 SCH

**Total Semester Credit Hours for  
Certificate = 18**

## **International Business- H-IB1, Certificate of Completion**

### **First Semester**

- BUSI 1301 - Business Principles Credits: 3
- BMGT 1327 - Principles of Management Credits: 3
- MRKG 1311 - Principles of Marketing Credits: 3
- IBUS 1305 - Introduction to International Business and Trade Credits: 3
- Social/Behavioral Science Elective Credits: 3

**Total Semester Credit Hours for  
Certificate = 15**

## **Supervision - H-SU1, Certificate of Completion**

### **First Semester**

- BMGT 1301 - Supervision Credits: 3
- MRKG 1311 - Principles of Marketing Credits: 3
- BMGT 1307 - Team Building Credits: 3

Total: 9 SCH

### **Second Semester**

- HRPO 2301 - Human Resources Management Credits: 3
- BMGT 1331 - Production and Operations Management Credits: 3  
Or

- BMGT 1325 - Office Management Credits: 3  
Total: 6 SCH

**Total Semester Credit Hours for  
Certificate = 15**

## Cabinet Making - HCA2, AAS

### First Semester

- Communication Elective Credits: 3
  - TECM 1301 - Industrial Mathematics Credits: 3
  - CRPT 1429 - Introduction to Carpentry Credits: 4
  - CNBT 2317 - Green Building Credits: 3
- Total: 13 SCH

### Second Semester

- Oral Communications Credits: 3
  - CRPT 1415 - Conventional Wall Systems Credits: 4
  - CNBT 1446 - Construction Estimating I Credits: 4
  - WDWK 1413 - Cabinet Making I Credits: 4
  - Social/Behavioral Sciences Credits: 3
- Total: 18 SCH

### Third Semester

- WDWK 2451 - Cabinet Making II Credits: 4
  - Natural Science Elective Credits: 4
  - WDWK 2431 - Cabinet Making III Credits: 4
  - Elective Credits: 3
- Total: 15 SCH

### Fourth Semester

- Creative Arts/Language, Philosophy and Culture (LPC) Credits: 3
  - CRPT 1445 - Conventional Interior Finish Systems Credits: 4
  - Elective Credits: 3
  - \* WDWK 1491 - Special Topics in Cabinet Maker and Millworker Credits: 4
- Total: 14 SCH

**Total Semester Credit Hours for Degree = 60**

\*Capstone

## Cabinet Making - HCA1, Certificate of Completion

### First Semester

- TECM 1301 - Industrial Mathematics Credits: 3
- CRPT 1429 - Introduction to Carpentry Credits: 4
- CNBT 2317 - Green Building Credits: 3
- CRPT 1415 - Conventional Wall Systems Credits: 4
- CNBT 1446 - Construction Estimating I Credits: 4

Total: 18 SCH

### Second Semester

- WDWK 1413 - Cabinet Making I Credits: 4
  - WDWK 2451 - Cabinet Making II Credits: 4
  - WDWK 2431 - Cabinet Making III Credits: 4
  - CRPT 1445 - Conventional Interior Finish Systems Credits: 4
  - \* WDWK 1491 - Special Topics in Cabinet Maker and Millworker Credits: 4
- Total: 20 SCH

**Total Semester Credit Hours for Certificate = 38**

\*Capstone

## Culinary Arts - HCF2, AAS

### First Semester

- CHEF 1305 - Sanitation and Safety Credits: 3
- IFWA 2346 - Quantity Procedures Credits: 3
- CHEF 1301 - Basic Food Preparation Credits: 3
- PSTR 1401 - Fundamentals of Baking Credits: 4
- Communication Credits: 3

Total: 16 SCH

### Second Semester

- CHEF 2301 - Intermediate Food Preparation Credits: 3
- CHEF 2402 - Saucier Credits: 4
- CHEF 2331 - Advanced Food Preparation Credits: 3
- IFWA 1501 - Food Preparation I Credits: 5
- Oral Communications Credits: 3

Total: 18 SCH

### Third Semester

- CHEF 1441 - American Regional Cuisine Credits: 4
- PSTR 2431 - Advanced Pastry Shop Credits: 4
- Social Behavioral Science Credits: 3
- Creative Arts/Language, Philosophy, and Culture (LPC) Credits: 3

Total: 14 SCH

### Fourth Semester

- CHEF 2336 - Charcuterie Credits: 3
- \* CHEF 1313 - Food Service Operation/Systems Credits: 3
- Natural Science Credits: 4
- Elective Credits: 3

Total: 13 SCH

**Total Semester Credit Hours for Degree = 60/61**

## Advanced Culinary Arts - HCAF1, Certificate of Completion

### First Semester

- CHEF 2402 - Saucier Credits: 4
- CHEF 2331 - Advanced Food Preparation Credits: 3
- IFWA 1501 - Food Preparation I Credits: 5
- CHEF 1441 - American Regional Cuisine Credits: 4

Total: 16 SCH

### Second Semester

- CHEF 2336 - Charcuterie Credits: 3
- PSTR 2431 - Advanced Pastry Shop Credits: 4
- \* CHEF 1313 - Food Service Operation/Systems Credits: 3

Total: 10 SCH

**Total Semester Credit Hours for Certificate = 26**

## Culinary Arts - HCF1, Certificate of Completion

### First Semester

- CHEF 1305 - Sanitation and Safety Credits: 3
- CHEF 1301 - Basic Food Preparation Credits: 3
- IFWA 2346 - Quantity Procedures Credits: 3

Total: 9 SCH

### Second Semester

- PSTR 1401 - Fundamentals of Baking Credits: 4
- \* CHEF 2301 - Intermediate Food Preparation Credits: 3

Total: 7 SCH

**Total Semester Credit Hours for Certificate = 16**

\*Capstone



## Horticulture - HHT2, AAS

### First Semester

- HALT 2420 - Nursery Production and Management Credits: 4  
Or
  - FMKT 1301 - Floral Design Credits: 3
  - HALT 1401 - Principles of Horticulture Credits: 4
  - HALT 2423 - Horticultural Pest Control Credits: 4
  - Written Communications Credits: 3
- Total: 14/15 SCH

### Second Semester

- HALT 1422 - Landscape Design Credits: 4
  - HALT 2414 - Plant Propagation Credits: 4
  - HALT 2418 - Soil Fertility and Fertilizers Credits: 4
  - SPCH Oral Communications Credits: 3
- Total: 15 SCH

### Third Semester

- HALT 1438 - Irrigation Water Management and Conservation Credits: 4
  - HALT 1327 - Horticultural Equipment Management Credits: 3
  - HALT 1424 - Turfgrass Science and Management Credits: 4
  - Natural Science elective Credits: 4
- Total: 15 SCH

### Fourth Semester

- \* HALT 2421 - Small Farming Credits: 4
  - Creative Arts/Language, Philosophy, and Culture (LPC) Credits: 3
  - Social/Behavioral Science Credits: 3
  - Elective Credits: 6
- Total: 16 SCH

**Total Semester Credit Hours for Degree = 60/61**

## Horticulture - HHT1, Certificate of Completion

### First Semester

- HALT 1401 - Principles of Horticulture Credits: 4

- HALT 2423 - Horticultural Pest Control Credits: 4
  - HALT 2420 - Nursery Production and Management Credits: 4  
Or
  - FMKT 1301 - Floral Design Credits: 3
- Total: 11/12 SCH

### Second Semester

- HALT 1422 - Landscape Design Credits: 4
  - \* HALT 2414 - Plant Propagation Credits: 4
- Total: 8 SCH

**Total Semester Credit Hours for Certificate = 19/20**

## Landscape Management - HHL1, Certificate of Completion

### First Semester

- HALT 1424 - Turfgrass Science and Management Credits: 4
  - HALT 1438 - Irrigation Water Management and Conservation Credits: 4
  - HALT 1327 - Horticultural Equipment Management Credits: 3
- Total: 11 SCH

### Second Semester

- HALT 2418 - Soil Fertility and Fertilizers Credits: 4
  - HALT 2421 - Small Farming Credits: 4
- Total: 8 SCH

**Total Semester Credit Hours for Certificate = 19**

\*Capstone

# **Logistical Operations Management – HLOM1, Certificate of Completion**

## **First Semester**

- LMGT 1319 - Introduction to Business  
Logistics Credits: 3
  - BCIS 1305 - Business Computer Applications  
Credits: 3
  - LMGT 1321 - Introduction to Materials  
Handling Credits: 3
  - OSHS 1301 - Introduction to Safety and  
Health Credits: 3
  - LMGT 1425 - Warehouse and Distribution  
Center Management Credits: 4
- Total: 16 SCH

## **Second Semester**

- LMGT 1345 - Economics of Transportation &  
Distribution Credits: 3
  - LMGT 1323 - Domestic and International  
Transportation Management Credits: 3
  - BMGT 1327 - Principles of Management  
Credits: 3
  - BMGT 1331 - Production and Operations  
Management Credits: 3
  - LMGT 2330 - International Logistics  
Management Credits: 3
- Total: 15 SCH

**Total Semester Credit Hours for  
Certificate = 31**

## Microcomputer Applications - HMI2, AAS

### First Semester

- ITSC 1321 - Intermediate PC Operating Systems Credits: 3
- ITSW 1401 - Introduction to Word Processing Credits: 4
- Communication Credits: 3
- ITSW 1304 - Introduction to Spreadsheets Credits: 3
- Elective Credits: 3

Total: 16 SCH

### Second Semester

- ITSE 2309 - Database Programming Credits: 3
- ITSW 1410 - Introduction to Presentation Graphics Software Credits: 4
- Natural Science Credits: 4
- Creative Arts/Language, Philosophy, and Culture (LPC) Credits: 3
- Elective Credits: 3

Total: 17 SCH

### Third Semester

- IMED 1316 - Web Page Design I Credits: 3
- Oral Communication Credits: 3
- Business Elective Credits: 9

Total: 15 SCH

### Fourth Semester

- \* IMED 2315 - Web Page Design II Credits: 3
- Social/Behavioral Science Credits: 3
- Business Elective Credits: 6

Total: 12 SCH

**Total Semester Credit Hours for Degree = 60**

## Microcomputer Applications - HMI1, Certificate of Completion

### First Semester

- ITSC 1321 - Intermediate PC Operating Systems Credits: 3
- ITSW 1401 - Introduction to Word Processing Credits: 4
- ITSW 1304 - Introduction to Spreadsheets Credits: 3
- ITSE 2309 - Database Programming Credits: 3

Total: 13 SCH

### Second Semester

- ITSW 1410 - Introduction to Presentation Graphics Software Credits: 4
- IMED 1316 - Web Page Design I Credits: 3
- \* IMED 2315 - Web Page Design II Credits: 3

Total: 10 SCH

**Total Semester Credit Hours for Certificate: 23**

\*Capstone

# Truck and Heavy Equipment Operator - HTD1, Certificate of Completion

## First Semester

- CVOP 1245 - Commercial Drivers License  
Overview Credits: 2
- CVOP 1305 - Commercial Drivers License  
Written Skills Credits: 3
- CVOP 2209 - Semi Tractor-Trailer Operator  
Driving Skills Credits: 2
- CVOP 2205 - Fundamental Driving Skills  
Credits: 2
- \* CVOP 1301 - Commercial Drivers License  
Driving Skills Credits: 3

Total: 12 SCH

## Second Semester

- CVOP 2235 - Defensive Driving Course -  
Professional Truck Driver Credits: 2
- CVOP 1211 - Driving Skills for Transporting  
Passengers Credits: 2
- CVOP 2231 - Trucking Environment and  
Lifestyle Credits: 2
- CVOP 2233 - Advanced Driving Skills I  
Credits: 2
- CVOP 2237 - Advanced Driving Skills II  
Credits: 2

Total: 10 SCH

**Total Semester Credit Hours for  
Certificate = 22**

\*Capstone

## Welding Technology - HWE2, AAS

### First Semester

- WLDG 1457 - Intermediate Shielded-Metal Arc Welding (SMAW) Credits: 4
- WLDG 2443 - Advanced Shielded-Metal Arc Welding Credits: 4
- WLDG 2406 - Intermediate Pipe Welding Credits: 4
- Communication Credits: 3
- Elective Credits: 3

Total: 18 SCH

### Second Semester

- WLDG 2413 - Intermediate Welding Using Multiple Processes Credits: 4
- WLDG 2453 - Advanced Pipe Welding Credits: 4
- Social/Behavioral Science Credits: 3
- Math/Science Credits: 3/4

Total: 14/15 SCH

### Third Semester

- WLDG 1430 - Introduction to Gas-Metal Arc Welding (GMAW) Credits: 4
- WLDG 1412 - Introduction to Flux-Cored Arc Welding (FCAW) Credits: 4
- WLDG 1434 - Introduction to Gas Tungsten Arc (GTAW) Welding Credits: 4
- SPCH Oral Communications Credits: 3
- Elective Credits: 3

Total: 18 SCH

### Fourth Semester

- WLDG 1317 - Introduction to Layout and Fabrication Credits: 3
- WLDG 1453 - Intermediate Layout and Fabrication Credits: 4
- Creative Arts/Language, Philosophy, and Culture (LPC) Credits: 3

Total: 10 SCH

**Total Semester Credit Hours for Degree = 60/61**

## Combination Welding - HCW1, Certificate of Completion

### First Semester

- WLDG 1430 - Introduction to Gas-Metal Arc Welding (GMAW) Credits: 4
- WLDG 1412 - Introduction to Flux-Cored Arc Welding (FCAW) Credits: 4
- WLDG 1434 - Introduction to Gas Tungsten Arc (GTAW) Welding Credits: 4

Total: 12 SCH

### Second Semester

- WLDG 1317 - Introduction to Layout and Fabrication Credits: 3
- \* WLDG 1453 - Intermediate Layout and Fabrication Credits: 4
- \*

Total: 7 SCH

**Total Semester Credit Hours for Certificate = 19**

## Welding Technology - HWE1, Certificate of Completion

### First Semester

- WLDG 1457 - Intermediate Shielded-Metal Arc Welding (SMAW) Credits: 4
- WLDG 2443 - Advanced Shielded-Metal Arc Welding Credits: 4
- WLDG 2406 - Intermediate Pipe Welding Credits: 4

Total: 12 SCH

### Second Semester

- WLDG 2413 - Intermediate Welding Using Multiple Processes Credits: 4
- \* WLDG 2453 - Advanced Pipe Welding Credits: 4

Total: 8 SCH

**Total Semester Credit Hours for Certificate = 20**

\*Capstone

# COURSE LISTING

## **ACCT 2301 Principles of Accounting I - Financial**

This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature assets, liabilities, and owner's equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS).

Lecture Hrs. = 3 Lab Hrs. = 0

Prerequisite: Meet TSI college-readiness standard for Mathematics or equivalent

Corequisite: Recommended MATH 1324 Mathematics for Business and Social Sciences

## **ACNT 1303 Introduction to Accounting**

A study of analyzing, classifying and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.

Lecture Hrs. = 3 Lab Hrs. = 0

Prerequisite: ENRD 301 or equivalent

## **ARTS 1301 Art Appreciation**

A general education course open to all. A study of design principles from the layman's point-of-view. Critical evaluation of selected works of painting, sculpture, and architecture.

Lecture Hrs. = 3 Lab Hrs. = 0

Pre/Corequisite: ENRD 301 or equivalent

## **ARTS 1303 Art History I**

A survey of painting, sculpture, and architecture from prehistoric times through the 13th century.

Alternatively, the course may be presented topically.

Lecture Hrs. = 3 Lab Hrs. = 0

Pre/Corequisite: ENRD 301 or equivalent

## **ARTS 1304 Art History II**

A survey of painting, sculpture, and architecture from the 14th century to the present. Alternatively, the course may be presented topically.

Lecture Hrs. = 3 Lab Hrs. = 0

Pre/Corequisite: ENRD 301 or equivalent

## **AUMT 1312 Basic Automotive Service**

Basic automotive service. Includes compliance with safety and hazardous material handling procedures and maintenance of shop equipment.

Lecture Hrs. = 2 Lab Hrs. = 8

## **AUMT 1345 Automotive Climate Control Systems**

Diagnosis and repair of manual/electronic climate control systems. Includes the refrigeration cycle and EPA guidelines for refrigerant handling. May be taught manufacturer specific.

Lecture Hrs. = 2 Lab Hrs. = 8

## **AUMT 1405 Introduction to Automotive Technology**

An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, professional responsibilities, and basic automotive maintenance. May be taught manufacturer specific.

Lecture Hrs. = 2 Lab Hrs. = 8

## **AUMT 1407 Automotive Electrical Systems**

An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of batteries, charging and starting systems, and electrical accessories. Emphasis on electrical schematic diagrams and service manuals. May be taught manufacturer specific.

Lecture Hrs. = 2 Lab Hrs. = 8

## **AUMT 1410 Automotive Brake Systems**

Operation and repair of drum/disc type brake systems. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. May be taught with manufacturer specific instructions.

Lecture Hrs. = 2 Lab Hrs. = 8

## **AUMT 1416 Automotive Suspension and Steering Systems**

Diagnosis and repair of automotive suspension and steering systems including electronically controlled systems. Includes component repair, alignment procedures and tire and wheel service. May be taught manufacturer specific.

Lecture Hrs. = 2 Lab Hrs. = 8

## **AUMT 1419 Automotive Engine Repair**

Fundamentals of engine operation, diagnosis and repair. Emphasis on identification, inspection, measurements, and disassembly, repair, and reassembly of the engine. May be taught manufacturer specific.

Lecture Hrs. = 2 Lab Hrs. = 8

## **AUMT 2413 Automotive Drive Train and Axles**

A study of automotive clutches, clutch operation devices, manual transmissions/ transaxles, and

differentials with emphasis on diagnosis and repair. May be taught manufacturer specific.

Lecture Hrs. = 2 Lab Hrs. = 8

#### **AUMT 2417 Automotive Engine Performance**

##### **Analysis I**

Theory, operation, diagnosis of drivability concerns, and repair of ignition and fuel delivery systems. Use of current engine performance diagnostic equipment. May be taught manufacturer specific.

Lecture Hrs. = 2 Lab Hrs. = 8

#### **AUMT 2434 Automotive Engine Performance**

##### **Analysis II**

Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems. Includes use of advanced engine performance diagnostic equipment. May be taught manufacturer specific.

Lecture Hrs. = 2 Lab Hrs. = 8

#### **AUMT 2437 Automotive Electronics**

Study of electronic principles applied to microcomputers and communication systems. Includes digital fundamentals, and use of electronic test equipment. May be taught manufacturer specific.

Lecture Hrs. = 2 Lab Hrs. = 8

#### **BCIS 1305 Business Computer Applications**

Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

Lecture Hrs. = 3 Lab Hrs. = 0

#### **BIOL 1308 Biology I for Non-Science Majors**

Provides a survey of biological principles with an emphasis on humans, including chemistry of life, cells, structure, function, and reproduction.

Lecture Hrs. = 3 Lab Hrs. = 0

Prerequisite: ENRD 401 or equivalent and MATH 100 or equivalent

#### **BIOL 1406 General Biology I**

Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included.

Laboratory activities will reinforce the fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Study and examination of the concepts of cytology, reproduction, genetics, and scientific reasoning are included.

Lecture Hrs. = 3 Lab Hrs. = 3

Pre/Corequisite: ENRD401 or equivalent and MATH 310/MABR 310 or equivalent

#### **BIOL 1407 General Biology II**

The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals. Laboratory activities will reinforce study of the diversity and classification of life, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals.

Lecture Hrs. = 3 Lab Hrs. = 3

Prerequisite: BIOL 1406 (C or better)

Pre/Corequisite: ENRD 401 or equivalent and MATH 310/MABR 310 or equivalent

#### **BIOL 1408 Biology I for Non-Science Majors**

This lecture and lab course is a presentation of introductory biological concepts for the non-science major. Topics will include current issues in biology that focus on the chemistry of life, cell structure, function, and reproductive, the principles of genetics, DNA, evolution and natural selection. All topics will address the past and present work of scientists and their contributions to the science field, and the relevance of scientific problem solving to current issues and problems in modern society. THIS COURSE IS NOT INTENDED FOR SCIENCE MAJORS.

Lecture Hrs. = 3 Lab Hrs. = 3

Pre/Corequisite: ENRD 401 or equivalent and MATH 310/MABR 310 or equivalent

#### **BIOL 1411 General Botany**

This course presents a panorama of plant life and how plants function, live, reproduce, and interact with their environment and humans. The botanical principles discussed will convey a conceptual unity to the knowledge about plants and their relationships in a dynamic world.

Lecture Hrs. = 3 Lab Hrs. = 3

Pre/Corequisite: ENRD 301 or equivalent

#### **BIOL 1413 General Zoology**

This course presents a panorama of animal life and how animals function, live, reproduce and interact with their environment and humans. The zoological principles discussed will convey a conceptual unity to the knowledge about animals and their relationships in a dynamic world.

Lecture Hrs. = 3 Lab Hrs. = 3

Pre/Corequisite: ENRD 302 or equivalent

#### **BIOL 2401 Human Anatomy and Physiology I**

This course consists of the fundamentals of human anatomy and physiology with the emphasis on etiology and functions of anatomical systems. Laboratory includes dissection of a mammal, study of selected

mammalian organs, histological studies, and physiological experiments.  
Lecture Hrs. = 3 Lab Hrs. = 3  
Prerequisite: ENRD 302 or equivalent. Prior science or instructor's permission.

**BIOL 2402 Human Anatomy and Physiology II**

A continuation of BIOL 2401.  
Lecture Hrs. = 3 Lab Hrs. = 3  
Prerequisite: BIOL 2401(C or better) or instructor's permission.

**BMGT 1301 Supervision**

A study of the role of the supervisor. Includes managerial functions as applied to leadership, counseling, motivation, and human relations skills.  
Lecture Hrs. = 3 Lab Hrs. = 0  
Pre/Corequisite: ENRD 301 or equivalent

**BMGT 1307 Team Building**

Basic principles of building and sustaining teams in organizations including team dynamics and process improvement.  
Lecture Hrs. = 3 Lab Hrs. = 0

**BMGT 1325 Office Management**

Systems, procedures, and practices related to organizing and planning office work, supervising employee performance, and exercising leadership skills.  
Lecture Hrs. = 3 Lab Hrs. = 0

**BMGT 1327 Principles of Management**

Concepts, terminology, principles, theories, and issues in the field of management.  
Lecture Hrs. = 3 Lab Hrs. = 0  
Prerequisite: ENRD 301 or equivalent.

**BMGT 1331 Production and Operations Management**

Fundamentals of the various techniques used in the practice of production and operations management. Includes location, design and resource allocation.  
Lecture Hrs. = 3 Lab Hrs. = 0

**BMGT 1341 Business Ethics**

Discussion of ethical issues, the development of a moral frame of reference and the need for an awareness of social justice in management practices and business activities. Review of ethical responsibilities and relationships between organizational departments, divisions, executive management, and the public.  
Lecture Hrs. = 3 Lab Hrs. = 0

**BUSG 2309 Small Business Management**

Starting, operating and growing a small business. Includes essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies, and legal issues.  
Lecture Hrs. = 3 Lab Hrs. = 0

Prerequisite: BUSI 1301 and ACCT 2301 or have 21 SCH of Business  
Corequisite: BUSI 1301

**BUSI 1301 Business Principles**

Introduction to the role of business in modern society. Includes overview of business operations, analysis of the specialized fields within the business organization, and development of a business vocabulary.  
Lecture Hrs. = 3 Lab Hrs. = 0  
Prerequisite: ENRD 301 or equivalent.

**BUSI 1307 Business Law**

Principles of law which form the legal framework for business activities.  
Lecture Hrs. = 3 Lab Hrs. = 0

**BUSI 2301 Business Law**

Principles of law which form the legal framework for business activity.  
Lecture Hrs. = 3 Lab Hrs. = 0

**CHEF 1301 Basic Food Preparation**

A study of the fundamental principles of food preparation and cookery to include brigade system, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism.  
Lecture Hrs. = 1 Lab Hrs. = 8

**CHEF 1305 Sanitation and Safety**

A study of personal cleanliness, sanitary practices in food preparation, causes investigation, control of illness caused by food contamination (hazard Analysis Critical Control Points), and workplace safety standards.  
Lecture Hrs. = 2 Lab Hrs. = 4

**CHEF 1313 Food Service Operation/Systems**

An overview of the information needs of food and lodging properties. Emphasis on front, back, and material management utilizing computer systems.  
Lecture Hrs. = 2 Lab Hrs. = 4

**CHEF 1441 American Regional Cuisine**

A study of the development of regional cuisines in the United States with emphasis on the similarities in production and service systems. Application of skills to develop, organize, and acquire knowledge of recipe strategies and production systems.  
Lecture Hrs. = 2 Lab Hrs. = 8

**CHEF 2301 Intermediate Food Preparation**

Continuation of previous food preparation course. Topics include the concept of pre-cooked food items; discussion and preparation of various fruits, vegetables, starches, and farinaceous dishes; and discussion and preparation of sandwiches and salads.  
Lecture Hrs. = 1 Lab Hrs. = 7

**CHEF 2331 Advanced Food Preparation**



Advanced concepts of food preparation and presentation techniques.

Lecture Hrs. = 1 Lab Hrs. = 8

#### **CHEF 2336 Charcuterie**

Advanced concepts in the construction of sausages, pates, and related force meat preparations.

Lecture Hrs. = 1 Lab Hrs. = 8

#### **CHEF 2402 Saucier**

Instruction in the preparation of stocks, soups, classical sauces, contemporary sauces, accompaniments, and the pairing of sauces with a variety of foods.

Lecture Hrs. = 1 Lab Hrs. = 7

#### **CNBT 1446 Construction Estimating I**

Fundamentals of estimating materials and labor costs in construction.

Lecture Hrs. = 2 Lab Hrs. = 4

#### **CNBT 2317 Green Building**

Methods and materials used for buildings that conserve energy, water, and human resources.

Lecture Hrs. = 2 Lab Hrs. = 2

#### **COSC 1301 Microcomputer**

##### **Applications/Introduction to Computing**

Introduction to Computing Study of basic hardware, software, operating systems, and current applications in various segments of society. Current issues such as the effect of computers on society and the history and use of computers are also studied. Labs may include, but are not limited to, introduction to operating systems, the Internet, word processing, spreadsheets, databases, and programming concepts with emphasis on critical thinking/problem solving. This course is intended for non-business and non-computer science majors.

Lecture Hrs. = 3 Lab Hrs. = 0

#### **CRPT 1415 Conventional Wall Systems**

Conventional wall systems with emphasis on wood frame construction. Includes identification of components, construction of wall systems, safe work practices, and the use and maintenance of tools and equipment.

Lecture Hrs. = 2 Lab Hrs. = 6

#### **CRPT 1429 Introduction to Carpentry**

An introduction to the carpentry trade including safety, tools, equipment, terminology, and methods.

Lecture Hrs. = 2 Lab Hrs. = 6

#### **CRPT 1445 Conventional Interior Finish Systems**

Installation of interior finish systems and components including the placement and installation of doors, trim, floor, wall, and ceiling finishes. Emphasis on safe work practices and the use and maintenance of tools and equipment.

Lecture Hrs. = 2 Lab Hrs. = 6

#### **CVOP 1211 Driving Skills for Transporting Passengers**

Overview of the State of Texas Class A or Class B Commercial Drivers License driving test. In depth coverage of the in-cab air brake test, proper shifting, right and left hand turns, movement in traffic, parking of a vehicle designed to transport passengers, highway and city driving, and backward movement and control.

Lecture Hrs. = 1 Lab Hrs. = 4

#### **CVOP 1245 Commercial Drivers License Overview**

Overview of the State of Texas Class A Commercial Drivers License written test and preparation for mastery of the Commercial Drivers License written examination.

Lecture Hrs. = 2 Lab Hrs. = 0

#### **CVOP 1301 Commercial Drivers License Driving Skills**

Overview of the State of Texas Class A Commercial Drivers License driving test. In-depth coverage of in-cab air brake test, proper shifting, right and left-hand turns, movement in traffic, parking of a tractor-trailer, highway and city driving, and backward movement and control.

Lecture Hrs. = 1 Lab Hrs. = 4

#### **CVOP 1305 Commercial Drivers License Written Skills**

Overview of the State of Texas Class A Commercial Drivers License written test. In-depth coverage of air brakes, combination vehicle, double and triples, tankers, and hazardous materials. Includes preparation for mastery of the Commercial Drivers License written examination.

Lecture Hrs. = 2 Lab Hrs. = 0

#### **CVOP 2205 Fundamental Driving Skills**

Operation of a tractor-trailer combination. Emphasis on the safe maneuvering and control of the tractor-trailer in numerous traffic situations and sharing the highway with other vehicles.

Lecture Hrs. = 1 Lab Hrs. = 4

#### **CVOP 2209 Semi Tractor-Trailer Operator Driving Skills**

Operation of a tractor-trailer combination in city and highway conditions including control and maneuvering of the vehicle through various traffic situations with numerous tractor-trailer combinations.

Lecture Hrs. = 1 Lab Hrs. = 2

#### **CVOP 2231 Trucking Environment and Lifestyle**

The environment of the trucking industry, the lifestyle associated with the truck driver, and methods for coping with trucking environment and lifestyle.

Lecture Hrs. = 1 Lab Hrs. = 4

#### **CVOP 2233 Advanced Driving Skills I**

Operation of a tractor-trailer combination in city and highway conditions. Includes controlling and maneuvering the vehicle through various traffic

situations in different conditions with numerous tractor-trailer combinations.

Lecture Hrs. = 1 Lab Hrs. = 4

**CVOP 2235 Defensive Driving Course - Professional Truck Driver**

Defensive driving techniques. Includes identification of hazardous situation and methods for recognizing, understanding, and taking corrective action to prevent accidents in a tractor-trailer combination.

Lecture Hrs. = 2 Lab Hrs. = 0

**CVOP 2237 Advanced Driving Skills II**

Continuation of tractor-trailer operation in city and highway conditions. Exploration and practical applications of space management techniques, improved methods for control in difficult traffic situations, and effective operation in various conditions.

Lecture Hrs. = 1 Lab Hrs. = 4

**ECON 2301 Principles of Economics: Macroeconomics**

This course emphasizes macroeconomics; economic analysis of forces determining levels of income, prices, and employment; economic growth; explanation of economic terms and institutions; and consideration of current problems.

Lecture Hrs. = 3 Lab Hrs. = 0

Prerequisite: ENRD 302 and MATH 310 or equivalent.

**ECON 2302 Principles of Economics: Microeconomics**

This course emphasizes microeconomics - economic analysis of decision making in perfect and imperfect product and factor markets, explanation of economic terms and institutions, and consideration of current problems.

Lecture Hrs. = 3 Lab Hrs. = 0

Prerequisite: ENRD 302 and MATH 310 or equivalent.

**EDUC 1300 Learning Framework**

A study of the (1) research and theory in the psychology of learning, cognition and motivation. (2) factors that impact learning and (3) application of learning strategies. Theoretical model of strategic learning and motivation serve as the conceptual basis for the introduction of college-level student academic strategies.

Lecture Hrs. = 3 Lab Hrs. = 0

Pre/Corequisite: ENRD 301 or equivalent

**ENGL 1301 English Composition I**

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Lecture Hrs. = 3 Lab Hrs. = 0

Prerequisite: ENRD 302 or equivalent.

**ENGL 1302 English Composition II**

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

Lecture Hrs. = 3 Lab Hrs. = 0

Prerequisite: ENGL 1301 (C or better).

**ENGL 2311 Technical Writing**

Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters and description of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents.

Lecture Hrs. = 3 Lab Hrs. = 0

Prerequisite: ENRD 302 or equivalent.

**ENRD 301 Integrated Writing I & Intermediate College Reading**

This course is designed to develop students' critical reading and academic writing skills. The focus of the course will be on applying basic critical reading skills for organizing, analyzing and retaining material and development of effective sentences and fundamentals of grammar, punctuation, and spelling as well as determining the main idea and supporting details from a written text.

Placement using TSIA scores. Placement is according to lowest TSIA component score, Reading scores between 342-346 and/or Writing scores between 350-356.

Lecture Hrs. = 3 Lab Hrs. = 0

**ENRD 302 Integrated Writing II & Advanced College Reading**

This course is designed to develop students' critical reading and academic writing skills. The focus of the course will be on applying critical reading skills for organizing, analyzing, evaluating and retaining material as well as practice in development of full-length themes with emphasis on structure, organization, unity and development of thesis.

Placement using TSIA scores. Placement is according to lowest TSIA component score Reading scores between 347-350 and/or Writing scores between 357-362 (363-390 if essay is less than a 4).

Lecture Hrs. = 3 Lab Hrs. = 3

**ENRD 401 Integrated Writing I & Intermediate College Reading**

This is a combined lecture/lab, performance based course designed to develop students' critical reading

and academic writing skills. The focus of the course will be on applying basic critical reading skills for organizing, analyzing and retaining materials and development of effective sentences and fundamentals of grammar, punctuation, and spelling as well as determining the main idea and supporting details from a written text will be provided in a laboratory setting. This is a course with a required lab.

Lecture Hrs. = 3 Lab Hrs. = 3

#### **ENVR 1401 Environmental Science**

A general study of ecological concepts; an introduction to chemical and biological principles that relate to ecology; an introduction to resources including animal, plant, energy, water, soil, and air. A study of pollution problems and solutions. Laboratory exercises include soil testing, water quality measurements, field sampling techniques, and related studies.

Lecture Hrs. = 3 Lab Hrs. = 3

Pre/Corequisite: ENRD 302 or equivalent

#### **FMKT 1301 Floral Design**

Principles of floral art with an emphasis in commercial design. Topics include basic design styles and color harmonies; identification, use, and care of processing of cut flowers and foliage; mechanical aids and containers; personal flowers; holiday designs; and plant identification and care.

Lecture Hrs. = 3 Lab Hrs. = 3

#### **GEOL 1403 Physical Geology**

Earth forms, structures, materials, and processes which have formed them. An introduction to minerals, rocks and topographical maps.

Lecture Hrs. = 3 Lab Hrs. = 3

Prerequisite: ENRD 302 or equivalent.

#### **GEOL 1404 Historical Geology**

A history of the earth and the development of its life forms and land forms throughout geologic time. Introduction to fossils and geologic maps.

Lecture Hrs. = 3 Lab Hrs. = 3

Prerequisite: ENRD 302 or equivalent.

#### **GOVT 2305 Federal Government**

Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights.

Lecture Hrs. = 3 Lab Hrs. = 0

Prerequisite: ENRD 302 or equivalent.

#### **GOVT 2306 Texas Government**

Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas.

Lecture Hrs. = 3 Lab Hrs. = 0

Prerequisite: ENRD 302 or equivalent.

#### **HALT 1327 Horticultural Equipment Management**

Application of various types of powered equipment used in the horticulture industry. Presentation of functions, operations, troubleshooting techniques, and repair of equipment.

Lecture Hrs. = 1 Lab Hrs. = 8

#### **HALT 1401 Principles of Horticulture**

An overview of the horticulture industry, plant science, terminology, classification, propagation, environmental responses, and careers and opportunities in the field of horticulture.

Lecture Hrs. = 2 Lab Hrs. = 8

#### **HALT 1422 Landscape Design**

A study of the principles and elements of landscape design. Topics include client interview, site analysis, plan view, scale, plant selection, basic drawing and drafting skills, and plan preparation.

Lecture Hrs. = 2 Lab Hrs. = 8

#### **HALT 1424 Turfgrass Science and Management**

Coverage of various species of warm and cool season grasses including their uses, application, adaptability, environmental tolerances, anatomy, and physiological responses.

Lecture Hrs. = 2 Lab Hrs. = 8

#### **HALT 1438 Irrigation Water Management and Conservation**

Application of the science of soil-water plant relations and climatic conditions to develop effective scheduling and management of irrigation water systems for residential, commercial, industrial, park, and golf courses. Water conservation issues, water policies and codes and other related matters will be discussed.

Lecture Hrs. = 2 Lab Hrs. = 6

#### **HALT 2321 Small Farming**

Instruction in small farming techniques with emphasis on horticulture science including comprehensive and profitable guidelines. Topics include herbs, fruit, nut, and vegetable crops.

Lecture Hrs. = 1 Lab Hrs. = 8

#### **HALT 2414 Plant Propagation**

A study of the sexual and asexual propagation of plants used in horticulture. Topics include propagation by seeds, cuttings, grafting, budding, layering, division, separation, tissue culture, and environmental factors of propagation.

Lecture Hrs. = 2 Lab Hrs. = 8

#### **HALT 2418 Soil Fertility and Fertilizers**

An in-depth study of the chemistry, soil interaction, plant uptake, and utilization of essential plant nutrients.

Topics include deficiency and toxicity symptoms and the selection, application, and characteristics of fertilizer materials.

Lecture Hrs. = 2 Lab Hrs. = 8

#### **HALT 2420 Nursery Production and Management**

An overview of the procedures for establishing and operating a commercial nursery. Topics include site selection, structures, equipment, stock selection, production practices, harvesting, marketing, and management practices.

Lecture Hrs. = 2 Lab Hrs. = 8

#### **HALT 2421 Small Farming**

Instruction in small farming techniques with emphasis on horticulture science including comprehensive and profitable guidelines. Topics include herbs, fruit, nut, and vegetable crops.

Lecture Hrs. = 1 Lab Hrs. = 8

#### **HALT 2423 Horticultural Pest Control**

Examination of federal, state, and local laws and regulations governing the control of horticultural pests. Topics include: procedures; methods; safety requirements; integrated pest management (IPM); and chemical, natural, and biological controls.

Lecture Hrs. = 2 Lab Hrs. = 8

#### **HART 1303 Air Conditioning Control Principles**

A basic study of HVAC and refrigeration controls; troubleshooting of control components; emphasis on use of wiring diagrams to analyze high and low voltage circuits; a review of Ohm's law as applied to air conditioning controls and circuits.

Lecture Hrs. = 2 Lab Hrs. = 4

#### **HART 1356 EPA Recover Certification Preparation**

Certification training for HVAC refrigerant recovery, recycle, and reclaim. Instruction will provide a review of EPA guidelines for refrigerant recovery and recycling during the installation, service and repair of all HVAC and refrigeration systems.

Lecture Hrs. = 1 Lab Hrs. = 2

Prerequisite: HART 1407, HART 1441, HART 1303

#### **HART 1407 Refrigeration Principles**

An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components and safety.

Lecture Hrs. = 2 Lab Hrs. = 8

#### **HART 1441 Residential Air Conditioning**

A study of components, applications, and installation of mechanical air conditioning including operating conditions, troubleshooting, repair and charging of air conditioning systems.

Lecture Hrs. = 2 Lab Hrs. = 8

#### **HART 1445 Gas and Electric Heating**

Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems.

Lecture Hrs. = 2 Lab Hrs. = 8

#### **HART 2434 Advanced Air Conditioning Controls**

The theory and application of electrical control devices and control circuits including electro-mechanical and pneumatic controls.

Lecture Hrs. = 2 Lab Hrs. = 2

#### **HART 2436 Air Conditioning Troubleshooting**

An advanced course in application of troubleshooting principles and use of test instruments to diagnose air conditioning and refrigeration components and system problems including conducting performance tests.

Lecture Hrs. = 2 Lab Hrs. = 8

#### **HART 2445 Residential Air Conditioning Systems Design**

Study of the properties of air and results of cooling, heating, humidifying or dehumidifying; heat gain and heat loss calculations including equipment selection and balancing the air system.

Lecture Hrs. = 2 Lab Hrs. = 8

#### **HIST 1301 History of the United States to 1877**

The political, economic, social, and intellectual history of the United States from the discovery of America to 1877.

Lecture Hrs. = 3 Lab Hrs. = 0

Prerequisite: ENRD 302 or equivalent

#### **HIST 1302 History of the United States Since 1877**

The political, economic, social, and intellectual history of the United States from 1877 to the present day.

Lecture Hrs. = 3 Lab Hrs. = 0

Prerequisite: ENRD 302 or equivalent

#### **HIST 2301 History of Texas**

Texas history from colonization to the present day with attention given to political, social, economic, and intellectual history. Designed for any students interested in local history, the course is particularly recommended for prospective teachers in the public schools of Texas.

Lecture Hrs. = 3 Lab Hrs. = 0

Prerequisite: ENRD 302 or equivalent

#### **HIST 2321 History of World Civilizations to 1500**

A comparative historical study of Europe, Asia, Africa, the Americas, and Australia to 1500. A research component is required for honors credit.

Lecture Hrs. = 3 Lab Hrs. = 0

Prerequisite: ENRD 302 or equivalent

#### **HIST 2322 History of World Civilizations from 1500 to Present**

A comparative historical study of Europe, Asia, Africa, the Americas and Australia from 1500 to the present. A research component is required for honors credit.  
Lecture Hrs. = 3 Lab Hrs. = 0  
Prerequisite: ENRD 302 or equivalent

**HRPO 1311 Human Relations**

Practical application of the principles and concepts of the behavioral sciences to interpersonal relationships in the business and industrial environment.  
Lecture Hrs. = 3 Lab Hrs. = 0

**HRPO 2301 Human Resources Management**

Behavioral and legal approaches to the management of human resources in organizations.  
Lecture Hrs. = 3 Lab Hrs. = 0

**HUMA 1301 Introduction to the Humanities I**

A multicultural, interdisciplinary introduction to the study of humankind's cultural legacy in at least four of the disciplines of the humanities, which are approached individually, in synthesis with one or more of the others, or thematically: the visual art, motion pictures, architecture, music, dance, philosophy, and literature as well as the social sciences, history, mathematics, medicine, physical sciences, and communication as they have contributed to that cultural legacy.  
Lecture Hrs. = 3 Lab Hrs. = 0

**IBUS 1305 Introduction to International Business and Trade**

The techniques for entering the international market place. Emphasis on the impact and dynamics of sociocultural, demographic, economic, technological, and political-legal factors in the foreign trade environment. Topics include patterns of world trade, internationalization of the firm, and operating procedures of the multinational enterprise.  
Lecture Hrs. = 3 Lab Hrs. = 0  
Prerequisite: ENRD 301 or equivalent

**IFWA 1501 Food Preparation I**

A study of the fundamental principles of food preparation and cookery. Emphasis on basic techniques of preparing soups, salads, dressings, sandwiches, beverages, vegetables, and cheese and egg cookery.  
Lecture Hrs. = 1 Lab Hrs. = 7

**IFWA 2346 Quantity Procedures**

Quantity Procedures - Exploration of the theory and application of quantity procedures for the operation of commercial, institutional, and industrial food services. Emphasis on quantity cookery and distribution.  
Lecture Hrs. = 1 Lab Hrs. = 7

**IMED 1316 Web Page Design I**

Instruction in web design and related graphic design issues including mark-up languages, web sites and browsers.

Lecture Hrs. = 2 Lab Hrs. = 4

**IMED 2309 Internet Commerce**

An overview of the Internet as a marketing and sales tool with emphasis on developing a prototype for electronic commerce. Topics include a dynamic data integration, data collection, and on-line transactions.  
Lecture Hrs. = 2 Lab Hrs. = 4

**IMED 2315 Web Page Design II**

A study of mark-up language advanced layout techniques for creating web pages. Emphasis on identifying the target audience and producing web sites according to accessibility standards, cultural appearance, and legal issues.  
Lecture Hrs. = 2 Lab Hrs. = 4

**ITSC 1321 Intermediate PC Operating Systems**

Intermediate PC Operating Systems Custom operating system installation, configuration, and troubleshooting. Manage file systems, memory, and peripheral devices.  
Lecture Hrs. = 2 Lab Hrs. = 4

**ITSC 1409 Integrated Software Applications I**

Integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software.  
Lecture Hrs. = 3 Lab Hrs. = 3  
Prerequisite: BCIS 1305

**ITSE 2309 Database Programming**

Database development using database programming techniques emphasizing database structures, modeling, and database access.  
Lecture Hrs. = 1 Lab Hrs. = 6

**ITSW 1304 Introduction to Spreadsheets**

Instruction in the concepts, procedures, and application of electronic spreadsheets.  
Lecture Hrs. = 1 Lab Hrs. = 6

**ITSW 1401 Introduction to Word Processing**

An overview of the production of documents, tables, and graphics.  
Lecture Hrs. = 2 Lab Hrs. = 4

**ITSW 1410 Introduction to Presentation Graphics Software**

Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development.  
Lecture Hrs. = 3 Lab Hrs. = 4

**LMGT 1319 Introduction to Business Logistics**

A systems approach to managing activities associated with traffic, transportation, inventory management and

control, warehousing, packaging, order processing, and materials handling.

Lecture Hrs. = 3 Lab Hrs. = 0

Prerequisite: ENRD 401 or equivalent

#### **LMGT 1321 Introduction to Materials Handling**

Introduces the concepts and principles of materials management to include inventory control and forecasting activities.

Lecture Hrs. = 3 Lab Hrs. = 0

Prerequisite: LMGT 1319

#### **LMGT 1323 Domestic and International Transportation Management**

An overview of the principles and practices of transportation and its role in the distribution process. Emphasis on the physical transportation systems involved in the United States as well as on global distribution systems. Topics include carrier responsibilities and services, freight classifications, rates, tariffs, and public policy and regulations. Also includes logistical geography and the development of skills to solve logistical transportation problems and issues.

Lecture Hrs. = 3 Lab Hrs. = 0

Prerequisite: ENRD 401 or equivalent

Pre/Corequisite: LMGT 1319

#### **LMGT 1340 Contemporary Logistics Issues**

Exploration of relevant and changing topics in the logistics management field. Includes group projects, interaction with local industry, class lectures, and case studies.

Lecture Hrs. = 3 Lab Hrs. = 0

Prerequisite: LMGT 1319

#### **LMGT 1341 Freight Loss and Damage Claims**

An analysis of bill of lading contracts and liability for lost or damaged freight, including procedures for filing and documenting claims.

Lecture Hrs. = 3 Lab Hrs. = 0

#### **LMGT 1345 Economics of Transportation & Distribution**

A study of the basic economic principles and concepts applicable to transportation and distribution.

Lecture Hrs. = 3 Lab Hrs. = 0

Prerequisite: LMGT 1319

#### **LMGT 1425 Warehouse and Distribution Center Management**

Emphasis on physical distribution and total supply chain management. Includes warehouse operations management, hardware and software operations, bar codes, organizational effectiveness, just-in-time manufacturing, continuous replenishment, and third party.

Lecture Hrs. = 4 Lab Hrs. = 0

Prerequisite: ENRD 401 or equivalent

Pre/Corequisite: LMGT 1319

#### **LMGT 2330 International Logistics Management**

Identification of the principles and practices involved in international distribution systems including the multinational corporation. Attention to global strategic planning production, supply, manpower/labor, geography, business communications, cultural, political, and legal issues affecting global distribution and firm/host relationships.

Lecture Hrs. = 3 Lab Hrs. = 0

Prerequisite: LMGT 1319

#### **LMGT 2334 Principles of Traffic Management**

A study of the role and functions of a transportation traffic manager within a commercial or public enterprise. Includes training in rate negotiation, carrier and mode selection, carrier service evaluation, quality control, traffic pattern analysis, documentation for domestic and international shipments, claims, hazardous materials movement, and the state, federal, and international environments of transportation.

Lecture Hrs. = 3 Lab Hrs. = 0

Prerequisite: LMGT 1319

#### **MABR 310 Pre-Algebra Bridge**

This is an abridged Math 310 course which provides an accelerated transition from arithmetic to algebra.

Algebraic concepts are introduced through traditional arithmetic topics including whole numbers, fractions, decimals, percents, geometric formulas, ratio and proportions, and signed numbers. Unit conversion and basic data analysis will also be studied. The MABR 310 results will expire within 30 days of completion, therefore students completing the course with a B or better and a score of 60% or higher on the comprehensive final exam, must register for the paired course (TECM 1341, TECM 1349, Math 320, Math 342, or Math 350).

Lecture Hrs. = 2 Lab Hrs. = 1

#### **MATH 100 Pre-Algebra Bridge**

This NCBO (non-course based option) supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Mathematical concepts may include whole numbers, fractions, decimals, percent, geometric formulas, ratios and proportions, signed numbers, unit conversions and basic data analysis. This course is paired with MATH 320, MATH 342, TECM 1301 or RSNG 1301

Lecture Hrs. = 1 Lab Hrs. = 0

Pre/Corequisite: ENRD 100

#### **MATH 320 Introductory Algebra**

This course provides a strong emphasis on: algebraic skills and concepts of the numbers of ordinary arithmetic and their properties; integers and rational numbers; polynomials in one or more variables; factoring; fractional expressions; solving systems of equations; solving radical, linear and quadratic

equations; inequalities; sets; and applied problems. Credit for this course is non-transferable.  
Lecture Hrs. = 3 Lab Hrs. = 0  
Prerequisite: TSIA MATH score 337-342

### **MATH 330 Intermediate Algebra**

This course covers real numbers and their properties, linear equations, system of equations, exponents, powers, roots, quadratic equations and functions, equations of second degree and their graphs, inequalities and sets, exponential and logarithmic functions, and problem-solving. Credit for this course is non-transferable.  
Lecture Hrs. = 3 Lab Hrs. = 0  
Prerequisite: TSIA MATH score of 343-349 or MATH 320 or equivalent.

### **MATH 420 Introductory Algebra**

This course supports students in developing skills, strategies, and reasoning needed to succeed in mathematics, including communication and appropriate use of technology. Topics include the study of numeracy and the real number system; algebraic concepts, notation, and reasoning; quantitative relationships; mathematical models; and problem solving. May not be applied toward a certificate or degree at Lee College. Credit for this course is not transferable.  
Lecture Hrs. = 4, Lab Hrs. = 0  
Pre/Corequisite: Math 100 and Math Level G, and ENRD 100

### **MATH 1314 College Algebra**

This course covers the study of: quadratics; polynomial, rational, logarithmic, and exponential functions; systems of equations; progressions; sequences and series; and matrices and determinants.  
Lecture Hrs. = 3 Lab Hrs. = 0  
Prerequisite: ENRD 301 or equivalent and MATH 330 or equivalent, MATH 330 or equivalent (C or higher) or Math 1332 or equivalent (C or higher)

### **MATH 1332 Contemporary Mathematics I**

This course assists students in becoming familiar with certain mathematical topics: sets, logic different numeration systems, number theory, the real numbers and their properties, mathematical systems, equations, inequalities, graphs, and functions.  
Lecture Hrs. = 3 Lab Hrs. = 0  
Prerequisite: MATH 320 or equivalent, ENRD 302 or equivalent

### **MRKG 1311 Principles of Marketing**

Introduction to the marketing functions includes: identification of consumer and organizational needs; explanation of economic, psychological, sociological and global issues; and description and analysis of the importance of marketing research.  
Lecture Hrs. = 3 Lab Hrs. = 0

### **MUSI 1306 Music Appreciation**

A music listening course designed for the non-music major. Students explore music through its basic elements, forms, styles, and major composers. Music majors should enroll in MUSI 1307.  
Lecture Hrs. = 3 Lab Hrs. = 0

### **OSHT 1301 Introduction to Safety and Health**

An introduction to the basic concepts of safety and health.  
Lecture Hrs. = 3 Lab Hrs. = 0  
Pre/Corequisite: ENRD 401 or equivalent

### **PHIL 1301 Introduction to Philosophy**

A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications.  
Lecture Hrs. = 3 Lab Hrs. = 0

### **POFT 1325 Business Math Using Technology**

Skill development in business math problem-solving using technology.  
Lecture Hrs. = 3 Lab Hrs. = 1

### **PSTR 1401 Fundamentals of Baking**

Fundamentals of baking including dough, quick breads, pies, cakes, cookies, tarts and doughnuts. Instruction in flours, fillings and ingredients.  
Lecture Hrs. = 1 Lab Hrs. = 7

### **PSTR 2431 Advanced Pastry Shop**

A study of classical desserts, French and international pastries, hot and cold desserts, ice creams and ices, chocolate work, and decorations. Emphasis on advanced techniques.  
Lecture Hrs. = 2 Lab Hrs. = 6

### **PSYC 2301 Introduction to Psychology**

A survey of the fields of general psychology; the biological and psychological basis of human behavior, intelligence, motivation, emotion, learning, personality, memory, and psychopathology.  
Lecture Hrs. = 3 Lab Hrs. = 0  
Prerequisite: ENRD 302 or equivalent

### **PSYC 2314 Life Span Growth and Development**

The study of the relationship of the physical, emotional, social, and mental factors of growth and development throughout the life span from birth to death.  
Lecture Hrs. = 3 Lab Hrs. = 0  
Prerequisite: ENRD 302 or equivalent

### **READ 300 Beginning College Reading Skills**

A course designed for students who need extensive work in college-level reading skills. Emphasis is on vocabulary development, interpretation and evaluation of basic sentence and paragraph patterns, articulate training, and concept development necessary for

effective reading. Credit for this course is non-transferable.

Lecture Hrs. = 3 Lab Hrs. = 0

Prerequisite: TSIA READ score below 342.

**REBR 300 Beginning College Reading Skills Bridge**

This is an abridged READ 300 course designed to develop students' reading habits and writing skills. The focus of the course will be on students refreshing their skills in interpretation of basic sentence and paragraph structure, effective reading, fundamentals of grammar, punctuation, and spelling, as well as vocabulary in context. The REBR 300 results will expire within 30 days, therefore students completing the course with a B or better, and score 60% on comprehensive final must register for the paired course (ENRD 401).

Lecture Hrs. = 2 Lab Hrs. = 0

**SOCI 1301 Introductory Sociology**

The principles of social organization including the study of social groups, culture, social change, personality population, rural and urban communities, social class and caste systems, and social institutions such as the family, recreation and religion.

Lecture Hrs. = 3 Lab Hrs. = 0

Prerequisite: ENRD 302 or equivalent.

**SPCH 1315 Principles of Public Speaking**

This course includes preparation and delivery of various types of speeches with emphasis upon such fundamental principles as self-confidence, poise, directness, posture, stress, voice, and articulation. Speech types include announcements and expository, persuasive, after dinner, and radio speeches.

Lecture Hrs. = 3 Lab Hrs. = 0

**SPCH 1318 Interpersonal Communication**

This course is designed for the student who wants to improve communication skills in one-to-one settings in small groups. A study and practice of effective interpersonal concepts and techniques which includes subjects such as listening, assertive communication, and dealing appropriately with conflict with emphasis on self improvement.

Lecture Hrs. = 3 Lab Hrs. = 3

**SPCH 1321 Business and Professional Speech**

Business and Professional Communication applies the techniques of oral communication to business and professional settings that people might encounter in business situations. Discussion and practical application include: methods and theory; problem-solving; the research, organization, and presentation of speeches; trends in media and interviewing.

Lecture Hrs. = 3 Lab Hrs. = 0

**TECM 1301 Industrial Mathematics**

Math skills applicable to industrial occupations. Includes fraction and decimal manipulation, measurement, percentage, and problem-solving

techniques for equations and ratio/proportion applications.

Lecture Hrs. = 2 Lab Hrs. = 6

**TECM 1349 Technical Math Applications**

Fundamentals of trigonometry and geometry as used in a variety of technical settings. Topics include the use of plane and solid geometry to solve areas and volumes encountered in industry.

Lecture Hrs. = 3 Lab Hrs. = 0

**WDWK 1413 Cabinet Making I**

Design and construction of base cabinets and wall cabinets for kitchens and bathrooms. Emphasis on the safe use of portable and stationary power tools.

Lecture Hrs. = 2 Lab Hrs. = 6

**WDWK 1491 Special Topics in Cabinet Maker and Millworker**

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course was designed to be repeated multiple times to improve student proficiency.

Lecture Hrs. = 3 Lab Hrs. = 4

**WDWK 2431 Cabinet Making III**

Techniques of furniture making.

Lecture Hrs. = 2 Lab Hrs. = 6

**WDWK 2451 Cabinet Making II**

Advanced skills in machine woodworking and hand craftsmanship. Emphasizes advanced design and door and drawer construction, laminate installation.

Lecture Hrs. = 2 Lab Hrs. = 6

**WLDG 1317 Introduction to Layout and Fabrication**

A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.

Lecture Hrs. = 1 Lab Hrs. = 8

**WLDG 1412 Introduction to Flux-Cored Arc Welding (FCAW)**

An overview of terminology, safety procedures, and equipment set-up. Practice in performing T-joints, lap joints, and butt joints using self-shielding and dual-shield electrodes.

Lecture Hrs. = 2 Lab Hrs. = 8

**WLDG 1430 Introduction to Gas-Metal Arc Welding (GMAW)**

A study of the principles of gas metal arc welding, setup and use of Gas Metal Arc Welding (GMAW) equipment, and safe use of tools/equipment. Instruction in various joint designs.

Lecture Hrs. = 2 Lab Hrs. = 8



**WLDG 1434 Introduction to Gas Tungsten Arc (GTAW) Welding**

An introduction to the principles of gas tungsten arc welding (GTAW), setup/use of GTAW equipment, and safe use of tools and equipment. Welding instruction in various positions on joint designs.

Lecture Hrs. = 2 Lab Hrs. = 8

**WLDG 1453 Intermediate Layout and Fabrication**

An intermediate course in layout and fabrication. Includes design and production of shop layout and fabrication. Emphasis on symbols, blueprints, and written specifications.

Lecture Hrs. = 2 Lab Hrs. = 8

**WLDG 1457 Intermediate Shielded-Metal Arc Welding (SMAW)**

A study of the production of various fillets and groove welds. Preparation of specimens for testing in all test positions.

Lecture Hrs. = 2 Lab Hrs. = 8

**WLDG 2406 Intermediate Pipe Welding**

A comprehensive course on pipe welding using the shielded-metal arc welding (SMAW) process. Position of welds will be 1G, 2G, 5G, and 6G using various electrodes. Topics covered include electrode selection, equipment setup, and safe shop practices.

Lecture Hrs. = 2 Lab Hrs. = 8

**WLDG 2413 Intermediate Welding Using Multiple Processes**

Instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shielded-metal arc welding (SMAW), gas-metal arc welding (GMAW), flux-cored arc welding (FCAW), gas-tungsten arc welding (GTAW), or any other approved welding process.

Lecture Hrs. = 2 Lab Hrs. = 8

**WLDG 2443 Advanced Shielded-Metal Arc Welding**

Advanced topics based on accepted welding codes. Training with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions.

Lecture Hrs. = 2 Lab Hrs. = 8

**WLDG 2453 Advanced Pipe Welding**

Advanced topics involving pipe welding using the shielded-metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes.

Lecture Hrs. = 2 Lab Hrs. = 8