

## Student Life

### Counseling and Advising

The Lee College Counseling Center professionals will help you get off to the right start at Lee College. Through assessment, orientation, and academic counseling and advising, we will evaluate your skill levels, introduce you to the programs and services we have to offer, and teach you how to utilize your degree plan, catalog and schedule so you are able to select the appropriate courses. If you take advantage of the information provided, you will be able to:

1. Apply what you know about your likes, interests, and dreams to plan an educational course of action.
2. Select classes for a certificate, associate degree, and/or transfer programs.
3. Better understand the terminology associated with college programs.
4. Discuss options and consequences when students are considering dropping a course(s).

The Counseling Center is located in Moler Hall. Students are welcome on a walk-in basis, but appointments are encouraged for students with detailed academic counseling/advising and/or career exploration. The Center is open Mondays/Tuesdays 7:30 a.m. to 7:30 p.m.; Wednesdays/Thursdays 7:30 a.m. to 5:00 p.m.; and Fridays 7:30 a.m. to 12:30 p.m.

If you have questions or would like to make an appointment, please contact us at 281-425-6384 or email us at: [counselor@lee.edu](mailto:counselor@lee.edu)

### Students with Disabilities

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

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

### Transfer of Courses to Senior Colleges

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

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

Students planning to transfer to four-year schools should be aware that each senior college determines its own list of courses required for each degree it offers. However, differ-

ent colleges require different courses for the same degree. Therefore, students who plan to transfer to other institutions should use the degree plan requirements at that institution to guide their choice of courses at Lee College. The best source of information regarding degree plan requirements is the official catalog of the institution. Most catalogs are available on the institution's Internet site.

The Counseling Center includes a Career and Transfer Center with computers loaded with bookmarks to university websites, transfer guides, and career research tools. There are also a number of career and transfer related books and handouts available for student use. Lee College counselors and advisors are familiar with course requirements of area colleges and universities and will assist students in determining course equivalences and courses which are appropriate to their educational objectives after they transfer.

### Student Class Load

Lee College defines full-time students as those who enroll for 12 or more SCHs (semester credit hours) and/or take courses which require 16 or more hours of lecture and laboratory work per week in long semesters (e.g., certain nursing and cosmetology courses). In 10-week sessions, full-time students are those who attempt 8 or more SCHs, in 5-week terms those who attempt 4 or more SCHs. The total course loads of students who attempt courses offered in different sessions (e.g., 5-week and 10-week) will be determined by combining the loads attempted in each. Questions about course loads and/or enrollment verification may be addressed to the Admissions and Records Office.

**Maximum load:** Students may enroll for as many as eighteen SCHs each long semester or 7 SCHs each summer session. Because of state laws, students may only enroll in a maximum of 3 SCHs during a holiday or mini session.

**Approval to exceed maximum load:** Students who wish to enroll for more than 18 SCHs during the long semester or more than 7 SCHs each (5-week) summer session must have approval of the instructional deans or Vice President of Learning. These credit hours include simultaneous enrollment at other institutions for a part or all of a term. If the simultaneous enrollment includes distance education classes, proctored examinations must be taken in the Lee College Counseling Center unless another location and proctor are approved in advance by either the instructional deans or Vice President of Learning or the Vice President of Student Services for Development and Success. External credits resulting in overloads may not be applied to a student's degree plan if the overload was not pre-approved.

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

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

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

**Veterans Class Load:** The minimum load for full-time students eligible for educational benefits administered by the Veteran's Administration is 12 SCHs for Fall and Spring Semesters and 4 SCHs for 5-week summer sessions. Students receiving benefits under the Veteran's Rehabilitation Program must meet the same requirements.

### **Student Identification**

Students should keep a form of identification with them when they are on campus. Students may request a Lee College ID card, which may be obtained from the bookstore with a photo ID.

### **Student Identification - Allied Health, Education, and Cosmetology**

Specialized IDs are required for students in the areas of allied health, education, and cosmetology and may be purchased through the Lee College Bookstore. Picture identification is required.

### **Parking Permits**

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

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

## **Student Services**

### **Student Participation in Decision Making at Lee College**

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

Lee College policies regarding student discipline and student grievances incorporate student participation. Students who appeal a disciplinary decision made by the Vice President of Student Services for Development and Success do so before a committee composed of students nominated by the Student Congress, faculty members, and administrators. In either case, a majority of the committee may reverse the previous decision.

The Student Congress also plays a major role in the allocation of funds generated by the student services fee. These funds are used to support the activities of student organizations recognized by the College, student oriented cultural activities, and other non-instructional activities.

### **Student Congress and Student Clubs**

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

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

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

### **How to Join a Club or Form a New Club**

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

Any group of seven or more students may form a club or organization, provided they meet the stipulations set forth in the Lee College Handbook for Clubs and Organizations. Copies of this handbook are available from the Student Activities Coordinator or online at [www.lee.edu](http://www.lee.edu)

## Student Activities Coordinator

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

The Student Activities Coordinator is also responsible for supervising the Student Center and organizing intramural competitions. The Student Center contains billiard and table tennis tables, and are reserved for students use. Intramural competitions are offered each semester at Lee College. Information regarding participation in intramural competitions is available from the Student Activities Coordinator's Office, which is located in the Student Center.

## Art Association

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

## Athletics

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

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

## Drama

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

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

The Lee College Theatre Arts Program encourages the participation of all Lee College students and the Baytown community. Auditions are open to anyone interested in per-

forming or working on a crew. Community involvement by students includes support of Baytown Little Theater and other area little theatres.

A united number of drama scholarships are available through the Drama Department.

## Gulf Coast Intercollegiate Conference (GCIC)

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

## Intramural Competitions

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

## Lyceum

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

## Multicultural Institute

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

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

### Application Requirement

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

### Completion Requirements

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

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

### **Participant selection**

Selection is based on the applicant's academic eligibility and essay. Applications and deadlines are available at:

**[www.lee.edu/international](http://www.lee.edu/international)**.

### **Music Activities**

Numerous solo and ensemble performance opportunities are available to Lee College students. The Chamber Choir, Lee College Concert Choir, Baytown Community Choir, Lee College Jazz Ensemble, Baytown Concert Band, and Baytown Symphony Orchestra fulfill instructional goals with concerts on campus and in the community, and offer travel and social enrichment through participation in festivals and tours. Solo opportunities for students enrolled in private lessons (available on all band and orchestral instruments, piano, organ, guitar, and voice) are provided through departmental recitals, by competition in various auditions, and by being featured with one of the Lee College ensembles. Interested students should contact the Office of Visual and Performing Arts Division at 281-425-6821 for additional information. Financial assistance is available to qualified Lee College students.

### **Student Ambassadors Program**

Lee College Student Ambassadors represent Lee College both on and off campus. Through their diversity and passion, Ambassadors promote the benefits of education. The Ambassadors provide high schools and the surrounding community with resources and information about Lee College Programs and Recruitment Activities. The organization is always looking for people from diverse backgrounds and programs that demonstrate excellent communication skills, and leadership potential. A scholarship of \$500 is awarded to each Ambassador who accomplishes 45 hours of service per semester.

For more information on this program or to apply, please contact the Office of Recruitment at 281-425-6260 or **[recruiting@lee.edu](mailto:recruiting@lee.edu)**.

## **Campus Services**

### **Bookstore**

All textbooks and other supplies needed by Lee College students are available in the College Bookstore, which is located in Moler Hall. Books may be purchased online at:

**[www.leecollegebooks.com](http://www.leecollegebooks.com)**. In addition, the bookstore stocks a variety of stationery, clothing, and personal items. The class schedule contains bookstore policies. For more information on services provided by the bookstore, please call 281-425-6360.

### **Campus Security**

Lee College provides a Campus Security Office as a service to students. Security officers are on duty twenty-four hours a

day, seven days a week. They are available to escort persons to and from parking lots, to assist in starting stalled vehicles, and to open vehicles which were inadvertently locked.

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

### **Childcare Services**

Childcare services are offered to students, employees, and the community at the Diana Gray Center located at 2 Price Street, Baytown, Texas 77520. Church Women United operates the childcare, and offers a creative learning curriculum designed to meet the needs of infants, toddlers, and preschoolers. Flexible scheduling allows students to secure childcare that is compatible with their class schedules and study time. For more information, contact the Diana Gray Center at 281-427-2507 or 281-422-0602.

Childcare assistance is offered to eligible technical students through the Special Populations Office who might not otherwise be able to afford childcare while in classes. Childcare assistance is generally available for children through sixth grade at most licensed childcares in the Lee College service area while parents are in day classes. This service is available pending continuation of funding. For more information, contact the Special Population Office at 281-425-6492 or 281-425-6559.

### **Food Services**

The Rebel Roost (snack bar) in Moler Hall and the Cyber Café in the Student Center serves the College family in comfortable and attractive surroundings. The Rebel Roost offers full menu choices for breakfast, lunch, and dinner. In addition to the regular menu, a home cooked meal is available from 10:30 a.m.-2:00 p.m. on the steamtable. A food service meal card is available to students who wish to purchase meals for the entire semester. For more information on dining options, please call the Rebel Roost at 281-425-6402.

### **Student Career and Employment Office**

The Student Career & Employment Office functions as an equal opportunity employer referral service for Lee College students and alumni. The objective of the office is to assist students and graduates in obtaining part-time and full-time employment on and off campus.

Students can schedule an appointment with the Employment Specialist to receive assistance writing and/or updating their resumés, as well as help preparing for their upcoming job interview. In addition, students can register with the Student Career & Employment Office to receive access to the Lee College Rebel Job Link, a computerized job database listing current employment opportunities available to students and alumni.

The office also hosts annual job fairs which bring employers on-campus. Job fairs are an excellent opportunity for students to fill out applications for hire, present their resumé to interested employers, and research employment opportunities. For more information contact the Student Career & Employment Office at 281-425-6572 or online at:

[www.lee.edu/hirearebel](http://www.lee.edu/hirearebel)

### **Project Leeway**

Project Leeway is a program designed for economically disadvantaged adult learners with a GED or high school diploma. Most of these students have never been to college and have been out of school for a period of time. Most have a family and realize their need for a results oriented technical education to support themselves. Students receive college credit to attend a six week class, four days per week. They learn college expectations, decision making, goal setting, time management and study strategies, career exploration, conflict resolution, and more. Eligible students may qualify to receive assistance during Project Leeway, as well as when they enroll in full-time technical programs. Pending continuation of funding by the federal government, Project Leeway is offered twice each year, preceding fall and spring semesters.

### **Special Populations Office**

The Special Populations Office serves students with economic barriers to success. Pending continuation of federal funding, the office assists eligible technical students with childcare assistance, a small lending library of technical textbooks, emergency transportation assistance, a clothes closet stocked with gently used interview appropriate clothing, a small food bank, referrals to community resources, and Project Leeway.

### **Student Health**

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

In addition, campus security officers carry first aid kits, are equipped with radios, and have an established procedure for contacting an emergency medical service in the event of a serious injury, accident, or illness. Students are strongly encouraged to obtain their own health insurance coverage.

### **Student Housing**

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

### **Library**

Lee College extends its library facilities and resources to students, staff, and the general public as a service to our community. The library is located on the first floor of the Advanced Technology Center/Library building. Library hours are posted on the front door and at:

[www.lee.edu/library/hours.asp](http://www.lee.edu/library/hours.asp)

The library provides approximately 100,000 books and bound periodicals that support an academic and technical curriculum, over 100,000 pieces of microform, nearly 4,000 audiovisual materials, government documents, over 32,000 e-books, and thousands of full-text periodical articles from over 45 databases.

The Lee College Library is a participating member of the TexShare Borrower Card Program. Fees will be charged for lost, late, or damaged materials.

The library provides multiple computer workstations to support research needs. The Library's Acceptable Use Policy found at [www.lee.edu/library/laup.asp](http://www.lee.edu/library/laup.asp) applies to all users of library workstations.

Tutorial study rooms and group study rooms allow a quiet place to study or groups working on a project. Reference librarians are available whenever the library is open on a one-on-one basis or by appointment to assist with your information needs.

Taking online or other distance education courses? Go to <http://www.lee.edu/library/learn.asp> for links to many of the resources available for Lee College Distance Education students. Need more specific help? Go to the Library Resources Course in WebCT at <http://webct.lee.edu>. Don't hesitate to contact us if we can help in any way.

## **Instructional Labs**

### **LRC for Allied Health**

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

### **Mathematics Lab**

The Mathematics Lab, located in Bonner Hall 113, is open to all students, whether they need a math question answered, access to a personal computer, or are completing assignments for computer-assisted math courses. Staffed by math professionals and peer tutors, the lab also provides audio/ videotapes, players, and a mathematics library. Hours are posted each term.

### **Reading Lab/Writing Center**

The Reading Lab/Writing Center, located in Bonner Hall 225, is open to all students with priority given to those who have required lab assignments. On a space-available basis, personal computers are available for word processing. Programmed instruction/tutorials include vocabulary, comprehensive reading speed, study skills, and word processing. Staffed by instructors, paraprofessionals, and students, the Reading Lab/Writing Center offers individual tutoring and provides writing and grammar materials. Hours are posted each term.

## ATC Open Computer Lab

The Lee College Open Lab, located in the Advanced Technology Center Room 208, is open to all students. A full-time lab manager and student assistants are available during open hours. Hours are posted each semester.

# Students Rights and Responsibilities

## Student Rights

Students are responsible for:

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

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

- The right to privacy for their college records;
- The right to see their records and, if necessary, challenge their accuracy;
- The right to know the graduation rates for full-time certificate and degree seeking students;
- The right to know the graduation rates of students on athletic scholarships;
- The right to know the number of criminal offenses (if any) that occurred on Lee College campus and were reported to campus officials or a police agency in the past year;
- The right to know the number of arrests, if any, for liquor law violations, drug abuse violations, and weapons violations committed on campus during the past year;
- The right to pursue grievances against instructors, administrators, or fellow students;
- The right to place letters in their files regarding disciplinary action or grievances. The College policies pertaining to these rights follow.

Note that students may also file grievances and appeal decisions made by instructors and administrators. These procedures are described at [www.lee.edu](http://www.lee.edu)

## Student Records and Right to Privacy

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

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

## Directory Information

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

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

## Student's Right to Review Their Records

Students who wish to review their college records may do so by filing a request with the office responsible for the records in question. These offices are listed in a subsequent section. Students who wish to review their records may be required to complete a "Request for Review of Student Record" form. Students may obtain copies of documents in their files at a charge not to exceed \$1.00 for the first page and 25 cents per additional page obtained at the same time.

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

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

## Challenging the Accuracy of College Records

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

## Information Review

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

## Formal Review

If the informal review does not clarify the question of accuracy or record keeping, the student may request a formal review. The instructional deans or Vice President of Learning will appoint and chair committees to hear challenges concerning academic records. The Vice President of Student Services for Development and Success will appoint and chair committees which 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
- Counseling Office – Director of Counseling

### Student Affairs Records

- Office of Dean of Student Services Development and Success
- Counseling Office – Director of Counseling

### Financial Records

- Business Office – Dean of Financial Services
- Office of Financial Aid – Financial Aid Director
- Office of Veterans Services – Director of Counseling

### Applications to Nursing Programs

- Allied Health Division Office

### Continuing Education Programs

- Continuing Education Office - Director of Continuing Education

## Offices and Individuals with Access to Student Records

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

1. Officials, faculty, and staff of Lee College who have a legitimate educational interest in the student's record.
2. Officials of other schools in which the student seeks admission or intends to enroll. Students may have copies of their records forwarded to other institutions by filing a request with the Admissions and Records Office.
3. Individuals who need the information in connection with a student's application or receipt of financial aid.
4. State or local officials to which educational data must be reported.
5. Legitimate organizations (ACT, CEEB, ETS) developing, validating, or administering predictive 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 scholarships, statistics regarding the incidence of crime on the campus and the number of arrests for certain crimes committed on the campus. This information is compiled each year and published in brochures that are available in the Counseling Center.

## Information Regarding Classes Time and Frequency

A copy of the schedule of classes offered during each semester or term will be available in advance of the opening day of registration at [www.lee.edu](http://www.lee.edu)

### Size of Classes

The College Administration reserves the right to discontinue any class for which the enrollment is too small to justify its continuation during a particular semester. Class cancellations will be posted in buildings and/or at [www.lee.edu](http://www.lee.edu)

## Graduate Guarantee Program Transfer Credit

Lee College guarantees to its Associate of Arts and Associate of Science graduates that course credits will transfer to other public supported Texas colleges or universities provided the following conditions are met:

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

If all the above conditions are met, and a course or courses are not accepted by a receiving institution in transfer, the student must notify the appropriate instructional dean at Lee College within 10 days of notice of transfer credit denial so the "Transfer Dispute Resolution" process can be initiated.

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

## Transfer Dispute Resolution

The Texas Higher Education Coordinating Board provides a formal procedure for resolution of transfer disputes for lower-division courses offered by Texas public colleges and universities. Students have the right to appeal denial of credit under this policy. The policy can be viewed at the Coordinating Board's website, [www.theccb.state.tx.us](http://www.theccb.state.tx.us)

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

## Guarantee for Job Competency

If a recipient of an associate of applied science degree or certificate of completion is judged by his/her employer to be lacking in technical job skills identified as exit competencies for his/her specific degree program, the graduate will be provided up to 12 tuition free-credit hours of additional skill training by Lee College under the 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 instructional deans or 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, instructional deans 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-fee education under the conditions described. Activation of the "*Graduate Guarantee Program*" may be initiated by the graduate by contacting the instructional deans or Vice President of Learning within 90 days of the graduate's initial employment.

## Student Conduct

### Student Behavior

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

Any of the following actions will subject a student to disciplinary action.

Violation of federal, state, local law or College policy (see categories that follow) renders the student subject to disciplinary action by the College.

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

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

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

When information is received that a student has allegedly violated a College policy or administrative rule, the alleged violations shall be investigated and may result in dismissal of the allegation, summoning the student for a conference, or suspending the student pending a hearing.

### Student Appeals

Students may appeal decisions regarding student conduct, following the appeals procedures available on page 42.

### Absences Due to School Functions

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

### Absences Due to Religious Holy Days

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



## **Academic Honesty (see page 40).**

### **Alcohol**

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

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

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

### **Controlled Substances**

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

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

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

### **Disruption of Operations or Events**

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

## **Dress and Grooming**

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

### **Firearms, Fireworks, and Explosives**

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

### **Gambling**

Gambling in any form, is prohibited on college property.

### **Hazing**

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

Hazing includes but is not limited to:

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

A person commits an offense if the person:

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

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

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

### **Roller Skates, Roller Blades, and Skateboards**

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

### **Smoking**

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

### **Vandalism**

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

### **Sexual Harrassment (see page 41).**

## **Academic Honesty**

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

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

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

### **Academic Honesty Code**

**Honesty Code Violations:** Any conduct or activity by a student intended to earn or improve a grade or receive any form of credit by fraudulent or dishonest means is considered an Honesty Code violation. In addition, engaging in any conduct including the following examples which a reasonable person

in the same or similar circumstances would recognize as academic dishonesty is considered a violation. Examples of violations of the Honesty Code include, but are not limited to the following:

#### **1. Acquiring Information**

- a. Acquiring information for any assigned work or examination from any source not authorized by the instructor.
- b. Working with another person or persons on any assignment or examination when not specifically permitted by the instructor.
- c. Observing the work of other students during any examination.
- d. Using, buying, selling, stealing, soliciting, copying, or possessing, in whole or part, the contents of an 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 material 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, on any such materials as the instructor may provide or assign.
- b. Copying without permission of the owner, or mutilating or destroying any media, printed or electronic (for example, film, video, music, graphics, art, photography, manuscript, Internet or World Wide Web sources, CDROM, or electronic databases).

### Procedures

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

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

Faculty members who determine that a student violated the Academic Honesty Code must take action, both to prevent future violations and to preserve the academic integrity of their courses and the College community. Cases of academic dishonesty must be reported to the Vice President of Student Services for Development and Success and instructional deans or Vice President of Learning.

The Vice President of Student Services for Development and Success shall maintain a file that contains a record of each Academic Honesty Code violation reported to that office. These records are not attached to nor do they become a part of the student's permanent records or transcript unless repeated violations result in the student's expulsion from the College.

The Vice President of Student Services for Development and Success will treat violations of the Academic Honesty Code in the manner described below:

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

- a. First Offense  
The student will receive a zero on the assignment in question, which may result in subsequent academic or disciplinary penalties based on department/program policies.
- b. Second Offense  
Student will receive an "F" for the course.

**Additional Penalties:** Violations of the Academic Honesty Code that threaten the College's learning environment may merit further penalties up to and including expulsion. Any additional penalties will be determined by the faculty member in conjunction with the Vice President of Student Services

for Development and Success and/or instructional deans or Vice President of Learning.

### Student Rights and Student Appeals

Students may appeal instructors' determination that they violated the Academic Honesty Code by following the appeals procedures on page 42.

## Sexual Harassment

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

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

For more information on the College's policy on sexual harassment, to go [www.lee.edu/hr/harassment.asp](http://www.lee.edu/hr/harassment.asp)

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

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

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

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

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

**Reporting Sexual Harassment:** A recommended course of action for students who feel that they are being subjected to sexual harassment is for them to tell or otherwise inform the harasser that the conduct is unwelcome and must stop. However, this is not required, and in some circumstances this course of action may not be feasible, may be unsuccessful, or the individual may be uncomfortable dealing with the matter in this manner. Copies of the sexual harassment procedures are available in the Counseling Center and the Admissions and Records Office, or online at:

[www.lee.edu/hr/harassment.asp](http://www.lee.edu/hr/harassment.asp).

These procedures call for students who feel that they have been subjected to sexual harassment to discuss their complaints with counselors, faculty members, college administrators, or others whom they trust. In addition, two persons have been designated to answer questions about the College's Sexual Harassment policies and/or receive formal complaints. They are: Becki Griffith, Admissions Office, telephone 281-425-6399, and Keith Scheffler, 909 Decker Drive, telephone 281-425-6498.

## 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 mean 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 instructional or student services administrator.

### General principles

The appeals process applies to both the informal and 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 personal to resolve appeals are confidential and are 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.

### Items that can be appealed though this process

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, classroom/field trip behavior, academic honesty, grades, absences, or withdrawals.

Non-instructional and disciplinary issues 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 an 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. Please see Chapters 3 and 4 of the Lee College Catalog for appeals regarding residence, financial aid, transfer credit, or sexual harassment.

#### 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, student should meet with individuals with whom they have a concern or complaint to seek resolution. If the situation is

unresolved, student 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 informal resolution may initiate a formal appeal, which begins when a student submit 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 e-mails, 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 on 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 student are 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 students are 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 deci-

sion 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, as well as send an e-mail. 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 two faculty members and two students who are not associated with the grievance. 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.

*Adviser:* Students and Lee College employees may choose to have one adviser present who is not a witness. Although advisers may not participate in the proceeding, students and employees may confer with their advisers during the proceedings. Lee College employees may not have an attorney for their adviser; however, if students choose an attorney for an adviser, 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 adviser 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 appeals meeting is not an open public meeting.
- The Appeals Committee chairperson is responsible for establishing the purpose of the meeting and maintaining order.
- The committee may set time limit 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 ask questions or seek clarification from 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 students 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.

**Appeal Ends**

There is no further appeal after Level 3.

Did you find this offensive?	Yes <input checked="" type="checkbox"/> 1	No <input type="checkbox"/> 2	Sometimes <input type="checkbox"/>
d. Made gestures or used body language of a sexual nature that were directed at you.	Never <input type="checkbox"/> 1	Sometimes <input type="checkbox"/> 2	All the time <input type="checkbox"/>
Did you find this offensive?	Yes <input checked="" type="checkbox"/> 1	No <input type="checkbox"/> 2	Sometimes <input type="checkbox"/>
e. Made attempts to touch you.	Never <input type="checkbox"/> 1	Sometimes <input checked="" type="checkbox"/> 2	All the time <input type="checkbox"/>
Did you find this offensive?	Yes <input checked="" type="checkbox"/> 1	No <input type="checkbox"/> 2	Sometimes <input type="checkbox"/>
f. Made attempts to establish a sexual relationship despite your discouragement.	Never <input type="checkbox"/> 1	Sometimes <input type="checkbox"/> 2	All the time <input type="checkbox"/>
Did you find this offensive?	Yes <input type="checkbox"/> 1	No <input type="checkbox"/> 2	Sometimes <input type="checkbox"/>