

**Chapter 1**  
**Admission, Registration and Enrollment**

# General Admission

## General Admission Policy

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

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

Those who do not meet the qualifications listed above (including persons currently enrolled in accredited high schools) may apply for admission on an Individual Approval (IA) basis (see Individual Approval Admission, p. 8).

Lee College maintains an open admissions policy; however, the Texas Success Initiative (TSI), which is a part of state law, requires most students who are First-Time-In-College (FTIC) applicants at publicly funded educational institutions in Texas to be tested in reading, writing, and mathematics for placement purposes only. The Lee College Counseling Center has information regarding tests that satisfy the TSI requirements.

Admission to the College does not imply admission to programs such as the nursing programs or the honors program which employ special admission requirements (see Enrollment In Special Programs, p. 16). Lee College reserves the right to restrict or limit the enrollment of any instructional program.

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

### First-Time-In-College (FTIC) Freshmen

Students may enroll as FTIC freshmen if they have graduated from an accredited high school or earned a General Education Development (GED) certificate. In either case, prospective students must produce high school transcripts or GED certificates no later than mid-term of their first semester (see Documents Needed For Admission, p. 9, and Texas Success Initiatives, p. 10).

### Transfer/Transient Students

Students who transfer to Lee College from other institutions must have official copies of their transcripts on file in the Office of Admissions and Records no later than mid-term of their first semester at the College. Transcripts used to establish credits for prerequisites may be required earlier.

Students who claim to be exempt from Texas Success Initiative (TSI) testing or claim to have met the TSI College

Readiness standard in one or more areas, either because of scores earned on TSI approved tests or courses taken at other colleges or universities, must produce transcripts or other documentation no later than the Day of Record (see College TSI, p. 11).

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

### Students Enrolled In Accredited High Schools

Persons who are enrolled in accredited high schools may apply for admission to the College under the Individual Approval (IA) admissions policies and, if admitted, may earn credits which can be applied toward Lee College degrees or transferred to other institutions (see Individual Approval Admission, p. 8).

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

In general, students who are enrolled in high school and who wish to take college courses are subject to TSI policies regarding testing, and must satisfy the prerequisites for the courses. They are limited to two college-level courses per semester or term. The policies regarding persons who are enrolled in accredited high schools apply to students who take Lee College courses on their high school campuses for dual credit as well as those who take courses at Lee College sites for college credit only (course prerequisites are a part of the course descriptions included in Chapter 6).

Early College High School Students are not limited in the number of college classes each semester and may earn up to 60 semester credit hours prior to their high school graduation. More information on the Goose Creek Consolidated Early College High School can be found at [www.gccisd.net](http://www.gccisd.net).

### Students Enrolled in “Home Schooling”

Persons who have completed the equivalent of an approved high school curriculum through home schooling may apply for admission to the College under the Individual Approval (IA) admission policies (see Individual Approval Admission, p. 8).

### International Students

Applicants for admission to the College who are not U.S. citizens or permanent residents must meet the same standards as native applicants. They must show that they

have completed a course of study equivalent to that of an accredited Texas high school or they must follow the Individual Approval (IA) process (see IA Admission, p. 8). In addition, they must meet the following requirements:

1. All admission records must be received at least 45 days before the first class day of a given semester.
2. All applications must be accompanied by payment of a \$50.00 non-refundable fee.
3. International students are subject to all TSI policies and may be required to take a TSI approved test.
4. Provide evidence of proficiency in the English language. This requirement may be satisfied by submitting results from the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). Students need a minimum aggregate (TOEFL) score of 530 on the paper-based test (PBT), 197 on the computer-based test (CBT), or 71 on the Internet-based version (IBT). On the (IELTS), a score of 5.5 or higher is required.
5. Applicants must provide official copies (in English) of their complete academic records. These records should describe the course of instruction in terms of years spent in school and types of subjects and a description of the grading system. These records must be submitted to the Admissions and Records Office where they will be used to determine that the applicant has high school and/or college-level credentials. Original copies of transcripts submitted to the College by the student will not be returned to the student.
6. Students wishing to transfer college-level work to Lee College from foreign institutions must have their transcripts evaluated by an evaluation service approved by the College. Credit for courses taken at foreign institutions will be awarded according to the policies outlined for transfer students.
7. Proof of financial support. A bank statement showing funds on deposit to cover expenses for at least one year of studies (including tuition, fees, books, supplies and living expenses as calculated by the college) as well as a letter pledging support from the sponsor (if the statement is not in the student's name) are required. The international student advisor will provide the dollar amount needed at time of admission appointment.
8. Form I-20 to allow students to get F1 status (student status) will not be issued until all of the requirements listed above have been satisfied.
9. Some non-U.S. citizens may qualify for Texas residency status under state law (see Tuition and Fees, p. 27).

### **Individual Approval Admission**

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

The policies which pertain to IA applicants and students who are fewer than 18 years of age are more restrictive than

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

The College's IA admission policies are described below:

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

- a. Prospective students who meet the criteria listed above and have not completed the equivalent of the junior year of high school may be admitted to the College by the instructional deans or Vice President of Learning.

Students who enter the College under these provisions may be restricted to certain classes and/or sections and are advised to take no more than two college-level courses per semester.

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

Students who enter the College under these provisions may be restricted to certain classes and/or sections and are advised to take no more than two college-level courses per semester.

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

The decision to admit an applicant under these provisions may be based on written examinations approved by the College and/or the recommendation of the principal or superintendent of the last high school the applicant attended.

Students who enter the College under these provisions may be restricted to certain classes and/or sections.

2. Persons who are 18 year of age or older:
  - a. Prospective students who meet these criteria and wish to enter the College may do so with the approval of the Vice President of Student Affairs. Students who enter the College under these provisions may be restricted to certain courses and/or sections.



## Enrollment for Personal Enrichment

Students who are not pursuing certificates or degrees and are not earning credits for transfer to other institutions may declare that their educational goal is "personal enrichment" when they enter the College. Students who do so may avoid some placement testing but are not eligible for state or federal aid (see Personal Enrichment, p. 153).

# Documents Needed For Admission To The College

## Application For Admission

To be admitted to Lee College, new students must complete an Application for Admission and provide the residency information cited below. Returning and former students who were not enrolled for one or more semesters/terms during the past year must also update their applications for admission and residency information. Applications for Admission may be obtained at [www.applytexas.org](http://www.applytexas.org), or in the Office of Admissions and Records.

## Establishing Residency Status

Students who claim "**Texas residency**" must be prepared to show residence in the state for at least the immediate 12 months prior to the census date of the first term of enrollment. Once a person has lived in Texas for 12 months, the person must be able to show records of gainful employment with a Texas address, deed to property in the state, registration to vote, or registration of an automobile in Texas to demonstrate 12 months of residency. Other documents may be considered if these are not available. Moving to the state solely for educational pursuits does not entitle a student to Texas residency for tuition. These requirements are created by the state legislature and rules are provided to Lee College by the Texas Higher Education Coordinating Board. Other documents which may support a residency petition can include commercial apartment leases, bank statements, and utility billing documents. Dependents of Texas residents may need to present the parent's tax return. See the Admissions and Records Office for more information on residency classification.

See also "Tuition and Fees" in Chapter 2.

## Official Transcripts

An official high school transcript of the student's record, GED certificate, or official transcripts from all colleges attended must be on file in the Office of Admissions and Records no later than mid-term of the first semester of enrollment (sooner if needed for TSI status). Students must request and pay any fees to obtain these documents. Transcripts submitted to the College will not be returned to the student.

## Health Records

The College reserves the right to request immunization records from all students and to place these records in the students' files should the Texas Department of Health mandate such requirement.

# Registering For Credit

## Steps to register:

- Complete the application process (in person or online at [www.applytexas.org](http://www.applytexas.org)).
- If required, complete testing assessment at Counseling Center.
- New students must attend orientation and meet with a counselor or advisor.
- Students can then register online or in person (online account information is provided at time of admission).
- Once registered, payment deadlines must be met either with full or partial payment or financial aid awards.
- Any holds for documents or information needed to complete an admission file, or for any funds or items owed to the college must be cleared prior to registration.

## Adding classes:

Students can add additional classes after initial registration during the registration period. After classes start, permission from an instructor may be required. See limits on class load, Chapter 3.

## Dropping classes:

Students are responsible for dropping classes. There are state-mandated refund policies, and last days to drop before class records appear on transcripts (this is the census date of a term or session). Students need permission from instructors to drop courses after the  $\frac{3}{4}$  point in a semester or session (see Considerations When Dropping Classes, p. 21).

## Special Registration

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

## Online Registration

Returning students and new students who have seen counselors may register online at [www.lee.edu](http://www.lee.edu). The class schedule has additional information regarding the registration process and applicable dates.

## Course Prerequisites

All courses have prerequisites and students are advised to take courses in the recommended sequences. Students may, in certain circumstances, be allowed to register for courses they do not have the prerequisites for. Waiving prerequisites requires the approval of the instructor of the course (see the Course Descriptions listed in this catalog for course prerequisites).

## Placement Tests

The Accuplacer test offered by Lee College can be used to satisfy the TSI testing requirements and is also used as a placement test by the College. Accuplacer includes

testing in reading, writing, and mathematics. Accuplacer is computerized and the scores are usually available immediately after the tests are completed. Scores from the Accuplacer test are not used to grant or deny admission to the College.

To meet prerequisites for college-level math, students may use ACT or SAT scores. Students who are exempt from TSI testing requirements through high SAT, ACT, or TAKS scores may take the math section of the Accuplacer for placement purposes.

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

Students pursuing certificates of completion in Level One certificate programs are not subject to TSI testing. However, all students in these programs must establish their skill levels in reading. In addition, some Level One certificate programs require students to establish skill levels in writing and mathematics.

### **Learning Strategies Course Requirement Based on Placement Scores**

In order to support students with greater academic need, all students attending Lee College for the first time with test scores placing them into two or more developmental courses will be required to successfully complete LSSS 300 (Learning Strategies for Success) when enrolling in six or more credits. Completion of LSSS 300 is defined as earning a grade of "C" or better in the course (otherwise, it shall be repeated). Also, first time students who have tested into only one area of developmental coursework, but two or more developmental levels below a college level course required for their certificate or degree, will be required to successfully complete LSSS 300 their first semester at Lee College when enrolling in six or more credits for the semester. Students will need to re-enroll in LSSS 300 each semester until the course is successfully completed.

### **Registering For Non-Credit (NC)**

While students are urged to register for credit, they may elect to audit a course and take it for non-credit (also known as "auditing a class"). Students who register in this manner pay full tuition and fees, are not expected to take examinations, and receive a grade of NC for the course. The grade "NC" has no grade point value and cannot be changed at a later date.

Students who wish to register for non-credit may not do so before the first meeting of the class or classes which they wish to audit. Audit enrollment may not be allowed in certain classes. To register for non-credit, students must obtain a non-credit registration form from the Admissions and Records Office and return it to that office with the instructor's signature.

Tuition and fees for auditing a course or registering for a course on a non-credit basis are the same as those paid by students registering for credit.

### **Texas Success Initiative Policy**

TSI is a state-mandated program designed to ensure that all students who register for college-level courses at public colleges and universities have the skills in reading, writing, and mathematics that are necessary to succeed. TSI has three major components: testing, advising, and when required, developmental coursework.

Summarized below are some key elements of the College's current TSI policy. Students with questions regarding TSI are advised to see a counselor or advisor.

Failure to pass a section of the TSI test does not prevent students from attempting courses provided that they meet the prerequisites for the courses that they wish to take (course prerequisites are included in the Course Descriptions found in Chapter 6, p. 115).

In order to be awarded an AA, AS, or AAT degree, a student must be classified as "college-ready" in reading, writing, and mathematics. Most AAS degrees require college readiness in reading and writing but not mathematics. See a counselor or advisor for information on which AAS degrees require math college-ready status in addition to readiness in reading and writing.

### **TSI Testing Standards**

Students who are subject to TSI must take a state-approved test before they may take classes at public colleges or universities (**see Does TSI Apply to Me?** on page 11). The list of state-approved tests includes Accuplacer, ASSET and COMPASS, and the Texas Higher Education Assessment (THEA).

Since THEA is identical to the old TASP test, students who have taken the TASP test have satisfied the TSI initial testing requirement. At Lee College TSI testing is administered by the Counseling Center.

Students who wish to test or retest should inquire at the Counseling Center about testing schedules. TSI policy allows students who fail a section of a TSI test to retest (see TSI Retesting at right, and Placement Tests, p. 9).

### **TSI College Readiness Standards**

The state has established "**Passing Scores**" for each of the three components: reading, writing, and mathematics of the TSI tests.

Note that these scores are set by the state and are subject to change. Students with questions about them are urged to check the College's website and/or the Counseling Center.

## Current TSI College Readiness Standards

	Passing
<b>TASP/THEA</b>	
Reading	230
Writing	220
Math	230
<b>Accuplacer</b>	
Reading	78
Writing (essay)	6 (or 5 with Sentence Skills score of 80)
Math	Elem. Alg. 63

Students whose scores meet or exceed the Passing Standard on a section of a TSI-approved test are considered College Ready in that area. Students whose scores fall below the Passing Standard are considered TSI Deficient. Students whose scores fall below the Passing Scores of a section of the test have two choices: they may either retest and pass, or use the College's TSI Coursework Policy to show that they are college ready. Counselors will assist these students in determining the developmental courses and/or other activities that will help prepare them for retesting or certification via the Coursework Policy.

### The College's TSI Coursework Policy

The College's TSI Coursework Policy provides TSI Deficient students who do not wish to re-take a TSI test with an alternative way to show that they are college ready. Under this policy, students who complete certain developmental classes or earn grades of "C" or better in prescribed courses are granted college ready status.

With the completion of prescribed developmental coursework, TSI Deficient students will be considered college ready. These courses are listed below.

**Reading – READ302**  
**Writing – ENGL302**  
**Math – MATH320**

In addition, courses transferred with a grade of "C" or better from other accredited institutions can be used to satisfy the Coursework Policy and are listed below.

#### Reading

HIST1301, HIST1302	U.S. History
ENGL1301, ENGL1302	English Composition
ENGL2322, ENGL2323	British Literature
ENGL2331	Cross-Cultural Literature
ENGL2332, ENGL2333	World Literature
ENGL2326, ENGL2327, ENGL2328	American Literature
PSYC2301	General Psychology
GOVT2301, GOVT2302	American Government

#### Writing

ENGL1301, ENGL1302      English Composition

#### Mathematics

MATH1332      Contemporary Mathematics  
MATH1414      College Algebra

Other higher level math courses may also be used to satisfy the Coursework Policy. Interested students should see a counselor or advisor.

## TSI Retesting Policies

Students who use THEA or Accuplacer for initial TSI testing and fail one or more sections may retest using the same test or another state-approved test. At Lee College, TSI testing is administered by the Counseling Center. Students who wish to test or retest should inquire in the Counseling Center about testing schedules. Testing fees are included in the class schedules published by the College and are posted on the College's website.

### TSI and TASP

Prior to September 2003, students who were classified as TASP passed in reading, writing, and/or math are college ready in those areas and students who were TASP Deficient in one (or more) areas are TSI Deficient in the same areas.

Likewise, students who were granted TASP exempt status because of scores earned on standardized exams such as SAT, ACT, TAKS, or prior college courses, are considered TSI College Ready. These classifications are only retained by students who attended Texas public institutions during the TASP era (Fall 1989–Fall 2003).

### Does TSI Apply to Me?

State law provides exemptions from TSI testing for certain students. The criteria for the exemptions and the steps that students must take to claim them are listed below. Students who are exempt from TSI testing may still find it necessary to take placement tests to satisfy course prerequisites (see Placement Tests, p. 9).

### TSI Exemptions:

- 1. Students with High Scores on the SAT, ACT, and/or TAKS Test** Students whose scores on any of these tests meet or exceed the scores listed below will be considered TSI College Ready if they present their test scores to the Registrar on an official transcript or test score report.

These scores are set by the state and are subject to change. Students with questions about these scores should check the College's website and/or Counseling Center.

### Current TSI Exemption Scores

Test	Component	Required Score
SAT (within 5 years)	Combined	1070
	Verbal	500
	Math	500
ACT (within 5 years)	Composite	23
	English	19
	Math	19
11th grade TAKS (within 3 year)	Math	2200
	ELA	2200 and writing subscore of 3 or greater
10th grade TAKS (results only valid until HS graduation)	Math	2200
	ELA	2200 and writing subscore of 3 or greater



# Credit By Examination and Placement Into Advanced Classes

## 2. Students with Associate and/or Baccalaureate Degrees

Students who have earned Associate or Baccalaureate degrees from other Texas public institutions will be granted TSI College Ready status in the areas of Reading and Writing. College readiness in math will depend on the student's test scores and/or completion of math courses when they present their official transcripts to the Registrar.

## 3. Students Who Have Completed College-Level Courses at Private or Out-of-State Institutions

Students who have completed college-level work at private and/or out-of-state institutions should check with a counselor or advisor after they present their transcripts to the Registrar to see if the coursework completed at other accredited institutions can be used to grant them College Ready status.

## 4. Students Who Have Attended Public Institutions in Texas and Have Been Determined to be College Ready by Those Institutions

Students who have been determined to be College Ready by a Texas college or university will retain that status when they transfer to other institutions.

## 5. Students Who Satisfy the TSI Military Exemption Standard

Students who are currently in a branch of the military, including the Texas National Guard and reserve components of the U.S. Armed Forces, or have recently served in a branch of the military are exempt from TSI standards. Students who may qualify for this exemption should see a counselor. These students may still be required to meet course prerequisites by taking placement testing.

## 6. Students in Level One Certificate Programs

Students in Level One Certificate Programs are TSI Waived. If students' choice of courses suggests that they are pursuing a degree, they lose their TSI Waived status and TSI testing will be required.

## 7. Students Who Wish to Take Courses for Personal Enrichment

Students who wish to take courses for personal enrichment rather than for the purpose of earning a degree or earning credit for transfer may declare their intent to a counselor when they enter the College. Students who do so will be classified TSI Exempt. If students choose courses that suggest they are pursuing degrees, Personal Enrichment status will be lost and TSI testing will be required. Students who register for personal enrichment are not eligible for state or federal financial aid.

## Credit by Examination

Lee College offers credit by examination to give students an opportunity to earn credit for previous knowledge. Types include Advanced Placement (AP) tests (from students still in or recently graduated from high school), the College-Level Examination Program (CLEP), and Departmental Examinations. Content of any examination must be equivalent to a course in the current course catalog of the College.

## Examination Availability

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

CLEP examinations may be taken at area colleges or universities. Credit is awarded only by meeting minimum scores on CLEP subject examinations.

See [www.collegeboard.com/student/testing/clep/exams.html](http://www.collegeboard.com/student/testing/clep/exams.html) for more information.

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

## Credit Limitations

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

Other restrictions apply to the posting of AP credits, the application of transfer credits to degree plans, and eligibility to graduate with honors (see Awarding Credits below, General Graduation Requirements, Minimum Requirements for Associate Degree, and Graduation with Honors, p. 13, 46).

2. Students must meet course prerequisites to take examinations. Examinations may not be taken for courses in which students are currently registered or for courses in which students have received grades, including grades of "I," "W," and "F." Examinations may not be taken for any course where the examination course is a prerequisite to a course the student is currently enrolled in or has already received credit for. Prerequisites are found with the Course Descriptions in Chapter 6, p. 115 of this catalog.

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

## Awarding Credits

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

1. Generally, students must be enrolled in Lee College at the time credit is awarded. However, with the approval of the Registrar and the instructional deans or Vice President of Learning, former Lee College students may be awarded credit by examination. Former students who wish to receive credit by examination must meet all other requirements regarding the awarding of these credits.
2. For students to receive credit by examination, whether AP, CLEP, or departmental examination, they must complete an equal number of SCHs in residence at Lee College. For example, students who receive 6 SCHs through examination must earn 6 SCHs in residence before the credits earned by examination can be posted (see Credit Limitations, p. 12).
3. Before credit will be posted on student transcripts, official copies AP and CLEP scores must be sent directly to and received by Lee College, Office of Admissions and Records, P.O. Box 818, Baytown, TX 77522-0818.
4. Credit by examination through departmental examinations, AP or CLEP will be recorded on students' transcripts with grades of "P" and, as a consequence, will not be a part of the calculation of their cumulative GPAs. The cost for taking a departmental examination is \$10 per credit hour.
5. The credit students receive by examination does not apply toward either their earned or attempted hours for purposes of determining full-time status.
6. A maximum of 18 SCHs may be awarded to students pursuing an Associate of Applied Science Degree in Professional Administrative Technology who have successfully passed all parts of the Certified Professional Secretary (CPS) Examination. Students who wish to receive this credit must submit an application to the lead instructor of the Professional Administrative Technology Program or to the Chair of the Computer Technology Division. If granted, the credits apply to ACNT 1303, POFT 1309, POFT 1349, POFT 2312, and POFT 2331. Students will be charged a fee of \$10 per credit hour when the credit is posted to their transcripts.
7. Credits for formal courses offered by the military are evaluated and credited in the same manner as courses offered by regionally accredited colleges (see items 8 and 9, p. 20).
8. Lee College grants credit for up to 4 SCHs of Kinesiology activity credit to military veterans who have completed a year or more of active duty and received an honorable discharge. Veterans wishing to receive this credit must present a DD214 to the Office of Admissions and Records. There is no charge for posting these credits.



## Credit by Examination/Tech Prep Articulations/ Placement into Advanced Classes

<b>Advanced Placement</b> (offered by certain high schools; see collegeboard.com for more information)				
<b>Course</b>	<b>Title</b>	<b>Exam. Type</b>	<b>Min. Score</b>	<b>SCH</b>
ARTS 1303 ARTS 1304	Art History I Art History II	AP AP	3 3	3 3
BIOL 1406	General Biology I	AP	3	3
ECON 2301	Macroeconomics	AP	3	3
ENGL 1301	English Composition Lang/Comp or Lit/Comp	AP	3 on either test	3
ENGL 1301 + 1302	English Composition I & II Lang/Comp and/or	AP +3 on Lit/Comp or 4 on either test	3 on Lang/Comp	6
ENGL 1301 + 1302 + 2322	Lit/Comp English Composition I & II & English Literature; Beowulf to Romantic Lit/Comp	AP Lang/Comp +	3 on Lang/Comp +5 on Lit/Comp	9
GOVT 2301	American Government I	AP	3	3
HIST 1301 + 1302	History of the U.S. to 1877 + History of the U.S. Since 1877	AP	3	6
HIST 2321 + 2322	World Civilizations to 1500 + World Civilizations 1500 – Present	AP	3	6
MATH 2413	Calculus I with Analytic Geometry	AP (Calculus)	3	4
PSYC 2301	Introduction to Psychology	AP	3	3
<b>College Level Examination Program</b> (offered at nearly testing center; see collegeboard.com for more details)				
<b>Course</b>	<b>Title</b>	<b>Exam. Type</b>	<b>Min. Score</b>	<b>SCH</b>
ENGL 1301+ 1302	English Composition I & II	CLEP (English Composition or Freshman Composition)	50	6
ENGL 2322+ 2323	English Literature: Beowulf to Romantic + English Literature: Romantic to Present	CLEP	50	6
ENGL 2327 + 2328	American Literature to 1860 + American Literature 1860 to Present	CLEP	50	6
GOVT 2301	American Government I	CLEP	50	6
HIST 1301 HIST 1302	History of the U.S. to 1877 History of the U.S. Since 1877	CLEP CLEP	50 50	3 3
MATH 1316 MATH 1414	Trigonometry College Algebra	CLEP CLEP	50 50	3 4
SPAN 1411 + 1412	Beginning Spanish + Intermediate Spanish	CLEP	50	8

**Departmental Exams** (See Admissions Office to get appropriate forms and begin approval process)^

Course	Title	Exam. Type	Min. Score	SCH
ACNT 1303	Introduction to Accounting I	Dept.	70	3
BCIS 1405	Business Computer Applications	Dept.	70	4
BMGT 1301	Supervision	Dept.	70	3
BMGT 1307	Team Building	Dept.	70	3
CPMT 1411	Introduction to Computer Maintenance	Dept.	70	4
DFTG 1405	Technical Drafting	Dept.	70	4
DFTG 1409	Basic Computer-Aided Drafting	Dept.	70	4
DFTG 2419	Intermediate Computer-Aided Drafting	Dept.	70	4
ELPT 1321	Introduction to Electrical Safety & Tools	Dept.	70	3
ELPT 1419	Fundamentals of Electricity I	Dept.	70	4
HITT 1305	Medical Terminology I	Dept.	70	3
INTC 1312	Instrumentation and Safety	Dept.	70	3
INTC 1425	Instrument Hardware Installation I	Dept.	70	4
INTC 1456	Instrumentation Calibration	Dept.	70	4
ITSC 1309	Integrated Software Applications I	Dept.	70	3
MCHN 1452	Intermediate Machining I	Dept.	70	4
POFI 1401	Computer Applications I	Dept.	70	4
POFT 1301	Business English	Dept.	70	3
POFT 2301	Intermediate Keyboarding	Dept.	70	3
PTAC 1302	Introduction to Process Technology	Dept.	70	3
PTAC 1308	Safety, Health & Environment I	Dept.	70	3
SPAN 1411	Beginning Spanish	Dept.	70	4
SPNL 1301	Health Care Spanish	Dept.	70	3
TECM 1341	Technical Algebra	Dept.	70	3
TECM 1349	Technical Math Applications	Dept.	70	3
WLDG 1323	Welding Safety, Tools & Equipment	Dept.	70	3
WLDG 1428	Intro. to Shielded Metal Arc Welding (SMAW)	Dept.	70	4

**Tech Prep Credit** (not a complete listing; these are the most commonly articulated courses available to recent graduates of Texas public schools. See a counselor or advisor for more details)

Course	Title	HS Class	HS Avg.	SCH
ITSC 1309	Integrated Software Applications I	BEGBCIS	80 (2 sem.)*	3
POFI 1401	Computer Applications I	BEGBCIS	80 (2 sem.)*	4

**Other**

Course	Title	Exam Type	Min. Score	SCH
ENGL 1301	English Composition I	THEA	300#	3
POFT, ACNT	Certified Professional Secretary Test	CPS	Passing	18

^ All department exams are offered at departmental discretion and may not be available at all times of the year.

\* Student must have completed the BEGBCIS class for two semesters at a Texas public high school with an overall average of 80. ITSC 1309 is a local articulation. POFI 1401 is the statewide articulation for BEGBCIS. Tech Prep Credits at LC are free to students pursuing tech-prep degrees. Others pay the pre-credit-hour fee (\$10 per credit hour).

# Must also be approved by English Department Chair, student must also have a passing THEA (or alternate) reading score or TSI exemption on reading.

# Enrollment Into Special Programs

## Allied Health and Nursing Student Admission

Admission to the Associate Degree Nursing Program and the Vocational Nursing Program is by application and is based on each candidate's personal and academic records. The application processes for these programs are explained in Chapter 5: Degrees and Certificates Plans, Nursing. Contact the Nursing Office for the most recent admission requirements.

### No application will be accepted without documentation of required immunizations.

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

1. One dose of Tetanus/Diphtheria toxoid (Td) within the past 10 years.
2. Students who were born on or after January 1, 1957 must show, prior to patient contact, acceptable evidence of vaccination of two doses of measles containing vaccine administered since January 1, 1968.

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

3. Students must show, prior to patient contact, acceptable evidence of vaccination of one dose of rubella vaccine.
4. Students born on or after January 1, 1957 must show, prior to patient contact, acceptable evidence of vaccination of one dose of mumps vaccine.
5. Acceptable documentation of varicella (chicken pox) vaccination is serologic testing for the presence of varicella antibodies or a positive medical history of varicella disease.
6. Students **must** receive series of Hepatitis B vaccine prior to the start of direct patient care or show serologic confirmation of immunity to Hepatitis B virus.

**Note: Uninsured and underinsured adults (age 19 and older) may now get some of their state health services mandated vaccines at state affiliated health departments for an administrative fee. Check the website: <http://www,dshs.state.tx.us/immunize/adult/>.**

A physical examination, inclusive of laboratory work, is required prior to clinical in the Nursing Programs, the Health and Medical Diagnostic and Treatment Services, and Health and Medical Administrative Services Programs.

Students in the Nursing Programs must submit clinic or physician validated results of tuberculosis skin test (Mantoux) administered within three months of beginning the first clinical rotation and yearly thereafter.

**A current CPR card for the Professional Rescuer** is required prior to clinical for nursing students and must be renewed as required thereafter. **A current standard Red Cross first aid card** is required prior to the first clinical rotation for nursing students and must be renewed every three years.

Students who have been admitted to the ADN and VN Nursing Programs should consult the Nursing Office prior to registration. **Students will not be allowed to attend clinical until proof of immunizations, physical examination, paperwork, CPR, and first aid cards are provided.**

In addition, a criminal background screening will be obtained before the student can register for classes.

## Cosmetology

The Cosmetology Operator's Program requires students to complete 1,500 hours of in-class work. Students who complete the program are qualified to sit for the State Board Examination for a Cosmetology License. See Program Advisor for information on Nail Design or Instructor's Program. State law requires GED or HS diploma prior to state mandate testing.

## The Honors Program

The Honors Program is designed to provide students with an enriched intellectual experience, the opportunity to explore subject areas in depth, and to receive more individual attention from instructors. New courses or components within existing courses may be added in the future.

Students successfully mastering a minimum of 15 hours in Honors with a grade of **"B"** or better in each honors class or honors by contract and who attain a cumulative grade point average of 3.25 will have completed the Lee College Honors Program. Students who have completed the program will receive a medallion and two certificates.

General Honors Scholarships and American Studies Honors Scholarships are available through the Lee College Foundation. Please contact the Honors Office or the Financial Aid Office for details.

### Honors Guidelines

Students who wish to enroll in the Honors Program must have completed the THEA, Accuplacer or other approved test and must be considered College Ready in reading and writing. Students may be admitted into the program on a conditional basis after an interview with an approval of the Honors Program Coordinator and recommendation(s) from previous instructor(s). Students who wish to pursue an Honors contract must also have the approval of the course instructor.

In addition to the above, students desiring to enroll in Honors must meet one of the following criteria:

1. Minimum ACT score of 26.
2. SAT scores of 1070 and above for (English honors, must also have a critical reading score of  $\geq 500$ ).



3. Nine or more hours of college level work with a GPA of 3.5 or better.
4. Top 10% of the high school class rank.
5. Interview with and approval of the Honors instructor teaching course and recommendation(s) from previous instructor(s).

### Honors Courses

Honors courses will be designated with the letter “H” in their section numbers in the Lee College Schedule. Please contact a counselor or the Honor Program Coordinator for permission to register.

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

Fall courses include American Literature to 1860 (ENGL 2327H) and History of the United States to 1877 (HIST 1301H). Spring courses include American Literature: 1860 to the Present (ENGL2328H) and History of the United States Since 1877 (HIST1301H or HUMA1302H).

The Human Condition: Interdisciplinary Humanities and English Composition (HUMA1301H, HUMA1302H, ENGL1301H, and ENGL1302H) offers students the opportunity to become accomplished writers and critical thinkers through the reading, analysis, and discussion of major ideas and concepts of philosophy, religion, literature, art history, and politics as revealed in writing of classical and contemporary humanists.

Fall courses include HUMA1301H and ENGL1301H; spring courses include HUMA1302H and ENGL1302H.

History and Development of Motion Pictures, taken as either DRAM2366H or ENGL2341H, is a survey of the history and development of motion pictures with emphasis on analysis and understanding of significant movements and schools of filmmaking, critical approaches, sociological impact, and visual aesthetics of motion pictures.

Introduction to Sociology (SOC11301H) is designed to give the student a solid grounding in the major theoretical perspectives in sociology, including Marxism, cultural sociology, feminist sociology, and sociobiology. The course is structured around original readings in each of these subject areas.

Principles of Public Speaking (SPCH1315) will include the research, preparation, and delivery of various types of speeches. The aesthetics of oratory will be examined, not only through personal experience, but also through focused observation and analysis of American political rhetoric, both historic and current. Particular attention will be paid in alternating two-year cycles to the Presidential and Texas Gubernatorial election seasons.

### Courses with Optional Honors Contracts

In addition to honors courses, students may also fulfill honors requirements through honors contracts in selected courses. Contact the Honors Office or the instructors for individual contract requirements.

ACCT	2402	Principles of Accounting II – Managerial
ARTS	1301	Art Appreciation
ARTS	1303	Art History I
ARTS	1304	Art History II
BIOL	1406	General Biology I
BIOL	1407	General Biology II
BUSI	2301	Business Law (course with optional honors contract)
CHEM	1405	Introductory Inorganic Chemistry
CHEM	1411	General Chemistry I
CHEM	1419	Introductory Organic Chemistry
COMM	2289A	Audio Recording Cooperative
DAAC	2343	Current Issues
DRAM	2120	Theatre Arts Lab III
ENGL	1302	English Composition II
ENGL	23__	Sophomore Level English Courses
ENVR	1401	Environmental Science
GISC	1311	Introduction to Geographical Information Systems
GOVT	2301	American Government I
GOVT	2302	American Government II
HIST	1301	History of U.S. to 1877
HIST	1302	History of U.S. Since 1877
HIST	2301	History of Texas
HIST	2321	History of World Civilizations to 1500
HIST	2322	History of World Civilizations from 1500 to Present
HUMA	1301	Introduction to the Humanities I
HUMA	1302	Introduction to the Humanities II
IBUS	1305	Introduction to International Business & Trade
KINE	1301	Foundations in Physical Education
MUAP	2__	Applied Music (all sophomore major courses)
MUSC	1331	MIDI I
MUSI	2311	Music Theory III
MUSI	2312	Music Theory IV
PHIL	1301	Introduction to Philosophy
PHIL	1304	Introduction to World Religions
PHYS	1401	College Physics I: Mechanics and Heat
PHYS	1402	College Physics II: Sound, Electricity, Magnetism, Light, and Modern Physics
PHYS	1405	General Physics I
PHYS	1407	General Physics II
PHYS	2425	Mechanics and Heat
PHYS	2426	Electricity, Optics, and Waves
PSYC	2314	Life Span Growth and Development
PSYC	2316	Psychology of Personality
RNSG	1343	Complex Concepts of Adult Health
RNSG	2263	Clinical Nursing Registered Nurse Training
SOCI	1301	Introductory Sociology
SOCI	2319	Multi-Cultural Studies
SPCH	1315	Principles of Public Speaking

# International Curriculum Program of Study

The International Curriculum Program of Study is designed to provide students with a foundation of general education core courses that are enriched with international topics, perspectives, and focus. The program will better prepare students to successfully pursue their professional and personal endeavors in a global environment. The International Curriculum reinforces a strong academic foundation for students who will continue to pursue their education beyond the two-year institution of higher education. Finally, the program broadens the students' understanding of themselves and their world.

In the program, students will be able to earn college credit hours in a variety of core curriculum courses with an international focus. Upon completion of at least 20 credit hours in designated “internationalized” courses (including an 8 credit hours Foreign Language requirement) and the general requirements of the program, students will receive special recognition at commencement.

## Student Admission into the International Curriculum Program

1. Students must meet the necessary documented prerequisites to enroll in an International Curriculum course. Students may be denied enrollment if the class size limit has been reached.
2. Students wishing to complete the International Curriculum Program and receive recognition must apply for admission into the program no later than acquiring 9 credit hours that may apply towards completion of the program. A late admission must be appealed to the International Education Committee for review and approval.
3. International Curriculum Program admission applications will be available in the Counseling Office. Completed applications should be returned to the Counseling Office. Applications will be forwarded to the International Education Committee for review and approval.
4. The International Education Committee will contact students who have been admitted into the program.

## Completion and Recognition of Completing the International Curriculum Program

1. In order to complete the International Education Program, students must complete 20 credit hours in designated “internationalized” courses with a “C” or better in each course. Those 20 hours include:
  - a. At least 8 credit hours in a foreign language. A student may test out of the foreign language requirement. If so, the student will be recognized as completing the 8 credit hours foreign language requirement, which will be applied toward the completion requirements of the International Curriculum Program.
  - b. At least 6 credit hours in designated IE Program of Study core.
  - c. At least additional 6 credit hours in IE core and/or IE plan of study electives.

Students who fulfill the requirements will receive special recognition at graduation. Students must verify their completion of the program with the International Education Coordinator so that the student's record may be reviewed before graduation.

## International Curriculum Courses

International Curriculum courses have a specific designation in their section numbers in the Lee College Schedule.

## International Curriculum Program's Plan of Study

1. Foreign Language Requirement 8 credit hours
  - a. Must complete 8 credit hours in a foreign language with “C” or better in each course.
  - b. Can test out of the foreign language requirement. If so, 8 credit hours will be applied towards the completion requirements of the International Curriculum Program.
2. Core internationalized courses minimum 6 credit hours
  - a. Must complete a minimum of 6 credit hours in the designated core.
  - b. Must complete all internationalized courses with a “C” or better.

## Plan of Study Core Courses International Curriculum

Semester course schedules will designate selected sections as having an international emphasis. All courses in this list are applicable to partially fulfill general education core curriculum requirements. Please see pages 53-55 for all core curriculum requirements.

ANTH	2351	Cultural Anthropology
ARTS	1303	Art History
ARTS	1304	Art History II
ENGL	2331	Cross-Cultural Literature
ENGL	2332	World Literature: Greeks to Renaissance
ENGL	2333	World Literature: Fifteenth Century to Present
GEOG	1303	World Regional Geography
HIST	2321	History of World Civilizations to 1500
HIST	2322	History of World Civilizations from 1500 to present
PHIL	1301	Introduction to Philosophy – Designated Section (Emphasis on Eastern Philosophy)
PHIL	1304	Introduction to World Religions

1. Designated Elective Courses maximum 6 credit hours
  - a. Can complete a maximum of 6 credit hours in the designated elective courses with a “C” or better in each course.

## Plan of Study Elective Courses International Curriculum

Semester course schedules will designate selected sections as having an international emphasis. All courses in this list are applicable to general education core curriculum requirements.

ARCH	1301	Architectural History I
ARCH	1302	Architectural History II
ENGL	2322	English Literature: Beowulf to Romantic
ENGL	2323	English Literature: Romantic to Present
ENGL	2351	Mexican-American Literature
IBUSI	1305	Introduction to International Business
HUMA	1301	Introduction to the Humanities I

HUMA	1302	Introduction to the Humanities II
HUMA	1305	Introduction to Mexican-American Studies
PHIL	1304	Introduction to Philosophy
SOCI	2319	Multi-Cultural Studies

## 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 a class which meets one hour a week for one semester (16-weeks). Classes which have a credit value of three SCH meet for three hours each week, or the equivalent over a shorter session. In shorter terms (summer terms, for example) three SCH courses usually meet more times per week and/or for longer periods of time.

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

### 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,**” to the right of this page and “**Developmental Courses,**” p. 21.

Grade	Points/SCH	Grade 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)*

\*See drop explanations

### Grade Point Average (GPA)

Grade Point Average (GPAs) are determined by dividing each student's total number of grade points by their total number of SCHs attempted. Grade points are determined by the grade awarded in a course and the value of that grade in terms of Grade Points and the number of Semester Credit Hours (SCH) associated with the course. The example demonstrates 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 students' cumulative GPAs.

Course	Grade	SCHs x GPs = GPA
BIOL 1406	B	4 x 3 = 12
ENGL 1302	A	3 x 4 = 12
KINE 1101	A	1 x 4 = 4
READ 302	0	0 x 0 = 0
HIST 1301	Withdrawal	W x 0 = 0

Totals 8 28 GPA = 28/8=3.5

### 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 that 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. Transcript evaluation request forms are available in the Admissions and Records Office. 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 for credit 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 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 enroll for as many as 18 SCH (semester credit hours) each long semester or 7 SCH each summer session without special permission. Because of state laws, students may enroll in a maximum of 3 SCH during a holiday or mini session.



Students who wish to enroll for more than 18 SCH during the long semester or more than 7 SCH each summer session must have approval of an instructional official. These credit hours include simultaneous enrollment at other institutions for a part or all of a term. If the simultaneous enrollment includes distance education classes, proctored exams must be taken in the Lee College Counseling Center unless another location and proctor are approved in advance by the instructional deans or Vice President of Learning. External credits resulting in overloads may not be applied to a student's degree plan if the overload was not pre-approved.

5. Students may be required to obtain official course descriptions from colleges previously attended before transfer credit can be awarded.
6. Courses in which students earned grades of “D,” “F,” and “incomplete” will not be accepted as transfer credit by Lee College. Religion classes are generally not transferable.
7. Grade points earned at other institutions cannot be transferred to Lee College. All Lee College, students' cumulative grade point averages – which are based solely on grades earned at the College – are used to determine their eligibility to graduate and their eligibility to receive honors at graduation.
8. Kinesiology credit may be granted to students who have served at least one year of active duty in the military. Required documentation includes the student's DD 214 (see Awarding Credits, p. 13).
9. Credit will be evaluated for military training based upon the evaluation recommendations outlined in the American Council on Education Guide to the Evaluation of Educational Experiences in the Armed Services Manual.
10. For information regarding credit by examination (for example, CLEP, AP, and departmental examinations), see the section regarding Credit by Examination and Placement in Advanced Classes, p. 14.

### 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 TSI-Exempt status that they gain 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 in the Office of Admissions and Records. The Registrar must sign this form confirming that the student is eligible for the Fresh Start. The policy has some restrictions and it may only be invoked one time per student. Therefore, students are urged to meet with a counselor prior to initiating requests.

### Academic Probation and Suspension

Certificate and degree-seeking students will receive a warning before going into probation. Students who have attempted 18 SCH and have a GPA below 2.0 will be placed on academic probation and are required to receive academic advising before registering. Students who have attempted 24 SCH and have a GPA below 2.0 will be placed on academic suspension and maybe denied enrollment for a minimum of one term (one long semester or 10-week summer session). Students are returned to good standing when for two subsequent semesters they take a minimum of 6 SCH and their term GPA exceeds 2.0.

### Grade Reports

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

Transcripts will not be released by the College if any of the following conditions exists:

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

### Class Attendance

Students who have been absent from class for three hours or three sessions may be dropped by the instructor for nonattendance, with grades of “F” or “W2.” Instructors may, however, develop individual policies regarding absences (see Absences, Chapter 3, for additional policies).

### Posting Grades

Lee College policy prevents instructors from posting students' grades by their names, initials, social security numbers, or other information that might allow any person to link a grade to a particular student.

## **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 that the student will receive in the event that the work is not completed. The remaining work must normally be completed within one calendar year unless the student and instructor have agreed to a longer period for completion. Instructors have the right to submit any grade at any time to replace an “I” grade, including 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 one year has lapsed, if the “I” grade has not been changed to another grade by the instructor, the “I” grade will be replaced with a “W5.” There is no grade point value for a “W5.”

## **Considerations when Dropping Courses**

Legislative actions currently in affect can add additional charges for repeated courses and may limit the number of courses the student can drop at any Texas public institution of higher education.

## **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 (\$85 per credit hour) 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 or the registrar 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.

## **Drops During Drop Period**

During the first  $\frac{3}{4}$  of any class term (most commonly, the first 12 weeks of a 16-week class), students may drop any class(es) for any reason. These deadlines are printed in the college calendar found in catalogs and schedules or can be obtained from the Admissions and Records Office. Students are requested, but not required, to notify their instructors when they drop classes.

Instructors may drop students during any point in the semester if they fail to attend class on a regular basis or if they fail to meet other requirements.

As of fall 2001, most drops made during the drop period will result in a grade of W1. Prior to fall 2001, W1 grades indicate a student-initiated drop.

## **Drops After Drop Period**

After the  $\frac{3}{4}$  point in any class term has passed, drops will result in a grade of W2. All of these drops must be approved or initiated by an instructor.

## **Administrative Withdrawal**

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

## **Resignation (Complete Withdrawal)**

Students may resign from all of their classes in any semester up until the end of the semester. These students are required to speak to a Lee College counselor prior to processing of the resignation.

After fall 2001, resignations may be indicated by grades of W1, W2, or W4. Prior to fall 2001, all resignations were indicated by grades of W4.

## **Non-Credit (Audit) Grade**

Auditing students will receive grades of “NC.” For more on audit status, see p. 10.

## **Developmental Courses Policies Regarding Grades and Student Records**

Lee College offers sequences of developmental courses in reading, mathematics, and writing as well as English for students whose native language is not English (ESOL), and a college study skills course. Developmental courses, all of which have three-digit course numbers, do not apply toward Lee College degrees or certificates and are not transferable to other colleges or universities.

Effective fall 2005, students who attempt developmental courses will receive grades of A-C, SP or F. The meaning of these grades are as follows:

<b>Grades</b>	<b>Interpretations</b>
A	Excellent work*
B	Good work*
C	Average work*
	*Student moves on the next level of developmental math, reading or writing class or exits the developmental sequence in MATH 330, READ 302 or ENGL 302.
SP	Skills in progress; student made effort, but must repeat course.
F	Failure—student must repeat course.

Students in developmental math, reading or writing may also exit the developmental sequence by retaking and passing the THEA (or an alternative such as Accuplacer) in the subject area.

Students in developmental courses may also receive grades of W1 through W4. W grades have the same meaning in developmental and credit courses. Incompletes (noted by the grade "I") are not issued in developmental courses. College credit is not awarded for the completion of developmental courses, and grades in developmental courses are not included in the computation of grade point averages. The hours attempted in developmental courses are considered a part of students' course loads and are used to determine their full-time/part-time status and their eligibility to receive scholarships and/or financial aid. Grades received in developmental courses are recorded on students' transcripts.

MATH 350, a developmental course in math for Allied Health students is graded on a pass/fail basis.

In prior years numeric grading was used in math, reading, and English courses in the developmental sequences. For information on how to interpret numeric grades, contact the Admissions and Records Office, 281-425-6393.

### **Grade Change Policy**

Students have one year from the date a grade is recorded to request a review of the grade. A student who wishes to protest a grade should consult with the instructor who taught the class and submitted the grade. The instructor will

determine the validity of the request. If a change is to be made and the class ended within the previous 12 months, the instructor will send a completed grade change card to Admission and Records and a correction to the student's record will be made. Likewise, an instructor may change any grade he or she has issued in the past 12 months by submitting a grade change card to Admissions and Records Office.

In the event that the original instructor is not available to review a grade, the student should contact the division chair who will seek out an instructor with expertise in the discipline to review any remaining assignments.

Grade changes for classes which ended more than one year prior to the change date shall be approved by both the instructor or division chair in event the instructor is unavailable and the instructional deans or Vice President of Learning.

If a student feels a clerical recording error was made on any grade, he or she may request assistance from the Registrar. Such grades will be corrected if evidence of a purely clerical error exists.

### **Transcripts**

Copies of official college transcripts may be obtained from the Admissions and Records Office at no charge. A signed request is required. Students may download the transcript request form from the College's web page.

Official credit transcripts consist of the following: identification of the student, TSI status and method of satisfying TSI 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 earned by the student at Lee College. Core curriculum and honors course notations are also displayed.

### **Definition of Students' Records**

The Office of Admissions and Records retains in each student's permanent file the following student records: application for admission, high school and/or college transcripts, and proof of residence. Other records retained include: copies of degree audits, registration documentation, and official test score reports.

### **Articulation Agreements**

#### **University:**

Articulation agreements have been made with several four-year universities. Students should contact the Counseling Center in Moler Hall for specific course requirements before making a degree plan.

#### **High Schools:**

Articulation agreements have been developed with service area high schools for technical courses. Students who have



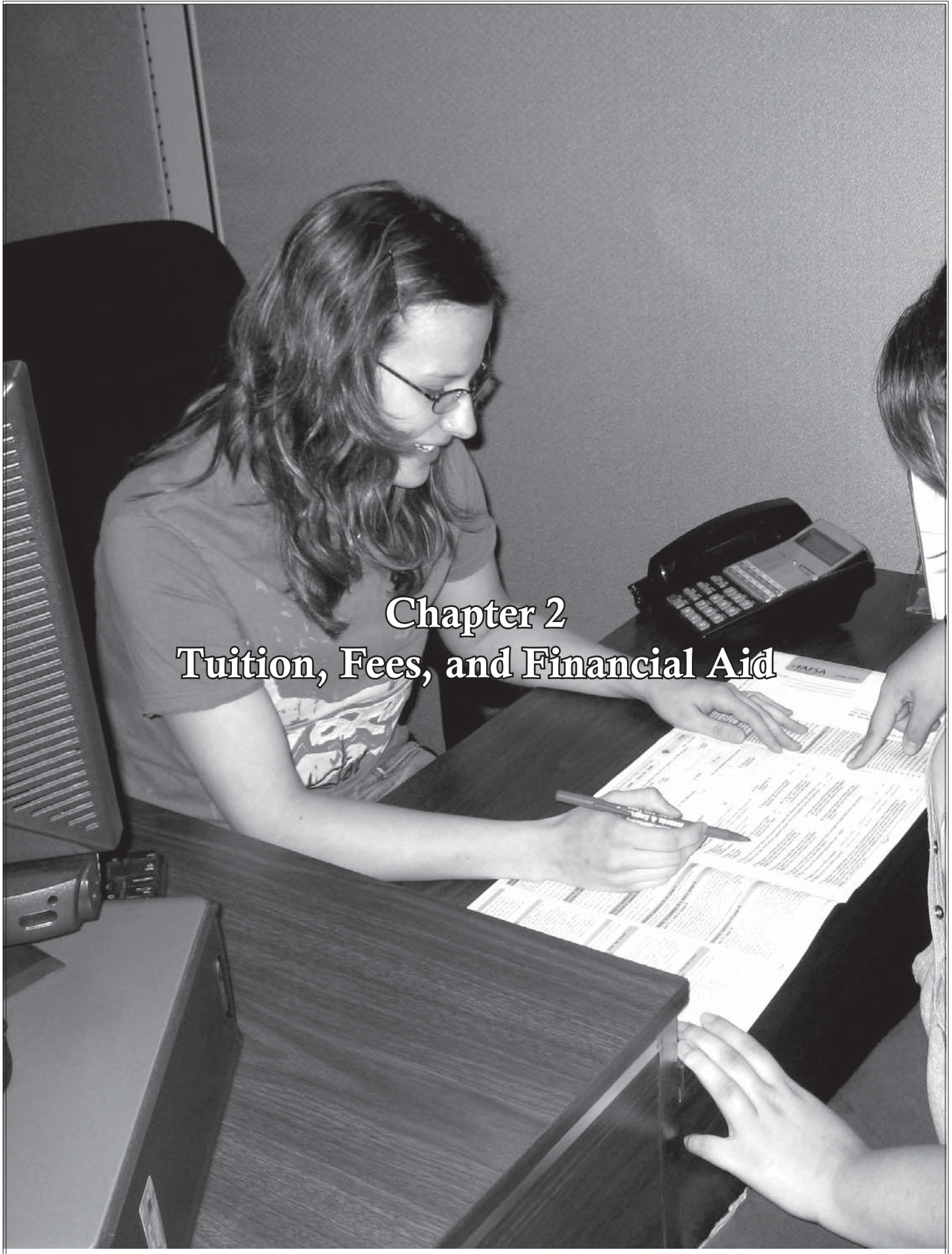
graduated from high school within the past three years should check with their high school counselor or Lee College counselor regarding the possibility of receiving Lee College credit for articulated high school classes. Students must enroll at Lee College to receive college credit for coursework taken in high school. Students must complete an equal number of credits in residence at Lee College before the articulated hours can be posted to a student transcript. Please refer to the fee schedule for the current articulation fee.

to the student. Students must have a declared major in the Lee College Tech Prep Program to receive credit. Tech Prep Degrees are listed on p. 48-51.

### **Tech Prep**

Associate Degree Programs designated as “**Tech Prep**” have been developed to assist students who begin their technical studies in high school. While any student may receive the degree, students who began a tech prep program in a high school with a Lee College tech prep agreement may receive advanced credit for specified courses at no cost





**Chapter 2**  
**Tuition, Fees, and Financial Aid**



# Student Financial Aid

## Financial Aid Application

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

Lee College is committed to assisting students who require financial assistance to attend college. The Financial Aid Office administers three broad program areas: grants, employment, and loans. The Free Application for Federal Student Aid (FAFSA) is required for all need-based financial aid programs and a separate on-line application is required for scholarships. The scholarship can be found at <https://stars.lee.edu/stars>.

Students requesting information about the financial aid programs should ask for a brochure and a list of financial aid opportunities. Information is available in the Financial Aid Office.

### When To Apply

Many financial aid programs are based on priority of need. In order to establish priority, completed applications must be received in the Financial Aid Office by the following deadlines: Fall semester, June 1; Spring only, November 1; Summer only, April 1; scholarship deadlines vary. Applications received after the deadlines will be awarded only if funds are available.

### Loans

Lee College participates in the Federal Direct Loan Programs, which include the Stafford and PLUS loans. All students interested in applying for a student loan must complete the FAFSA to qualify. The Financial Aid Office provides workshops and individual help for students who must complete the FAFSA. Detailed information regarding student loans is available from the Financial Aid Office. Students who have received loans must notify the Financial Aid Office each year to re-certify their loans. Lee College is not currently participating in any private student loans.

### Financial Aid Eligibility

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

- Be accepted for admission to the College or be enrolled in a degree or certificate program.
- Not be in default on any loan.
- Not owe a refund on a loan, grant, or scholarship.
- Be in good academic standing.
- Maintain satisfactory academic progress (SAP).
- Transfer students must provide the Financial Aid Office with a list of other colleges or universities they attended, even if they did not receive aid while attending those institutions.

### Federal Pell Grant

Pell Grants are federally funded grants based on students' financial needs as determined by government regulations and the cost of attending the college of their choice. Students seeking Pell Grants and/or other federal student aid must apply each year by completing the FAFSA. To be eligible to receive student aid, students must be pursuing certificates or degrees in an approved program. Students in

new certificate programs (programs that have been offered for less than a year) and/or certificate programs which have low completion rates may not be eligible to receive federal aid. A list of certificate programs and their status regarding federal aid is available from the Financial Aid Office.

### Academic Competitiveness Grant

Students who are eligible for Pell Grant who meet the following requirements will be eligible for additional grant money from the Academic Competitiveness Grant for either \$750 (first 24 credits) or \$1300 (second 24 credits):

- Full-time student.
- Completed a Distinguished HS Degree Plan (more information will be coming later regarding any other Texas degree plans).
- Instead of the Distinguished Plan, students may submit passing Advanced Placement Test scores of a 3 or higher in at least two tests or complete a list of courses similar to the State Scholars Initiative.
- Enrolled in a degree or certificate program.
- First year students may not have previously enrolled in another postsecondary institution as a regular student (Dual Enrollment or pre-collegiate courses may be excluded from the attendance requirement as long as students were not considered regularly admitted students).
- First year students must have graduated from high school after 01/01/2006.
- Second year students must have completed 24 credits in a degree plan with a 3.0 and graduated after 01/01/2005.
- U.S. Citizens or eligible non Citizens.

### Federal Supplemental Education Opportunity Grant (SEOG)

The SEOG is a federally funded grant based upon financial need as determined by government regulations and cost of attendance. Students must apply each year for the grant by completing the FAFSA. The restrictions that apply to Pell Grants apply to SEOG (see Federal Pell Grant above).

### Texas Public Education Grant (TPEG)

TPEG is based on financial need and is designed to assist students in enrolling and remaining in college. The FAFSA serves as the application for TPEGs and priority consideration is given to applicants who are at least part-time students. Some funds are available for non-residents, continuing education, and dual enrollment students.

### Texas Educational Opportunity Grant

Texas residents who show some financial need by completing the FAFSA may be eligible for Texas Grant funds if they:

- Have not been convicted of a felony or a crime involving a controlled substance, registered with Selective Service if required.
- Have an EFC (Estimated Family Contribution) of \$2000 or less.
- Enroll at least half-time (6 semester hours).
- Do not have an Associate Degree.

Awards will be made based on these requirements and the school's funding level in the Fall Semester. These awards will not be available for registration.

## **Leveraging Educational Assistance Partnership Program**

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

### **Toward Excellence, Access, and Success (Texas)**

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

### **Texas B-On Time Loans**

This program, which was implemented in January 2004, allows students to borrow funds from the state and includes a provision whereby the loans may be forgiven. If the borrower completes his/her program (associate degree or certificate) with a 3.00 or better GPA and has not attempted more than 6 credit hours more than the program requires, the loan may be forgiven. More information regarding this program is available from the Financial Aid Office.

### **Lee College Foundation Scholarships**

Lee College Foundation was founded in 1968. The Foundation provides scholarships to Lee College students each year. Scholarship applications are available at <https://stars.lee.edu/stars>

### **Institutional and Departmental Scholarships**

Institutional/Departmental Scholarships are available in various areas of the College including athletics, academic studies, technical and applied science, and fine arts. Students interested in such scholarships should contact their instructors. For further information or to apply, contact the Lee College Financial Aid Office.

### **Student Assistants and Work-Study Students**

There are two categories of Lee College students who can be offered part-time on-campus employment.

Student assistants must be enrolled in 6 credit hours or more; a minimum GPA of 2.0 is required of students who have been previously enrolled. Students interested in this type of work should see the Student Career & Employment Office to complete an application.

Work-study assistants are students who have filed a FAFSA and have been determined to have financial need. They may be full-or-part-time students. Students interested in an assignment under the work study program should go to the Student Career & Employment Office to complete an application.

For either category, once an application is submitted, various offices of the College may contact these students and may offer employment. These assistants may only work during semester periods when the student is enrolled. These assistants may be authorized to work up to but not more than 19.5 hours per week.

## **Financial Aid Satisfactory Progress Statement**

Colleges that administer federal student financial aid programs are required to develop Satisfactory Academic Progress (SAP) policies and monitor students who receive aid to see that they meet the provisions of their policies. Copies of the College's SAP policy are included in the packets provided to students who receive state and/or federal student aid. Additional copies are available in the Financial Aid Office. The policy is summarized below.

### **Financial Aid Probation**

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

### **Financial Aid Suspension**

Students who fail to meet the SAP standards after a year of Financial Aid Probation, 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 SAP, 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: Appeal Granted Status**

Students whose financial aid appeals have been granted are placed on Appeal Granted status. 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 SAP standards.

### **Repayment of Federal Funds**

Students receiving federal financial assistance (Pell Grants, Direct Loans, Academic Competitiveness, and/or SEOG) who withdraw from classes prior to the completion of 60 percent of the semester or term, are required to repay a portion of the funds that they received that semester or term. Repayment of federal funds is determined on a prorated basis according to the number of days elapsed between the beginning of the semester and the date of withdrawal.

Students who earn all F's in a term or are graded as "W's" at the end of the term may be considered unofficial withdrawals. If a student in this situation cannot show academic activity in the last 40 percent of the semester on at least one class, 50 percent of federal funds may need to be returned to the Department of Education.



## Tuition and Fees

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

### Residency Requirements

The legal residence of students enrolling at Lee College will be determined by Admissions and Records Office. The documentation required to establish residency is discussed under Documents Needed for Admission (see p. 9). For tuition purposes, the student will be classified as follows:

#### Out-of-District Residency

Students classified as Texas residents are entitled to out-of-district tuition rates unless they live in the College's tax district.

#### In-District Residency

In-state residents of the Lee College tax district qualify for in-district tuition. Geographically, the tax district is found in those portions of Harris and Chambers counties served by the Goose Creek Consolidated Independent School District.

#### Non-Resident

Non-resident students are citizens, national or permanent residents of the United States, or citizens of another country, who have not met the state requirements for establishing residency for tuition purposes. International students on F visas are also non-residents.

#### Texas Tuition Residency for Undocumented Students

Texas law makes Texas residency available to undocumented students for college tuition purposes. In order to qualify, students must meet the following criteria:

- a. Must have graduated from a Texas high school or have received a GED in Texas.
- b. Must have lived in Texas a minimum of three years immediately prior to receipt of the above credential.

Also, persons who have approved applications for permanent residency on file with the authorized federal immigration office may be able to claim Texas residency.

Students who feel that they meet these requirements are encouraged to see the registrar and complete the necessary affidavit. Students who are entitled to Texas residency under this law may also be eligible for in-district residency. Citizens of countries other than the U.S. who do not meet all conditions for Texas residency under this law will need to seek admission as international students (see p. 7). They are subject to the non-resident rate for tuition unless or until they obtain legal permission to stay in the U.S. under an immigration status that allows them to establish Texas residency. See the registrar or the international student advisor for details.

#### Books and Other Materials/Services

Tuition and fees do not include the cost and other materials required by college instructors.

### Business Office Policies

#### Payments

All fees must be paid by cash, check, money order, Master Card, Discover, Visa, or American Express to complete registration. A valid driver's license is required ID for checks. Foreign students must pay cash, money order or credit card. Full payments can be made in the Business Office or we also offer full payment and various payment plan options

online through myLCCampus with a third party company. These payment plans do not cover the cost of books. Payment plans are available during early, regular, and late registration.

For early and late registration, a student must set up a payment plan through myLCCampus prior to the payment deadline. For late registration, the student must set up a payment plan through myLCCampus on the day that the student registers.

The third party company will charge a \$25.<sup>00</sup> payment plan enrollment fee per semester or a \$2.<sup>00</sup> fee for each full payment. Failure to make all payments on the payment plan may result in denial of credit for the work done that semester.

**Any classes added or dropped after the initial payment plan is set up, will be added to or deleted from the payment plan automatically and the monthly payment amounts will be increased or decreased accordingly.**

### Students Enrolled in Other Texas Colleges

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

### Returned Checks

Checks returned to the College for any reason will be assessed a \$30 return charge. Accounts not cleared within the specified time allowed will be turned over to the courts for collection. A student may be withdrawn from classes for failure to clear an account.

### Accounts Not Paid and Clear

All forms of indebtedness to the College, including tuition, fees, fines, returned checks, property loss, and property damage must be paid before a student may re-enroll or have a transcript request honored.

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

### Refund Policy

Lee College is governed by the tuition and mandatory fee refund policy of the Texas Higher Education Coordinating Board. For purposes of the refund policy, a class day is defined as a day during which the College conducts classes. The count begins with the first day of classes each semester and includes each day thereafter. The count is not just of the days that a particular class meets.

The College will refund tuition and fees to students except in the case of a scholarship and other funds paid directly to

the College which are returned to the original source. Credit card refunds are credited to the credit card holder. Refund amounts for other than semester-length courses will depend on the particular course length.

Course reduction and/or resignation must originate with the student. The College will use the received date, stamped in the Admissions and Records Office or the Counseling Center, to calculate the refund. With the exception of cancelled classes, all refunds are exclusive of the registration fee.

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

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

### Refund Schedules

#### Sixteen-Week (or longer)

Prior to the 1st class day	100%*
During the 1st-15th class days	70%*
During 16th-20th class days	25%*
Thereafter	No Refund

#### Fourteen-Week (14W)

Prior to the 1st class day	100%*
During 1st-13th class days	70%*
During 14th-17th class days	25%*
Thereafter	No Refund

#### Thirteen-Week (13W)

Prior to the 1st class day	100%*
During 1st-13th class days	70%*
During 14th-16th class days	25%*
Thereafter	No Refund

#### Twelve-Week Classes (12W)

Prior to the 1st class day	100%*
During 1st-12th class days	70%*
During 13th-15th class days	25%*
Thereafter	No Refund

#### Twelve-Week Classes (12A)

Prior to the 1st class day	100%*
During the 1st-12th class days	70%*
During 13th-15th class days	25%*
Thereafter	No Refund

#### Twelve-Week Classes (12B)

Prior to the 1st class day	100%*
During the 1st-12th class days	70%*
During 13th-15th class days	25%*
Thereafter	No Refund

#### Twelve-Week Classes (12C)

Prior to the 1st class day	100%*
During the 1st-12th class days	70%*
During 13th-15th class days	25%*
Thereafter	No Refund

#### Eight-Week Classes (8W1)

Prior to the 1st class day	100%*
During the 1st-8th class days	70%*
During the 9th-10th class days	25%*
Thereafter	No Refund

#### Eight-Week Classes (8W2)

Prior to the 1st class day	100%*
During the 1st-8th class days	70%*
During the 9th-10th class days	25%*
Thereafter	No Refund

#### Seven-Week Classes (7WA)

Prior to the 1st class day	100%*
During the 1st-7th class days	70%*
During the 8th-9th class days	25%*
Thereafter	No Refund

#### Seven-Week Classes (7WB)

Prior to the 1st class day	100%*
During the 1st-7th class days	70%*
During the 8th-9th class days	25%*
Thereafter	No Refund

#### Five-Week Classes (5W1)

Prior to the 1st class day	100%*
During the 1st-5th class days	70%*
During the 6th class day	25%*
Thereafter	No Refund

#### Five-Week Classes (5W2)

Prior to the 1st class day	100%*
During the 1st-5th class days	70%*
During the 6th class day	25%*
Thereafter	No Refund

#### Three-Week Mini (MIN)

Prior to the 1st class day	100%*
During the 1st-3rd class days	70%*
During the 4th class days	25%*
Thereafter	No Refund

#### Two-Week (2W)

Prior to the 1st class day	100%*
During the 1st-2nd class day	70%*
Thereafter	No Refund

#### \*less non-refundable fees

All refunds percentages are based on full payments of tuition and fees. If partial payment was made through a payment plan, the remaining payment(s) will be deducted from the refund.

#### Reduction in Semester Credit Hour Load

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

Six-Week course during 1st-4th class days.

Twelve-Week course during 1st-9th class days.

If dropping and adding the same number of classes regardless of the number of hours on one drop/add slip = 100% refund on dropped classes and full charge for added class.

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

- Six-Week course during 5th class day.
- Twelve-Week course during 10th-12th class days.
- 70% refund on dropped credit hour.

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

- Six-Week course during 6th-7th class days.
- Twelve-Week course during 13th-15th class days.
- 25% refund on dropped credit hour.
- Thereafter no refund.

### **Military Veterans**

Advisors and counselors in the Lee College Counseling Center are available to assist veterans in their educational benefits. A plethora of information can be found at the GI Bill's website, **[www.gibill.va.gov](http://www.gibill.va.gov)**. Questions or comments regarding VA benefits can be directed to **[va@lee.edu](mailto:va@lee.edu)**. Students must observe the following college policies:

1. Notify the Counseling Center of all enrollment transactions (registration, add/drop, resignation).
2. Enroll in courses listed on your degree plan located in this catalog.
3. Complete the "Request for Certification" form each semester and submit the completed form to the counseling center via e-mail (**[va@lee.edu](mailto:va@lee.edu)**), fax (832.556.4004), or in person.
4. Military veterans who have successfully completed credit hours at another college or university must submit a transcript from that college or university.

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

### **Vocational Rehabilitation**

The Department of Assistive and Rehabilitation Services (DARS) offers assistance to adults with disabilities and support for job readiness, which often includes college training. Application for services should be made at the student's local Department of Assistive and Rehabilitation Office. Please note that vouchers for qualified students must be submitted to the Lee College Business Office by the payment deadline in order to hold classes. For services in the Baytown area, or for more information, contact the Baytown Field Office at 281-420-3690.