

# **Chapter 1 • Admission and Enrollment**

# General Admission

## GENERAL ADMISSION POLICY

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

1. Persons 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. 9).

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 Into Special Programs p. 13). 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 been graduated by 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. 15 and Texas Success Initiatives p. 12)

### 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 prerequisite purposes 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 Calendar p. 4) or risk administrative withdrawal from the College. (See TSI p.13.)

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. 9)

In addition, some school districts give high school credit to students who complete certain pre-approved college courses. The authority to grant high

school credit for college courses resides in the school districts, not in the College. Therefore, students who wish to receive high school credit in addition to college credit for courses taken at the College must receive permission from their high school to do so.

Students who are enrolled in high school and who wish to take college courses are subject to 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 5.)

### 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. 9)

### International Students

Applicants for admission to the College who are not US citizens or permanent residents must meet the same standards as native applicants. That is, they must show that they have completed a course of study equivalent to that of an accredited Texas high school or they must follow the individual approval (IA) process. (See IA Admission p. 9). 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 nonrefundable fee.
3. International students are subject to all TSI policies and may be required to take a TSI approved test.
4. Evidence of proficiency in the English language may be required and can be satisfied by submitting results from the Test of English as a Foreign Language (TOEFL) with a minimum score of 500 on the paper/pencil version or 173 on the computerized version.
5. Applicants must provide official copies (in English) of their complete academic records. These records should describe the course of instruction in terms of years spent in school and types of subjects and a description of the grading system. These records must be submitted to the Admissions and Records Office where they will be used to determine that the applicant has 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. Students must provide proof that they have sufficient financial support to remain at Lee College long enough to complete their degree requirements. This proof can be a bank statement or a letter from the person responsible for providing the financial support.
8. Form I-20, the form allowing students to get F1 status (student status), will not be issued until all of the requirements listed above have been satisfied.
9. Some non-US citizens may qualify for Texas residency status under HB 1403. (See Tuition and Fees p. 19)

## Individual Approval Admission

Individual Approval (IA) admission status is available to applicants for admission 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 high education. The IA admission policies also provide for students who are (or were) home schooled.

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

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 nontraditional 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 chief academic officer.

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 Dean of Student Services for Development and Success.

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 Dean of Student Services for Development and Success.

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 years of age or older.
  - a. Prospective students who meet these criteria and wish to enter the College may do so with the approval of the College by the Dean of Student Services for Development and Success. 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 Section G. Students Who Wish to Take Courses for Personal Enrichment p. 13)

## COUNSELING AND ADVISING

### The Counseling Center

Lee College employs a staff of professional counselors and advisors whose major tasks include helping students select courses in which they can succeed and which lead to the realization of their educational goals, providing career counseling, and offering personal counseling in a confidential manner. In

addition, counselors and advisors can answer questions related to TSI, scholarships and financial aid, student loans, on-campus and off-campus employment opportunities, and the transferability of courses either to or from Lee College.

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

The Counseling Center is located in Moler Hall. It is open throughout the year, including periods between semesters and some evenings. Students are welcome on a walk-in basis; however, they may make appointments by calling (281) 425-6384 or (800) 621-8724.

## Military Veterans

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

1. Clear all transactions through the campus VA counselor.
2. Enroll in courses listed in this catalog.
3. Meet with the VA counselor each semester to ensure proper course selection for the next semester.
4. Military veterans who have successfully completed credit hours at another college or university must submit a transcript from that college or university before making application for VA benefits.

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

## Students with Disabilities

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

Individuals needing special services should meet with the Counselor for Students with Disabilities in the Counseling Center of Moler Hall to request any assistance or accommodations. For more information or to set up this meeting, students can call (281) 425-6384 or (800) 621-8724.

## Transfer of Courses to Senior Colleges

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

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

Students planning to transfer to four-year schools should be aware that each senior college determines its own list of courses required for each degree it offers. Moreover, different colleges require different courses for the same degree. Therefore, students who plan to transfer to other institutions should use the degree plan requirements at that institution to guide their choice of courses at Lee College. The best source of information regarding degree plan requirements is the official catalog of the institution. Most catalogs are available on the institution's Internet site.

The Counseling Center includes a Career and Transfer Center which maintains a library of college catalogs and makes them available to interested students. The counselors and advisors at Lee College are familiar with course requirements at colleges and universities and will assist students in determining course equivalencies and in choosing those courses which are appropriate to their educational objectives after they transfer.

## Placement Tests

The Accuplacer test offered by Lee College 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 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 advisable to 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. Students who pursue two certificates simultaneously must meet the testing requirements of both programs. They may do so by taking the Accuplacer tests offered by Lee College, by submitting scores from standardized tests including TASP, THEA, SAT, ACT, or TAKS to the College, or by their performance in college-level courses at other institutions.

## Testing Fees

The fees for the Accuplacer and THEA test are listed in the class schedules published by the College. Details regarding the initial testing fees and retesting fees and dates that the THEA tests are offered are available on the College's website and from the Counseling Center. Students in most Level One certificate programs are not required to pay for the initial placement testing that their programs require; however, they must pay for all retesting. (See Certificates of Completion p. 31) Students in other programs are required to pay for all testing.

## CREDIT BY EXAMINATION & PLACEMENT INTO ADVANCED CLASSES

### Credit by Examination

Credit by Examination provides an opportunity for students to earn college credit for knowledge previously gained through external education or work experience. Credit may be awarded at Lee College through Advanced Placement (AP), CLEP, and departmental exams. (See the list of accepted examinations and their course equivalents p. 11)

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

### Examination Availability

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

CLEP examinations may be taken at area colleges or universities. Credit is awarded only by meeting minimum scores on CLEP subject examinations. Students may request a free brochure, CLEP Colleges; Where You Can Get Credit; Where You Can Be Tested, directly from CLEP Publications, [www.collegeboard.com/student/testing/clep/exams.html](http://www.collegeboard.com/student/testing/clep/exams.html).

Departmental examinations must be taken at Lee College. Students may obtain the application form for these exams from the Admissions and Records Office and schedule the exams through the department which offers them. The fee for departmental exams is \$10 per credit hour and must be paid in advance. A list of available exams is found on page 11.

## Credit Limitations

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

Other restrictions apply to the posting of AP credits, the application of transfer credits to degree plans, and eligibility to graduate with honors. (See Awarding Credits below; General Graduation Requirements p. 30, Minimum Requirements for Associate Degree p. 31, and Graduation with Honors p. 31)

2. Students must meet course prerequisites to take exams. 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 exam course is a prerequisite to a course the student is currently enrolled in or has already received credit for. Prerequisites are found with the course descriptions in chapter 5 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 chief academic officer, 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 exam, they must complete an equal number of SCHs in residence at Lee College. For example, students who receive 6 SCHs through examination must earn 6 SCHs in residence before the credits earned by examination can be posted. (See Credit Limitations above.)
3. Before credit will be posted on student transcripts, official copies of 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 exam is \$10 per credit hour.
5. The credits students receive by examination do not apply toward either their earned or attempted hours for purposes of determining full-time status.
6. A maximum of 18 SCHs may be awarded to students pursuing an Associate of Applied Science Degree in Professional Office Technology who have successfully passed all parts of the Certified Professional Secretary (CPS) Examination. Students who wish to receive this credit must submit an application to the lead instructor of the Professional Office Technology program or to the chair of the Computer Technology Division. If granted, the credits apply to ACNT 1303, POFT 1309, 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. 26)
8. Lee College grants credit for 4 SCHs of physical education to military veterans who have completed a year or more of active duty and received an honorable discharge. Veterans wishing to receive this credit must present a DD214 to the Office of Admissions and Records. There is no charge for posting these credits.

## Credit by Examination & Placement into Advanced Classes

Course		Exam	MinimumScore	SCH
ACNT	1303	Introduction to Accounting I	Departmental 70	3
ARTS	1303	Art History I	AP 3	3
ARTS	1304	Art History II	AP 3	3
BCIS	1405	Business Computer Applications	Departmental 70	4
BIOL	1406	General Biology I	AP 3	4
COSC	1301	Microcomputer Applications	Departmental 70	3
CPMT	1407	Electronic and Computer Skills	Departmental 70	4
CPMT	1411	Introduction to Computer Maintenance	Departmental 70	4
CPMT	1445	Computer Systems Maintenance	Departmental 70	4
DFTG	1405	Technical Drafting	Departmental 70	4
DFTG	1409	Basic Computer-Aided Drafting	Departmental 70	4
DFTG	2419	Intermediate Computer Aided Drafting	Departmental 70	4
ECON	2301	Macroeconomics	AP 3	3
ELPT	1321	Introduction to Electrical Safety and Tools	Departmental 70	3
ELPT	1419	Fundamentals of Electricity I	Departmental 70	4
ENGL	1301	English Composition I	CLEP 50	6
		TASP/THEA #	300	3
		^AP-Eng Lang/Comp or		
		^AP-Eng Lit/Comp	3	3
ENGL	1301/1302	English Composition I & II	^AP-Eng Lang/Comp 4-5	6
		^AP-Eng Lit/Comp	4	6
		^^AP-Eng Lang/Lit Comp	3	6
		^^AP-Eng Lang/Comp	4-5	6
ENGL	1301/1302/2xxx	English Composition I & II & Soph. ENGL	^AP-Eng Lit/Comp 5	9
ENGL	2322/2323	English Literature	CLEP 50	6
		^^AP-Eng Lit Comp	4-5	6
ENGL	2327/2328	American Literature	CLEP 50	6
GOVT	2301	American Government I	CLEP 50	3
		AP	3	3
HIST	1301	History of the U.S. to 1877	CLEP 50	3
HIST	1302	History of the U.S. Since 1877	CLEP 50	3
HIST	1301/1302	History of the U.S.	AP 3	6
HIST	2321/2322	History of World Civilizations	AP 3	6
HITT	1305	Medical Terminology	Departmental 70%	3
INTC	1312	Introduction to Instrumentation and Safety Technology	Departmental 70	3
INTC	1425	Instrument Hardware Installation I	Departmental 70	4
INTC	1456	Instrumentation Calibration	Departmental 70	4
ITSC	1309	Integrated Software Applications I	Departmental 70%	3
MATH	1414	College Algebra	CLEP 50	4
MATH	1316	Trigonometry	CLEP 50	3
MATH	2413	Calculus I with Analytic Geometry	AP-Calculus AB 3	4
MCHN	1300	Machinist I	Departmental 70	3
MCHN	1317	Machine Shop Blueprint Reading	Departmental 70	3
MCHN	1452	Intermediate Machining I	Departmental 70	4
POFI	1401	Computer Applications I	Departmental 70	4
POFI	2301	Word Processing	Departmental 70	3
POFT	1301	Business English	Departmental 70	3
POFT	1321	Business Math	Departmental 70	3
POFT	2301	Document Formatting and Skillbuilding	Departmental 70	3
PSYC	2301	Introduction to Psychology	AP 3	3
PTAC	1302	Introduction To Process Technology	Departmental 70	3
PTAC	1308	Safety, Health, and Environment I	Departmental 70	3
PTAC	1352	Process Instrumentation I	Departmental 70	3
RNSG	1361	Clinical (R.N. Training)	ACE I 77*	10
	1205	Nursing Skills I		
	1209	Introduction to Nursing		
	1341	Common Concepts of Adult Health		
SPAN	1411/1412	Spanish Language	CLEP 50	8
SPAN	1411/1412/2311/2312	Spanish Language	CLEP 66	14
SPAN/SPNL		Spanish Language	Departmental 70	3-4
TECM	1341	Technical Algebra	Departmental 70	3
TECM	1349	Technical Math Applications	Departmental 70	3
WLDG	1323	Welding Safety, Tools, and Equipment	Departmental 70	3
WLDG	1428	Intro to Shielded Metal Arc Welding (SMAW)	Departmental 70	4
WLDG	1430	Intro to Gas Metal Arc (GMAW) Welding	Departmental 70	4

# Minimum test score in reading also required. See a counselor for details.

\* Must pass RNSG 2207 for credit to be recorded.

^ Applies if only one ENGL AP exam is taken.

^^ Applies if two ENGL AP exams are taken.

## 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 math which 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 5.)

In order to be awarded an AA, AS, or AAT degree, a student must be classified as college ready in reading, writing and math. Most AAS degrees require college readiness in reading and writing but not math. 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?, p. 13). 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 there about testing schedules. TSI policy allows students who fail a section of a TSI test to retest. (See TSI Retesting; p. 13, and Placement Tests; p. 10)

### 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.

### TSI College Readiness Standards January, 2004

	Passing
TASP/THEA	
Reading	230
Writing	220
Math	230
Accuplacer	
Reading	78
Writing (essay)	6 (or 5 with a 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.

Note that enrollment in prescribed courses for TSI Deficient students usually requires completion of one or more developmental courses in the relevant area. The courses that can be used to satisfy the Coursework Policy are listed below.

### Reading

**Completion of READ 302 with a passing grade or Grade of C or better in one of the following:**

HIST 1301, HIST 1302	U.S. History
ENGL 1301, ENGL1302	English Composition
ENGL 2322, ENGL 2323	British Literature
ENGL 2331	Cross-Cultural Literature
ENGL 2332, ENGL 2333	World Literature
ENGL 2326, 2327, 2328	American Literature
PSYC 2301	General Psychology
GOVT 2301, GOVT 2302	American Government

### Writing

**Completion of ENGL 302 with a passing grade or Grade of C or better in one of the following:**

ENGL 1301, ENGL 1302	English Composition
----------------------	---------------------

### Mathematics

**Completion of MATH 320 with a passing grade or Grade of C or better in one of the following:**

MATH 1332, MATH 1333	College Mathematics
MATH 1414	College Algebra
Other higher level Math courses may also be used to satisfy the Coursework Policy. Interested students should see a counselor.	

## 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 there 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, or TAAS, 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. 10).

## TSI exemptions:

### A. 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.

#### TSI Exemption Scores, January 2004

Test	Component	Required Score
SAT (within 5 years)	Combined	1070
	Verbal	500
	Math	500
ACT (within 5 years)	Composite	23
	English	19
	Math	19
11 <sup>th</sup> grade TAKS (within 3 years)	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

### B. 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 when they present their official transcripts to the Registrar.

### C. 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 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.

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

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

### E. 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 US armed forces, or have recently served in a branch of the military are exempt from TSI testing. Students who may qualify for this exemption should see a counselor.

### F. Students in Level One Certificate Programs

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

### G. 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 Waived. If students choose courses that suggest they are pursuing degrees, Personal Enrichment status may be lost and TSI testing will be required. Students who register for personal enrichment are not eligible for state or federal financial aid.

## ENROLLMENT INTO SPECIAL PROGRAMS

### Allied Health Programs

Admission to the Associate Degree Nursing Program and the Vocational Nursing Program is by application and is based on each candidate's personal and academic records. The application processes for these programs are explained in more detail on pages 17 and 64. Contact the Allied Health office for the most recent admission requirements.

### 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. Admission to the program requires a high school diploma or GED. See program advisor for information on Nail Design or Instructor's Program.

### 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 and who attain a cumulative grade point average of 3.25 will have completed the Lee College Honors Program.

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 Honors must have completed the THEA, Acuplacer 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 and 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 scores of 26
2. SAT scores of 1100 and above (for English honors, must also have a verbal 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 the course and recommendation(s) from previous instructor(s)

### Honors Courses

Honors courses will be designated with the letter "H" in their section number in the Lee College schedule. Please contact a counselor or the Honors 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 (ENGL 2328H) and History of the United States since 1877 (HIST 1302H).

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

Fall courses include ENGL 1301H and HUMA 1301H; spring courses include ENGL 1302H and HUMA 1302H.

**History and Development of Motion Pictures** (taken as either DRAM 2366H or ENGL 2341H) 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** (SOCI 1301H) 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.

### 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 23__	All advanced Studio Art courses
BIOL 1406	General Biology I
BIOL 1407	General Biology II
BUSI 2301Ω	Business Law (course with optional honors contract)
CHEM 1405	Introductory Inorganic Chemistry
CHEM 1411	General Chemistry I
CHEM 1419	Introductory Organic Chemistry
DAAC 1343	Current Issues
DRAM 2120	Theatre Arts Lab
ENGL 1302	English Composition II
ENGL 23__	<i>Sophomore Level English Courses</i>
ENVR 1401	Environmental Science
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	International Business
KINE 1301	Foundations in Physical Education
MUAP 2__	Applied Music ( <i>all sophomore major courses</i> )
MUSI 2211	Music Theory III
MUSI 2212	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 2425	Mechanics and Heat
PHYS 2426	Electricity, Optics, and Waves
PSYC 2308	Child Psychology
PSYC 2314	Life Span Growth & Development
PSYC 2316	Psychology of Personality
RNSG 1343	Complex Concepts of Adult Health
RNSG 2362	Clinical-Nursing-Registered Nurse Training
SOCI 1301	Introductory Sociology
SOCI 2301	Marriage and the Family
SOCI 2319	Multi-Cultural Studies

## 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 helps 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-hour 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 then 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,
    - i. 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 towards the completion requirements of the International Curriculum Program.
  - b. At least 6 credit hours in designated IE Program of Study core (see list below)
  - c. At least additional 6 credit hours in IE core AND/OR IE plan of study electives (see list below).

Students who fulfill the above 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 a "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 inter-



national emphasis. All courses in this list are applicable to partially fulfill general education core curriculum requirements. Please see pp 36-38 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

3. 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
BUSI 2371	International Business
ENGL 2322	English Literature: Beowulf to Romantic
ENGL 2323	English Literature: Romantic to Present
HUMA 1301	Introduction to the Humanities I
HUMA 1302	Introduction to the Humanities II
PHIL 1304	Introduction to Philosophy
SOCI 2319	Multi-Cultural Studies

## 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 on the Lee College web page, [www.lee.edu](http://www.lee.edu), in the Office of Admissions and Records or by writing or calling Admissions and Records, Lee College, P.O. Box 818, Baytown, Texas 77522-0818, (281) 425-6393.

### Establishing Residency Status

Students who claim "Texas Resident" tuition classification must present - with their application for admission - documentary proof that they have maintained legal residence in Texas for at least 12 months prior to the semester of enrollment. Failure to provide such documentation will cause the applicant to be classified as a non-Texas resident for tuition/fee assessment purposes. Documentation used to establish residency may be in any of the following forms:

- A transcript from a Texas high school which shows that the applicant attended a Texas school for one or more years immediately preceding enrollment at Lee College.
- A permanent Texas drivers license that is at least one year old.
- Payroll records verifying at least one year of state residency.
- Texas voter registration (at least one year old).
- A lease agreement which shows that the applicant has been a resident of the state for one or more years.
- A property tax statement.
- Bank or other records which indicate that the applicant has been a resident of Texas for one or more years.

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

- A person who is a dependent of an in-district resident may qualify for in-district tuition by presenting a copy of the previous year's federal income tax return. The return can be used to establish dependency and residence.
- A permanent Texas drivers license which reflects an in-district address.
- A lease agreement which reflects an in-district address (lease must originate before start date of semester.)
- Payroll records verifying in-district residence.

### 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 a requirement.

## REGISTRATION INFORMATION

### Registering for Credit

For regular registration students must:

- Complete and file the Lee College Application for Admission.
- Transfer and First-Time-In-College students must take the placement tests or have TSI (or TASP) scores sent to the Office of Admissions and Records and must consult with a counselor.
- Complete their class selections.
- Pay any library or parking fines that they may have accrued.
- Register online, with a counselor, or at a registration event.

### Adding Classes

Students who wish to change their schedules after completing registration may do so through the add/drop process. Classes can be added by completing an add/drop card provided by the Admissions Office. Adding a class after the first class meeting requires the instructor's approval.

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

### Dropping Classes

The last day of each semester and summer term on which students may drop courses without penalty is listed in the College calendar. Students with questions about drop dates should review the College calendar, which appears in the front of this catalog and in the class schedules published each semester, or contact the Office of Admissions and Records. (See Refund Policy p. 20).

### Late Registration

Students who register after the dates set for regular registration, as shown on the College calendar, will be charged a "Late Registration" fee. Students who register late must see a counselor and follow the procedure outlined for adding classes.

### Special Registrations

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 (800) 621-8724; the office of Industrial Liaison (281) 425-6460; or the Allied Health Office (281) 425-6229.

### 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

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

## Student Class Load

Lee College defines full-time students as those who enroll for 12 or more SCHs (semester credit hours) and/or take courses which require 16 or more hours of lecture and laboratory work per week in long semesters (e.g., certain nursing and cosmetology courses). In twelve-week sessions, full-time students are those who attempt 8 or more SCH; in six-week terms those who attempt 4 or more SCH. The total course loads of students who attempt courses offered in different sessions (e.g. 6-week and 12-week) will be determined by combining the loads attempted in each. Questions about course loads and/or enrollment verification may be addressed to the Admissions and Records Office.

**Maximum load:** Students may enroll for as many as 18 SCH each long semester or 7 SCH each summer session without. Because of state laws, students may only enroll in a maximum of 3 SCH during a holiday or mini session.

**Approval to exceed maximum load:** Students who wish to enroll for more than 18 SCH during the long semester or more than 7 SCH each (6-week) summer session must have approval of the chief academic officer. *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 either the chief academic officer or the dean of student services for development and success.* External credits resulting in overloads may not be applied to a student's degree plan if the overload was not pre-approved.

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

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

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

## Veterans and Veterans' Dependents

The minimum load for full-time students eligible for educational benefits administered by the Veteran's Administration is 12 SCH for fall and spring semesters and 4 SCH for six-week summer sessions. Students receiving benefits under the Veterans' Rehabilitation program must meet the same requirements.

## Student Identification

Students should keep a form of identification with them when they are on campus. Students may request Lee College ID cards, which may be obtained from the library by presenting their registration receipt. Duplicate registration receipts are available from the Business Office.

## Student Identification - Allied Health

The Allied Health program requires students to wear a Lee College ID photograph badge when entering and working in clinical facilities as part of their course schedule. Nursing students purchase ID photo badges at the Lee College Bookstore. A picture identification is required to purchase the ID badge. Health and Medical Administrative Services and Health and Emergency Medical Technology students should check with the program coordinators.

## Parking Permits

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

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

## Registering for Non-Credit (NC)

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

Students who wish to register for non-credit may not do so before the first meeting of the class, or classes, which they wish to 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.

## Auditing Courses

Tuition and fees for auditing a course or registering for a course on a no credit basis are the same as those paid by students registering for credit. An audit fee may be charged. (See class schedule for current amount).

## Allied Health Student Admission

Students who have been admitted to the VN and ADN nursing programs should consult the Allied Health Division prior to registration. *Students will not be allowed to attend clinicals until proof of immunizations, CPR, and First Aid cards are provided.*

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

- One dose of Tetanus/Diphtheria toxoid (Td) within the past ten years.
- 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 acceptable.*
- Students must show, prior to patient contact, acceptable evidence of vaccination of one dose of rubella vaccine.
- Students born on or after January 1, 1957, must show, prior to patient contact, acceptable evidence of vaccination of one dose of mumps vaccine.
- Acceptable documentation of varicella (chicken pox) vaccination is serologic testing for the presence of varicella antibodies, or a positive medical history of varicella disease.
- Students shall receive series of hepatitis B vaccine prior to the start of direct patient care or show serologic confirmation of immunity to hepatitis B virus.

*Students may be provisionally enrolled for up to one semester or one quarter to allow students to attend classes while obtaining the required vaccines and acceptable evidence of vaccination. Students cannot be provisionally enrolled without at least one dose of measles, mumps, and rubella vaccine if direct patient contact will occur during the provisional enrollment period.*

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

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.

## Continuing Education

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

## STUDENT FINANCIAL AID

### Financial Aid Application

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

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

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

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

### When To Apply

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

### Loans

Lee College participates in the Federal Family Education Loan Programs (FFELP), 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.

### 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 federal student aid, students must be pursuing certificates or degrees in approved programs. 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.

### 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).

### The Texas Public Education Grant (TPEG)

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

### Texas Public Student Incentive Grant/Leveraging Educational Assistance Partnership Program

TPSIG/ LEAP 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

The Lee College Foundation was founded in 1968. The Foundation provides scholarships to over 300 Lee College students each year. Scholarship applications are available in the Financial Aid office and are due in March.

### 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 on-campus employment.

Student assistants must be full time students; a minimum GPA is required of students who have been previously enrolled. Students interested in this type of work should see the Job Placement 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 Financial Aid 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.

## Job Placement

Students seeking information about on-campus or off-campus employment opportunities are urged to visit the Job Placement Office, which is located in Moler Hall.

## 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 fell below the standards established in the SAP Policy are placed in 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, FFELP Loans, 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 pro-rata basis according to the number of days elapsed between the beginning of the semester and the date of withdrawal.

## TUITION AND FEES

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

## Residency Requirements

The legal residence of students enrolling at Lee College will be determined by the Admissions and Records Office. The documentation required to

establish residency is discussed under Documents Needed for Admission (see p. 15). 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; see below.

## 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.

## Nonresident

Nonresident 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 nonresidents.

## Texas Tuition Residency for Undocumented Students

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

- Must have graduated from a Texas high school or have received a GED in Texas.
- 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. 8) and are subject to the nonresident rate for tuition unless or until they obtain legal permission to stay in the U. S. under an immigration status that allows them to establish Texas residency. See the registrar or the international student advisor for details.

## Books and Other Materials/Services

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

## BUSINESS OFFICE POLICIES

### Payments

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

Lee College offers an installment payment plan option for tuition and fees. This plan does not cover the cost of books. The option is **ONLY** available for 12-week or longer classes offered in the fall, spring, and summer. You must be enrolled in all 12-week (or longer) classes to qualify for the installment plan. The installment plan is available during early, regular, and late registration. Those students who are in the United States on a student visa are not eligible for the installment plan.

For early and regular registration, prior to the payment deadline, a student must pay **50% of the tuition and fees plus a \$20 processing fee** and sign a contract. For late registration, on the day the student registers, the student must pay 50% of the tuition and fees plus a \$20.00 processing fee and sign a contract. **THE STUDENT MUST SIGN THE CONTRACT.** No one will be allowed to sign the contract for the student except if the student is under

eighteen years of age, and then a parent must sign the contract. The balance is due in two equal payments on the dates indicated on the contract. A \$10 late fee will be assessed for **each** late installment payment. Late installment payments may result in the student becoming ineligible for the installment plan in another semester. Failure to make full payment may result in denial of credit for the work done that semester. **Any classes added after the initial contract is signed are due in full.** Classes dropped during the refund period will receive the appropriate refund percentage based on the drop date. The refund percentage is a percentage of the whole charge for that class, not a percentage of the initial installment payment. At time of payment, tell the cashier you would like to choose the installment payment plan.

### **Installment Payment Dates**

**First installment payment is due on or before the registration payment deadline.**

**Second payment is due approximately 4 weeks after classes start.**

**Third payment is due approximately 8 weeks after classes start.**

- Installment plans have a \$20.00 process fee.
- Installment plans will not cover the cost of books.
- Installment plans are only available for 12-week or longer classes in fall, spring, and summer.
- The student **MUST** sign the installment contract unless the student is under 18 years of age and then a parent must sign the contract.
- Students who are in the United States on a student visa are not eligible for the installment plan.
- If a student is late more than once on an installment payment, they may not be eligible for another installment plan.
- Lee College **DOES NOT** send out reminder notices about installment plan payment due dates; however the due dates are clearly stated on the contract.

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

## **REFUND POLICY**

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

The College will refund tuition and fees 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 Admission and Records Office or the Counseling Center, to calculate the refund. With the exception of cancelled classes, all refunds are exclusive of the registration fee.

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

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

### **Fall and Spring Semesters (semester-length courses)**

Prior to the first class day 100%

During 1st-15th class days 70%

During 16th-20th class day 25%

Thereafter No Refund

### **Fourteen and Fifteen-Week Session**

Prior to the first class day 100%

During 1st-14th class days 70%

During 15th-19th class day 25%

Thereafter No Refund

### **Twelve-Week Session**

Prior to the first class day 100%

During 1st-12th class days 70%

During 13th-15th class day 25%

Thereafter No Refund

### **Eight-Week Session**

Prior to the first class day 100%

During 1st-8th class days 70%

During 9th-10th class day 25%

Thereafter No Refund

### **Six-Week Session**

Prior to the first class day 100%

During 1st-5th class days 70%

During 6th-7th class day 25%

Thereafter No Refund

### **Three-Week Session**

Prior to first class day 100%

During 1st-3rd class day 70%

During 4th class day 25%

### **REDUCTION IN SEMESTER CREDIT-HOUR LOAD**

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

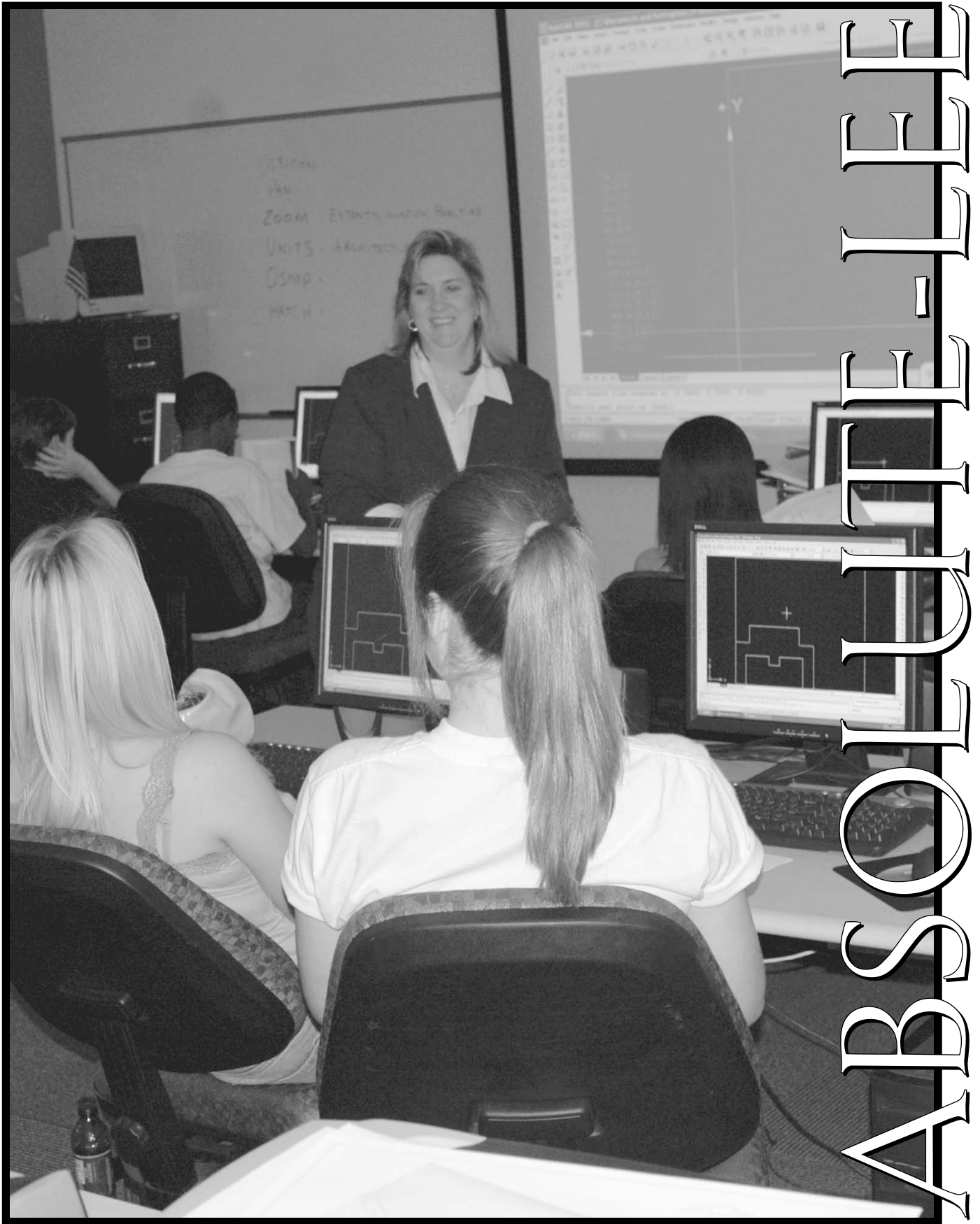
Six-week course during 1st-4th class days:

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 hours

Fall and spring semester length course during 16th-20th class days: Six-week course during 6th-7th class days: Twelve-week course during 13th-15th class days: 25% refund on dropped credit hours  
Thereafter no refund.



ABSOLUTE