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Lone Star College, in addition to this Student Handbook, also publishes an annual Catalog; further, the Board of Trustees passes policies and procedures to govern the LSC community. Should there be any conflict between this Student Handbook and Lone Star College policy, policy takes precedence.
COLLEGE LOCATIONS MAP
LSC-NORTH HARRIS
2700 W.W. Thorne Drive
Houston, TX 77073
281.618.5400
LoneStar.edu/NorthHarris

LSC-EAST ALDINE CENTER
2430 Aldine Mail Route Road
Houston, TX 77039
281.260.3122
LoneStar.edu/East-Aldine-Center

LSC-HEALTH PROFESSIONS BUILDING
17200 & 17202 Red Oak Drive
Houston, TX 77090
281.943.6900
LoneStar.edu/18195

CHI LSC-NORTH HARRIS
SCHOOL OF COSMETOLOGY
910 E. Richey Road
Houston TX 77073
832.234.5600
LoneStar.edu/maps-chi-school

LSC-TOMBALL
30555 Tomball Parkway
Tomball, TX 77375
281.351.3300
LoneStar.edu/Tomball

LSC-CREEKSIDE CENTER
8747 West New Harmony Trail
The Woodlands, TX 77375
832.761.6600
LoneStar.edu/Creekside-Center

LSC-TOMBALL
HEALTH SCIENCE BUILDING
700 Graham St.
Tomball, TX 77375
290.351.3300
LoneStar.edu/18197
Lone Star College 2019-2020 Calendar

FALL • SPRING • SUMMER

Oct 2019

November 2019

December 2019

January 2020

February 2020

March 2020

April 2020

May 2020

June 2020

July 2020

August 2020

September 2019

Important Dates

Fall 2019

- Aug 17: Payment due
- Aug 26: Fall classes begin
- Dec 6: Payment due (Winter mini-mester)
- Dec 9-15: Fall 2019 Final Exams
- Dec 15: End of semester
- Dec 16: Winter mini-mester begins
- Jan 5: 3-week mini-mester ends
- Jan 12: 4-week mini-mester ends

Spring 2020

- Nov 13: Registration begins
- Jan. 4: Payment due
- Jan. 13: Spring classes begin
- May 4-10: Spring 2020 Final Exams
- May 7-9: Commencement
- May 10: End of semester

Summer 2020

- Mar. 2: Registration begins
- May 1: Payment due (May mini-mester)
- May 11: May mini-mester begins
- May 22: Payment due (Summer 2020)
- May 31: 3-week mini-mester ends
- June 1: Summer I classes begin
- June 7: 4-week mini-mester ends
- July 7: Summer I classes end
- July 9: Summer II classes begin
- Aug. 16: Summer II classes end

College Holidays

2019

- Aug 31-Sept. 2: Labor Day holiday
- Nov. 27-Dec. 1: Thanksgiving holiday
- Dec. 25: Winter mini-mester holiday
- Jan. 1: Winter mini-mester holiday
- Dec. 19-Jan. 1: Winter holiday

2020

- Jan. 20: MLK holiday
- Mar. 9-15: Spring Break
- Apr. 10-12: Spring holiday
- May 13-15: Memorial Day holiday
- July 2-5: Independence Day holiday

Financial Aid Dates

- Nov. 1: Spring Processing Priority Date
- July 1: Summer Processing Priority Date
- July 15: Fall Processing Priority Date
- Apr. 1: State Grant Date

View other dates online:

- Registration: LoneStar.edu/registration
- Tuition Payments: LoneStar.edu/payment
- SAP Submission: LoneStar.edu/sap
- Refunds/Drop: LoneStar.edu/refunds
- Final Exams: LoneStar.edu/examschedule

Dates subject to change. Visit the website for the most current information.

LoneStar.edu/academic-calendar

Updated 4.23.19

Updated: 4.23.19

FALL 2019

- S  M  T  W  T  F  S
- 1  2  3  4  5  6  7
- 8  9  10  11  12  13  14
- 15  16  17  18  19  20  21
- 22  23  24  25  26  27  28
- 29  30

SPRING 2020

- S  M  T  W  T  F  S
- 1  2  3  4  5  6  7
- 8  9  10  11  12  13  14
- 15  16  17  18  19  20  21
- 22  23  24  25  26  27  28
- 29  30

SUMMER 2020

- S  M  T  W  T  F  S
- 1  2  3  4  5  6  7
- 8  9  10  11  12  13  14
- 15  16  17  18  19  20  21
- 22  23  24  25  26  27  28
- 29  30  31
ENROLLMENT AND
STUDENT RECORDS

Schedule Changes
It is important to remember that adding, dropping, or withdrawing from a course may affect financial aid, veterans’ benefits, international student status, or academic standing. Students should see an adviser, counselor, or instructor before making any schedule changes. Students may add or drop a course before the first class day, provided the course to be added is open for registration. Generally, students may not add a course after the class has met for the first time and never without the signature of a designated campus academic authority (Chair, Dean, or Vice President).

Tuition refunds resulting from dropping a course diminish rapidly from the first day of class. Information regarding refunds and the refund schedule can be found at LoneStar.edu/Refunds.

In addition, state law requires that all colleges track the number of courses students drop throughout their college career. The State of Texas limits students to six drops (withdrawals). Your adviser can help you understand the exceptions and consequences associated with the Six-Drop Rule. More information can be found at LoneStar.edu/Drop-Limit.

Transcripts
Students may request an official LSC transcript at LoneStar.edu/Transfer-University provided no holds exist on the account. Questions regarding transcripts and holds may be directed to any campus Student Services office.

Graduation
At the end of each semester, LSC awards diplomas to students who have completed their degree or certificate requirements. Each May, LSC holds a commencement ceremony to recognize those students who have completed their requirements in the past academic year.

Students planning to graduate should meet with an academic adviser at least one semester in advance of graduation in order to review their program of study, allowing the student time and opportunity to make necessary course adjustments and address any academic concerns. Once a student has completed the advising session in the semester prior to graduation, then the student should apply for graduation through the myLoneStar portal. For more information about meeting graduation requirements, please visit LoneStar.edu/Graduation. Graduation application deadlines are:

- Fall completion-October 1
- Spring completion-February 1
- Summer completion-April 1
Reverse Transfer for Graduation
If a student transfers from LSC to a Texas public four-year institution with 30 or more credit hours prior to completing an associate degree, the four-year institution can transfer courses completed back to LSC in order to complete requirements for an associate degree with the student’s approval. It is a win-win while continuing to work towards completing a four-year program.
Student Services and Programs

Placement Testing
Placement tests help ensure that students enroll in the courses that best match their academic skills, especially during their first year of college.

Texas Success Initiative
Students must be in compliance with the Texas Success Initiative (TSI), to enroll in coursework at Texas public institutions of higher education per Texas Education Code. The law requires all entering college students to be assessed for college readiness in reading, writing, and math unless the student qualifies for an exemption or demonstrates college readiness through successful completion of college-level coursework in the related content area. Each non-exempt student who does not meet the college-readiness benchmark of the TSI Assessment (TSIA) must be provided with a plan for academic success which may include corequisite or other developmental education courses/interventions. Refer to the Texas Success Initiative in the Academic Catalog for additional information including approved exemptions.

Accuplacer Math
Accuplacer NextGen Advanced Algebra and Functions (AAF) may be taken to place in higher level math courses, such as trigonometry, pre-calculus, and calculus. These options are only available for those who have completed and placed into College Algebra on the TSI Assessment or those who are exempt from TSI Math. These are computerized, non-timed exams. Students receive their scores immediately after testing.

Accuplacer/ESL
Accuplacer/ESL is used for placement into all levels of ESOL courses. It is a computerized, non-timed placement test. It consists of three multiple choice sections: Listening, Reading, and Language Usage. Students receive their placement scores immediately after testing.

Advising
The advising process is an integral part of each student’s academic success. Regular meetings with an adviser are important for monitoring progress toward your degree path and achieving educational goals in a timely manner. Students may wish to see an adviser to assist with:

- Clarifying academic/career goals
- Developing an academic degree plan
- Course selection
- Transfer planning
• Referral to campus resources
• Graduation processes
• Guidance on college policies and procedures

19 Tex. Admin. Code §9.555 (2015) requires all students who are in a multidisciplinary program to meet with an academic adviser upon completing 30 credit hours. This meeting is designed to advise students on the remaining courses needed to complete their program of study at LSC and preparation for a field of study or major at a desired transfer university.

**Course Load Guidelines**
A student’s part-time or full-time status is determined by the number of credit hours they enroll in each semester. Each course a student takes is worth 1-4 credit hours with most courses being 3 credit hours. Students must take between 12 and 18 credit hours during both the fall and spring semesters to be considered full-time. Enrollment in more than 18 hours requires the approval of the Vice President of Instruction at your home location or his/her designee. Students who wish to apply for student loans must be enrolled in a minimum of 6 credit hours.

<table>
<thead>
<tr>
<th>Status</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>Full-time</td>
<td>12 – 18 hrs.</td>
</tr>
<tr>
<td>3/4-time</td>
<td>9 – 11 hrs.</td>
</tr>
<tr>
<td>Half-time</td>
<td>6 – 8 hrs.</td>
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**Academic Overload**
An overload is defined as attempting more than 18 credit hours in the fall or spring semesters. If a student wants to register for a course overload they can meet with an advisor to complete the approval process. Advisors can also provide additional information about overloads in summer and other non-traditional length semesters. Students may only enroll in one course during a mini-mester. An overload during any semester must be approved by the campus vice president of instruction at your home location or his/her designee.

<table>
<thead>
<tr>
<th>School</th>
<th>Work</th>
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<tbody>
<tr>
<td>6 credit hours</td>
<td>40 hours</td>
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<tr>
<td>9 credit hours</td>
<td>30 hours</td>
</tr>
<tr>
<td>12 credit hours</td>
<td>20 hours</td>
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<tr>
<td>14–15 credit hours</td>
<td>10 hours or less</td>
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*Source: Lone Star College, First Year Experience program, 2018.*
Transfer Planning

Students planning to continue their education at a four-year college may choose between an Associate of Arts, Associate of Science, or an Associate of Applied Science degree. There are certain course recommendations which are specific to the University you plan to attend which makes it necessary for you to meet with advisers from both Lone Star College and the institution you plan to attend.

The following steps are recommended to achieve your transfer goals:

1. Meet with an advisor to choose the right degree plan.
2. Visit LoneStar.edu/Transfer-Resources to research colleges and universities.
3. Familiarize yourself with the application deadline of your transfer university.
4. Request transcripts from LSC to be sent to your transfer university.
5. Research financial aid opportunities at your transfer university.

Visit an advising office at any campus to schedule an appointment. Additional information is available at LoneStar.edu/Advising.
Campus Health and Safety Awareness Services and Programs

LSC is committed to its mission to provide comprehensive educational opportunities and programs to enrich lives. An essential component in fulfilling this mission is to create a safe and supportive learning environment for all students through our policies, services, and programs.

CHSRMA Online Modules

All students new to LSC are required to complete the LSC Student Campus Health, Safety, and Risk-Management Awareness (CHSRMA) Online Modules during their first term of enrollment. Failure to complete all components of all three modules could impact a student’s ability to register for courses for the next term. Information to access the modules will be provided to students via their My.LoneStar.edu email.

Drug and Alcohol Abuse Prevention Program (DAAPP)

A drug-free and alcohol abuse awareness and prevention program has been developed by the college to inform students of its policies and the dangers associated with drug and alcohol use. A variety of events are held at each campus to engage students in DAAPP related activities. In addition, counselors are available on the campuses to provide students with community-based resources and support. Additional information is available at LoneStar.edu/Drug-Abuse.

For individual campus events, go to the main website for your campus, scroll down, and click on College Calendar, All Events!

Mental Health Resources

LSC supports your mental health and well-being. Our surrounding communities offer services to further assist with your mental health needs. Mental health concerns affect everyone. One in five Americans will experience a mental health issue during their lifetime. Be aware of warning signs and what actions you can take to help yourself and others. LSC is committed to promoting student success by providing a variety of student-centered support services to assist students in pursuing their goals both academically and socially. For additional resources visit:

LoneStar.edu/Mental-Health
LoneStar.edu/CIS

Contagious/Communicable Diseases

Certain laws require the college to make sure that students are as safe as possible from all communicable diseases while on campus. LSC conforms to all requirements of the Communicable Disease Prevention and Control Act and the Open Records Act. With a physician’s written approval, students with a contagious/communicable disease normally will be allowed to attend class. The identities of such students are...
confined to those persons within the college with a direct need to know (i.e., president, vice president, faculty member or counselor) and will not be revealed without the students’ consent. Questions concerning LSC’s policy and enrollment procedures of a student with a contagious/communicable disease should be referred to the student services office.

**Career Services**

Career Services counselors and staff can assist students with making informed decisions to achieve their career goals. A variety of resources are available to assist students in exploring careers in their academic pathway and prepare for entry into the workforce. Most services are free to students and alumni and include:

<table>
<thead>
<tr>
<th>Career Exploration Tools and Research Support</th>
<th>Creating a Résumé and Writing a Cover Letter</th>
<th>Interview Tips and Practice</th>
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<tbody>
<tr>
<td>Aligning Academic Pathway with Career Goals</td>
<td>Guidance on Career Changes and Transitions</td>
<td>Information on Workplace Skills and Ethics</td>
</tr>
<tr>
<td>Developing Effective Job Search Strategies</td>
<td>Job Search Assistance, Resources, and Hiring Events</td>
<td>External Career Resources</td>
</tr>
</tbody>
</table>

Additional information is available at [LoneStar.edu/Career-Services](https://LoneStar.edu/Career-Services).

**Child Care**

Partnerships with accredited child-care programs are available at some LSC campus locations. To obtain additional information on the availability of programs inquire with Student Services on any campus or visit [LoneStar.edu/Child-Care](https://LoneStar.edu/Child-Care).

**Counseling Services**

Lone Star College academic counselors are master’s level counseling professionals who are trained to assist you in meeting your academic, career, and personal goals. Change, stress, and personal growth are all elements of the college experience. We are dedicated to helping you succeed through a variety of services.

Some campuses provide services through Communities In Schools (CIS) of Houston, Inc. This campus-based, non-profit organization offers students and their families assistance to overcome social, emotional, and emergency needs barriers that may prevent them from staying in college and completing their degrees.

To learn more about CIS, please visit [LoneStar.edu/CIS](https://LoneStar.edu/CIS) or call the CIS office on your campus.

**Disability Services**

LSC recognizes and supports the principles set forth in federal and state laws designed to eliminate discrimination against qualified individuals with disabilities. LSC
believes in equal access to educational opportunities for all individuals. Disability Services Offices (DSOs) located across LSC campuses serve current and future students with disabilities in a variety of ways, including the provision of reasonable accommodations and auxiliary services to eligible students.

Per LSC policy, students must provide notice and may need to provide documentation of their disability to the Disability Services Office (DSO) at the college where they are pursuing a degree or certificate. The College has a two-step procedure to reasonably accommodate eligible students. This process typically begins with a review of documentation submitted by a student.

Students are strongly urged to begin this procedure as soon as registration opens and at least four weeks before classes begin. The Disability Services Office (DSO) accepts and considers requests for accommodation on a rolling basis throughout each semester. However, late requests, incomplete documentation, or failure to complete both parts of the procedure may result in an accommodation request denial or delays in implementing accommodations. The College does not retroactively provide accommodations.

**Students interested in requesting accommodations are encouraged to take the following steps:**

1. Review LSC’s Board Policy on Students with Disability Rights (Section VI.D.11) available at LoneStar.edu/Policy.
3. Contact the Disability Services Office (DSO) at the campus where you are pursuing a degree or certificate. Campus contact information is available at LoneStar.edu/Contacts-Disability.
4. Submit documentation of disability to the DSO at the College where you are obtaining your degree or certificate.
5. Meet with the disability services provider to discuss next steps.

Visit LoneStar.edu/Disability-Services for additional information.

**Early Alert**

Early Alert is a student success effort that is designed to help students reach their full educational potential. By submitting an early alert for a student, a faculty member is sending a message to the campus advising/counseling team to contact the student or schedule a meeting to discuss support options available to students. Students may be referred to Early Alert for many reasons. A few examples of those reasons include, but are not limited to, the following: poor academic performance, attendance, tardiness, skill deficits, and financial issues.
Financial Aid Services
The purpose of financial aid assistance is to remove financial barriers that prevent access to educational opportunities. LSC participates in federal, state, and local programs that provide aid through grants, a variety of scholarships, college work-study employment, and federal student loans. Students choosing to apply for these programs should complete the steps outlined in the Grants/Application Processing section. Priority is given to students who apply and complete the process by January 15th for the 19-20 school year. After the priority date, State and supplemental awards are made as long as funds are available. Scholarships are usually awarded for the fall and spring semesters unless otherwise determined by the donor. Visit the LSC Financial Aid website at LoneStar.edu/Financial-Aid to view comprehensive information on resources, supports, and services.

Grants/Application Processing

**STEP 1**
- Go to [fafsa.gov](https://www.fafsa.gov) to complete the Free Application for Federal Student Aid (FAFSA).
- Be sure to list the Lone Star College school code 011145.
- The FAFSA is available October 1 of each year for the upcoming academic year.
- File as early as possible to qualify for grant/scholarship assistance that is awarded on a first-come, first-serve basis.

**STEP 2**
- After submitting your FAFSA, a copy is provided electronically to the Lone Star College Financial Aid Office (FAO).
- If you have been selected by the Central Processing System (CPS) for a process called verification, you will be required to submit additional documentation to the FAO.
- The FAO will notify you via your myLoneStar email of the documentation you are required to provide.

**STEP 3**
- Financial aid eligibility is determined after the FAO has received your FAFSA and all required documents. Eligibility includes:
  - Admittance to LSC
  - Pursuance of a degree or certificate program at least one year in length
  - Adherence to SAP policy requirements
  - Compliance with all other federal eligibility requirements

**STEP 4**
- The FAO will notify you via your myLoneStar email once your file review has been completed. You will be instructed to check your myLoneStar student portal to view your award(s).
□ You may accept or decline any financial aid loan offers via myLoneStar.

□ If you are a first-time Direct Stafford Loan borrower or new to Lone Star College, you must complete a Direct Entrance Loan Counseling session. A link to the online session is available at https://StudentLoans.gov/myDirectLoan/index.action.

□ First time Direct Loan borrowers or new students to Lone Star College must also complete a Master Promissory Note (MPN). A new MPN will have to be done annually if a serial or multi-year MPN is NOT completed. You may complete a MPN by logging onto https://StudentLoans.gov/myDirectLoan/index.action.

□ Parent Direct PLUS Loan Borrowers – You must complete a credit pre-approval and MPN (if you have not already completed a Direct PLUS MPN). You may access the PLUS application at https://StudentLoans.gov/myDirectLoan/index.action.

Satisfactory Academic Progress (SAP)
All LSC aid applicants must meet three Satisfactory Academic Progress (SAP) requirements, prescribed by federal regulation, in order to receive financial aid.
1. Maintaining at least a 2.0 cumulative grade point average;
2. Successfully completing 67% of cumulative credits attempted; and
3. Earning a degree or certificate within 150% of the published length in credit hours of the declared program of study.

*Students who enroll for less than 12 credit hours are considered part-time.

LSC evaluates your SAP at the end of each term (fall, spring, summer). Failure to meet one or more of the established SAP standards will make a student ineligible for financial aid in the following term. It is the student’s responsibility to monitor academic progress. A student who does not meet the standards will be ineligible for financial aid even if they do not receive communications. A student will regain eligibility once all SAP requirements are successfully met. Financial aid ineligibility does not prohibit a student from continuing his/her educational program by meeting payment obligations with personal resources.

Consequences of Not Meeting SAP

Financial Aid Warning
• Student’s first infraction period
• Student will be eligible for financial aid during the period placed on warning.
• Student may not receive two consecutive semesters of warning status.
• After warning period, if a student’s cumulative GPA and/or completion rate does not meet the College’s SAP standards, the student will be placed on financial aid suspension

Financial Aid Suspension
• If, after being placed on financial aid warning status, a student fails to meet the SAP standards of a cumulative 2.0 GPA and 67% completion rate, he or she will be placed on Financial Aid Suspension.
• Student will immediately lose financial aid eligibility.

Maximum Timeframe Suspension
• If a student fails to meet the Maximum Time Frame standards, he or she will be placed on Maximum Time Frame Suspension. Ex. exceeding 150% of the published length in credit hours for a certificate or degree program.
• Student will immediately lose financial aid eligibility.

A student that has been placed on financial aid suspension for failure to meet the SAP requirements may submit a SAP Appeal to the Office of Financial Aid via the portal or in person. Additional information is available at LoneStar.edu/Satisfactory-Academic-Progress.

International Students
LSC hosts approximately 3,000 students from 100 different countries in a welcoming, safe, and diverse community. LSC is authorized by the U.S. Department of Homeland Security (DHS) to enroll non-immigrant students carrying valid F-1 (student) visa for ESOL (English for Speakers of Other Languages) and associate degree-seeking programs. LSC adheres to the DHS Student and Exchange Visitor Program (SEVP) guidelines. It is the responsibility of the international students to have knowledge of DHS regulations pertaining to their visa type. A Student and Exchange Visitor Information System (SEVIS) Designated School Official (DSO)/International Student Adviser is available at each campus to support F-1 students with the admissions and enrollment process. Refer to LoneStar.edu/international-students for more information about attending LSC as an F-1 student.

Essential Requirements
• All new F-1 international students with a LSC issued Form I-20 must attend a mandatory international student orientation session before the start of their first semester in addition to any orientations required by the LSC campus where they enroll.
• F-1 visa regulations require students on an F-1 visa to enroll in and maintain enrollment in a minimum of 12 credit hours each fall and spring semester. At least 9 of these credit hours must be in face-to-face classes each semester.
• F-1 international students, with an LSC-issued I-20 form, must maintain health insurance coverage as a condition of enrollment. Please see LoneStar.edu/International-Student-health-insurance.htm for eligibility requirements and instructions on satisfying the F-1 insurance requirement.

Student Identification Cards
A student identification (ID) card is needed to:
• Check out library books and study materials in the Learning Centers
• Access the Fitness/Wellness Center
• Register for classes
• Attend campus events
• Take advantage of student discounts

To obtain your free student ID card, bring a copy of your paid registration receipt/schedule to the Library or Student Services Office on your LSC campus. There is a fee for replacement cards.

Student Life
The Office of Student Life offers a variety of ways to help students get involved with the campus, other students, and the community. Involvement in student activities builds confidence, leadership, communication skills, and helps with professional networking. It can also help with academic success as students learn how to manage their time better and are more aware of campus resources. The ultimate goal of Student Life is to enhance the student experience and promote student success. If interested in more information visit the Office of Student Life on your campus or at LoneStar.edu/student-activities.

Lone Star College has set policies in place to serve as a guideline for all students participating in student organizations. It is essential that any student participating in student organizations be aware of and abide by LSCS Policy VI.D.13. Policy information can be found in LSCS Policy VI.D.13 Student Organizations at LoneStar.edu/departments/generalcounsel/Section%20VI.D.13.%20Registered%20Student%20Organizations%20-%20Policy.pdf.

Provision for Hazing: Inducing or participating in hazing, which is defined as any intentional, knowing, or reckless act directed against a student that endangers the student’s mental health, physical health, or safety, is considered non-academic misconduct. See LSCS Policy Manual sections VI.D.13, VI.E.1.02, and VI.E.1.03.

Student Government Association
Student participation in LSC decision making is an important institutional value and assists the administration in making better decisions. LSC provides for student representation and involvement in decision making through the Student Government Association (SGA).
The Student Government Association is the main voice of the student body and serves as a direct link between students and administration to voice opinions and influence decisions that affect students. Contact the Office of Student Life on your campus for more information: LoneStar.edu/Student-Activities.

**Registered Student Organizations (RSOs)**

Clubs and organizations provide opportunities to enhance students’ academic, career, cultural and recreational interests, and goals. Membership in Registered Student Organizations (RSOs) is open to all students enrolled in the college.

Registered Student Organizations (RSOs) must comply with LSC policies and procedures. Each campus is responsible for communicating guidelines regarding its student organizations.

Information about current organizations, as well as guidelines for starting a new organization, is available at the office of Student Life on any campus. Read more about RSOs offered on your campus here: LoneStar.edu/clubs-orgs.

**Student Publications**

Student publications are another avenue for student participation and involvement. Various publications of interest to students, faculty, and staff are distributed periodically. These publications include announcements of upcoming events, activities, and programs held at each campus. Periodically some campuses also publish a campus newspaper/newsletter that features contributions of articles, literary pieces, essays, and letters to the editor. Creative and literary arts publications are also produced by some of the campuses to provide students opportunities to publish poetry, photography, art, essays, and short stories. Membership in these organizations is open to all students at the college. Contact the Student Life Office for more information.

**Recreational Sports**

Intramural and club sports provide athletic and recreational activities for students in a variety of on-campus and off-campus events. Most activities allow for different skill levels. LSC offers a comprehensive schedule of intramural and club sport activities. Information on intramural and club sports is available in the Student Life Office at each of the campuses and at LoneStar.edu/Sports.

**Student Success Institute**

The Student Success Institute is an equity-focused program designed to improve the educational outcomes of African American students but is open to all students at Lone Star College. The purpose is to help students focus on their personal, professional, and academic growth. Participants are assigned a faculty or staff mentor, receive personalized advising, academic support, and transfer assistance.
Student Success Institute student applications can be obtained at LoneStar.edu/ssi-student-application.

Applications are also available to become a mentor to support students in the Student Success Institute at LoneStar.edu/ssi-mentor-application. Mentors will undergo required training focused on the student engagement plan, campus resources, and the overall goals of the SSI program.

For more information visit the Student Success Institute website at LoneStar.edu/StudentSuccessInstitute.

**Veterans and Military-Affiliated Students**

LSC is a U.S. Department of Veterans Affairs (VA) approved Institution of Higher Learning (IHL) authorized to assist eligible Service-members, Guard members, Reservists, Veterans, and/or military-affiliated students with their education benefits.

For information about programs or enrollment, please call 832.519.2867 or email LSC-MilitaryServices@LoneStar.edu. VA Advisers are available in-person at each LSC campus to assist with answering educational benefit questions and to assist in program and course selection.

For VA benefit assistance or to request certification, contact us directly at 281.290.2922, or via email GiBill@LoneStar.edu or visit our website at LoneStar.edu/Veterans.

**Student Services Appeal**

It is the practice of Lone Star College to assist all students in finding fair and just solutions to complaints related to their education and services. The complaints procedure is not intended to circumvent the normal chain of communication or set aside the “open door policy” for students established by faculty and administrators. For procedures please follow or type in link below:

Assessment Centers
Assessment/Testing Centers are available on all LSC campuses and provide secure, proctored testing for various types of exams. Placement (TSI, Accuplacer, etc.), Correspondence (non-LSC exams), Academic (make-up exams, online/hybrid course exams), Pearson VUE (GED, Teacher Certification, etc.), Health Entrance Exams (HESI, PSB), Avant Language Placement, CLEP, and exams for students with accommodations are the available exams offered. Please visit LoneStar.edu/Testing-Centers for more information and to learn about testing services available.

Attendance
Students are expected to abide by the faculty member’s attendance policy as stated in the course syllabus. If there is no attendance policy stated, students are expected to attend every scheduled class meeting. It is the student’s responsibility to consult with faculty members regarding absences and the possibility of make-up work.

Bookstores
Required textbooks, study aids, supplies, and LSC clothes and accessories can be found at the bookstores located at each LSC campus.

Bring a class schedule to the bookstore (or double-check the syllabus if ordering online) to ensure that you purchase the appropriate books. Remember, different sections may use different books for the same course.

Civic Engagement
Civic engagement means promoting the quality of life in a community through both political and nonpolitical processes. Students may engage in civic engagement activities across the system through programs such as Public Achievement, candidate forums, internships, service learning, alternative spring break, deliberative dialogue, and the human library.

Whether you are looking to transfer to a four-year university or looking to joining the workforce after attending Lone Star College, being involved in civic activities will help prepare you for life after Lone Star College as a citizen and professional.

Dual Credit
Dual credit is a system under which an eligible high school student enrolls in a college course(s) and receives credit for the course(s) from both the college and the high school. Students demonstrating college readiness through a college placement exam (TSI, SAT or ACT) can earn college and high school credits in the same course by
attending classes at their high school, on a Lone Star College campus and/or online. Dual credit students can also earn college level certifications while in high school that can lead to immediate job opportunities. Dual credit teachers are regularly employed faculty members of LSC or high school instructors verified by LSC to meet the same requirements as faculty teaching the same course on the college campus. For additional information please visit us at LoneStar.edu/DualCredit.

**Grading**

LSC uses a grading system in which students are assigned a letter grade of A, B, C, D, or F reflecting the student’s performance in a course.

<table>
<thead>
<tr>
<th>Credit Grade</th>
<th>Marks Interpretation</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent Performance</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good Performance</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Acceptable Performance</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing (not available for developmental studies courses and some specialized programs)</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete. Given instructor and dean approval, work must be completed according to the timelines on the I contract but no later than the end of the subsequent fall or spring semester. Failure to complete the work within the specified time will result in an F. A student should not register again for a course in which a mark of I has been given. If the student registers for the course, the I will change to a grade of F.</td>
<td>Not Computed</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>Not Computed</td>
</tr>
<tr>
<td>IP</td>
<td>Course in progress (for developmental courses). Students who earn an IP have participated fully in the class but have not met all criteria for making progress to the next level of courses. IP remains on the transcript.</td>
<td>Not Computed</td>
</tr>
<tr>
<td>NR</td>
<td>Not Reported by faculty member</td>
<td>Not Computed</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit (prior to September 1982)</td>
<td>Not Computed</td>
</tr>
<tr>
<td>NP</td>
<td>Not Passing (after August 2012)</td>
<td>Not Computed</td>
</tr>
<tr>
<td>X</td>
<td>No Credit (prior to September 1975)</td>
<td>Not Computed</td>
</tr>
<tr>
<td>P</td>
<td>Pass (after August 2012)</td>
<td>Not Computed</td>
</tr>
<tr>
<td>P</td>
<td>Course in Progress (prior to September 1993)</td>
<td>Not Computed</td>
</tr>
<tr>
<td>CR</td>
<td>Credit Awarded</td>
<td>Not Computed</td>
</tr>
<tr>
<td>TCR</td>
<td>Credit Awarded</td>
<td>Not Computed</td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>Non-Satisfactory</td>
<td></td>
</tr>
</tbody>
</table>

**Continuing Education Grades**

| Grade | Interpretation |
|-------|----------------|---------------|
| S     | Satisfactory   |               |
| N     | Non-Satisfactory|              |
Standards of Progress

LSC maintains a system for monitoring academic progress among its students. The purpose of this system is to identify students experiencing academic difficulty so that the college may intervene in a student’s academic life to foster and encourage academic success. Interventions may include registration Holds, limitations of course selection and the number of courses for which you may register, and improvement plans. Students receiving financial aid must also meet standards of academic progress set by the government to continue receiving funds.

Students who do not maintain the minimum GPA of 2.0 will be placed into a category of Academic Progress which will require working with the college staff for support and assistance.

Academic Standing Categories:

- **Good Standing**: A student will be considered to be in good academic standing when the student earns both a semester and a cumulative GPA of at least 2.0.

- **Academic Progress**: A student will be considered to be making academic progress when the student earns a semester GPA of at least 2.0 but has a cumulative GPA less than 2.0.

Students who do not maintain the minimum GPA’s outlined above will be placed on academic warning, academic probation, continued academic probation or academic suspension. These four academic status levels alert the student, faculty and staff to problems in the student’s academic performance so that strategies for intervention and assistance can be employed.

Students placed into one of the following academic standing categories are expected to take advantage of the many resources available on each campus and may be required to establish contact with their campus advising center for additional support and assistance.

In addition, students whose status is other than good standing may be required to register for a reduced course load, register for specific courses, or participate in specially designed programs designated by the college.

- **Academic Warning**: The first time a student earns a semester GPA of less than 2.0, the student is placed on academic warning.

- **Academic Probation**: The second time a student earns a semester GPA of less than 2.0, the student is placed on academic probation.

- **Continued Academic Probation**: A student will be placed on continued academic probation when the student: 1) has been on academic warning and probation and; 2) has a cumulative GPA that is 2.0 or higher; and 3) has a semester GPA that is less than 2.0. Students may still enroll in courses under the guidelines stated above.
• **Academic Suspension**: A student with a continuing history of low academic performance is placed on academic suspension when the student: 1) has been on academic warning and probation; 2) has a cumulative GPA below 2.0; and 3) has a semester GPA below 2.0. An academic suspension will result in a student being denied enrollment for a minimum of one spring or fall semester. Students desiring to appeal a suspension must follow the guidelines stipulated by the individual campus at which the majority of their courses have been completed. For more information on appealing a suspension, students may contact their campus counseling center.

A student who re-enters the College after having been suspended will return on academic probation status and will be subject to the requirements outlined above.

**The Honors Program**

LSC is one of the few community colleges in the nation to offer an extensive honors academic curriculum allowing students to graduate with various honors distinctions, including an honors associate degree. Participation in honors coursework improves students’ academic standing and transferability. The honors curriculum engages and challenges students with small classes and close interaction with dedicated faculty. Many Honors College students also receive scholarships each semester. Honors College students build academic skills through semester research projects and enjoy opportunities to set themselves apart through travel, conference presentations, workshops, special events, internships, leadership development and service learning.

**Eligibility**

Open to new or returning students with at least one of the following:

- A high school GPA of 3.5 on a 4.0 scale.
- 1240 on the SAT (combined math and critical reading sections).
- 26 or higher composite score on the ACT.
- 3.25 GPA or higher with 9 or more college credit hours.

**Honors College Fellows**

A limited number of incoming freshmen will be admitted in the fall as Honors College Chancellor’s Fellows. Recipients of this award will receive a scholarship package to pursue a course of study culminating in an Honors AA or AS degree. The Honors College Fellows curriculum is comprised of a two-year, full-time course of study requiring a minimum of 27 honors credit hours toward completion of an Honors AA or Honors AS degree. The curriculum includes a six-hour course taken during the first two semesters, as well as additional required honors courses. Honors Fellows must meet additional eligibility requirements, which can be found at [LoneStar.edu/HonorsCollegeFellows](http://LoneStar.edu/HonorsCollegeFellows).
Questions? Contact the Lead Director of The Honors College or the Honors Director on your campus. For additional information and contacts, visit LoneStar.edu/HonorsCollege.

Learning Centers
Each campus provides a Learning Center to extend learning beyond the classroom. Services available at the Learning Centers may include:

- Individualized tutoring in reading, writing, math, science, and languages.
- Workshops on student success skills including research, computer software, and exam techniques.
- Computer labs providing students with access to the Internet, e-mail, and course-related software.
- Generalized and course-specific materials from the Internet, in print, and through audiovisual aids.

For more information about the Learning Support Centers, visit LoneStar.edu/learning-centers.

Libraries
LSC Libraries support student success at each campus by providing access to resources and services for students in pursuit of their academic, workforce and leisure needs. Through LSC Libraries’ online catalog and research databases, LSC faculty and students can access thousands of general and specialized full-text articles, book, e-books, images, audio/video clips and an array of other resources.
LSC libraries participate in several reciprocal/joint borrowing agreements. Through
the Harmonic Consortium, the LSC libraries provide borrowing privileges with the
Montgomery County Memorial Library System and the Harris County Public Library.
Other partnerships provide additional access to resources throughout the state and
the nation.

Student holds, including library holds, bar the release of official transcripts. Students
are responsible for clearing their library records. Library holds are removed when all
obligations with the library are cleared. For more details, including library locations
and hours, visit LoneStar.edu/library.

**LSC Catalog**
Lone Star College catalog is the primary source of information for statements of
academic policies and regulations that govern students’ academic life at the College.
It is your responsibility to know and abide by LSC policies and procedures. You may
obtain a copy of the LSC Catalog at your campus or find it online at LoneStar.edu/
LSCS-Catalog.

**LSC Online**
Whether you are a first-time college student or a professional looking to maximize
your career potential, LSC-Online has an online degree to help you achieve your
goals. Visit us at LoneStar.edu/LSC-Online to learn more about our affordable,
convenient, high-quality online program offerings and course availability.

**Phi Theta Kappa (PTK) International Honor Society**
PTK is an international honor society for two-year college students. Members are
invited based on academic standing and GPA. Phi Theta Kappa’s mission is twofold:
1) recognize and encourage the academic achievement of two-year college students;
and 2) provide opportunities for individual growth and development through
participation in honors, leadership, service, and fellowship programming. For more
information on PTK, visit the Student Life Office on any campus.

**Programs of Study**
LSC offers courses and programs to meet the needs of individual students. The
College offers university-parallel or Associate of Arts (AA) or Associate of Science
(AS) academic transfer degree programs, and Associate of Applied Science (AAS)
workforce degree and certificate programs, and non-credit career and technical
fast track certificates. Students should follow their program of study to facilitate the
completion of their educational goal. To learn more, visit LoneStar.edu/Programs.
Individual transfer courses are also available for students who are enrolled at another college or university and want to take individual classes at LSC for freshman and sophomore-level credits. A comprehensive listing of LSC’s Academic Transfer Programs of Study are available at LoneStar.edu/Programs. It is important to research transfer requirements of the university that you plan to attend. To learn more about degree planning and transfer information for Texas universities and colleges, visit LoneStar.edu/Academic-Programs-Transfer.

**Workforce Degrees and Certificates**

A variety of workforce certificates that stack to an Associate of Applied Science (AAS) degree are available based on a student’s interest and career goal. Designed for students who want to join the workforce, credit workforce programs provide evidence to employers of their skill achievement. They may also provide transfer credits to some baccalaureate programs at four-year universities for students planning to continue their education. Fast-track non-credit career certificate programs are designed for students who need to obtain career training for immediate employment in specific occupations typically that hold some state or national recognized certification. These fast-track certificates generally do not include transferable college credits. To learn more about specific programs, visit LoneStar.edu/Programs-Workforce.

<table>
<thead>
<tr>
<th>Academic Transfer Degrees</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Associate of Arts</strong> (A.A.)</td>
</tr>
<tr>
<td>An academic transfer degree designed for students who will ultimately be pursuing a Bachelor of Arts degree at a four-year college/university that is not math or science oriented.</td>
</tr>
<tr>
<td><strong>Associate of Arts-Field of Study</strong> (A.A.-FOS)</td>
</tr>
<tr>
<td>The Field of Study curriculum is designed to satisfy the lower division requirements for a bachelor’s degree in a specific area at four-year colleges in the state of Texas. Credits earned in Field of Study curriculum transfer to other four year colleges in the State of Texas.</td>
</tr>
<tr>
<td><strong>Associate of Arts in Teaching</strong> (A.A.T)</td>
</tr>
<tr>
<td>A two-year degree plan which satisfies the core requirements for baccalaureate programs at four-year institutions that lead to initial Texas teacher certification.</td>
</tr>
<tr>
<td><strong>Associate of Science</strong> (A.S.)</td>
</tr>
<tr>
<td>An academic transfer degree designed for students who will ultimately be pursuing a Bachelor of Science degree at a four-year college/university.</td>
</tr>
<tr>
<td><strong>Associate of Science-Field of Study</strong> (A.A.-FOS)</td>
</tr>
<tr>
<td>The Field of Study curriculum is designed to satisfy the lower division requirements for a bachelor’s degree in a specific area at four-year colleges in the state of Texas. Credits earned in Field of Study curriculum transfer to other four year colleges in the State of Texas.</td>
</tr>
</tbody>
</table>
Criminal Background Checks for Specified Programs

LSC offers some workforce associate degree or certificate programs in which a state license is required to obtain employment in healthcare, emergency services or business services fields. For students in these programs who may have a criminal background, please be advised that the background check results could keep you from being licensed by the State of Texas or other licensing agencies required to obtain employment. If a student has a question about his or her background and licensure, please speak with the appropriate department chair, program director, or person listed on the program website.

Effective May 2018, required by the Texas Occupations Code 58.001, if you are applying for admission to a College program or enrolling in a College program that may prepare you for an occupational license issued by a Licensing authority and/or if you later decide to change to a program that prepares you for an occupational license, please be advised of the following:

---

**Workforce Degrees and Certificates**

<table>
<thead>
<tr>
<th>Degree/Certificate Type</th>
<th>Description</th>
</tr>
</thead>
</table>
| **A.A.S. Associate of Applied Science** | A degree program for the student seeking technical career skills for work in a specific career.  
• Includes at least 15 credit hours of general education courses.  
• General education courses will transfer. Degree may also transfer if there is an articulation agreement with one or more universities. |
| **Certificates (First & Second Level)** | Prepares you to enter a specialized career field or upgrade your skills for job advancement. Most certificate awards are structured to allow you to move on to a higher-level certificate or Associate of Applied Science (AAS) degree. |
| **Occupational Skills Award** | Prepares you to enter a high-demand career field with minimal training and stacks to a higher certificate. |
| **Enhanced Skills Certificate** | Pursued simultaneously with an AAS, prepares you for a career field with more specialized training. |
| **Advanced Technical Certificate** | Pursued after the completion of a related bachelor’s or associate degree, prepares you for a specialized career field. |
| **Non-Credit Fast-Track Certificates** | Prepares you with entry-level skills in a specialized career field, typically with industry certification. Non-credit certificates are often a fast-track for quick entry into the workforce and have minimal or no college entry requirements. |
1. An individual who has been convicted of an offense may be ineligible for issuance of an occupational license upon completion of the educational program.

2. Licensing authorities that issue an occupational license to an individual who completes the educational program issue guidelines stating the reasons a particular crime is considered to relate to a particular occupational license and any other criterion that affects the decisions of the licensing authority.
   - A state licensing authority that issues guidelines files those guidelines with the secretary of state for publication in the Texas Register.

3. Local or county licensing authorities that issue an occupational license to an individual who completes the educational program issue guidelines related to criminal history and post the guidelines at the courthouse of the county in which the licensing authority is located or publish them in a newspaper having countrywide circulation in that county.
   - Applicants should contact their respective local or county licensing authority for more details.

4. An individual may request a criminal history evaluation letter regarding the personal eligibility for a license issued by a licensing authority as required by Texas Occupation Code 53.102.

All applicants and enrollees are encouraged to review all applicable eligibility requirements related to the respective occupational license. Questions related to eligibility requirements should be directed to the applicable licensing authority.

Before registering in LSC health occupations, emergency services, or child development program, students are required to complete a criminal background check performed by an external consumer agency chosen by LSC. The student must sign an authorization form and pay the cost of the background check. Results of the background check, which will be confidential, will be sent to the program director and the student.

**Drug and Alcohol Testing for Specified Programs**

Students in health occupations, emergency services, and truck driving (CDL) programs may be required to undergo drug testing after acceptance into a program, prior to the start of a clinical rotation, externship, and/or if there is a reason to suspect a drug or alcohol impairment. See individual program student handbooks for further details.

Students should be aware that LSC and agencies with which LSC contracts for health occupation clinical experiences and externships will require successful completion of drug/alcohol testing prior to commencement of the clinical/externship experience.
The costs of all testing shall be incurred by the student. The student may contact specific health occupation programs, emergency services, and truck driving (CDL) about details regarding specific clinical /externship drug and alcohol testing requirements and policy and procedures per program.

Continuing Education Courses and Programs

Career and Technical Education (non-credit)
LSC offers a variety of non-credit courses and programs for the community through Career and Technical Education (CTE). For those interested in earning a Career and Technical Education certification to start a new career or improve current job skills, Lone Star College opens doors to high-demand careers in:

- Business & Professional Services
- Computer & Digital Technology
- Energy, Manufacturing & the Skilled Trades
- Healthcare Occupations & Emergency Services

Generally, college credit is not awarded for these courses, but many certificates are recognized by business and industry as valid credentials for employment or advancement. A number of CTE certification programs are completed in a short period of time, allowing students to enter the job market fast. Contact the Career and Technical office on your campus or consult the CTE schedule for more information at LoneStar.edu/Programs-Workforce.

Career and College Preparation

- English as a Second Language, and other languages, at levels ranging from beginner to advanced.
- CTE - English for Speakers of Other Languages Program
  Lone Star College offers two different ESOL programs to meet the diverse needs of the community. Classes are offered during the day, at night, and on the weekends.

CTE Adult Education and Literacy ESOL Classes
Non-credit ESOL classes focus on giving students the knowledge and skills that will enable them to use the English language in their daily lives, activities, and workplace. Lessons are competency-based and cover topics such as shopping, community services, school, health, and emergencies. Students will improve their English skills and feel confident when communicating with other English speakers. ESOL classes are designed for the true beginner up to the advanced student; including those who have very limited reading and writing ability.
Academic ESOL Classes
Academic ESOL focuses on academic-bound students. It emphasizes preparation for college study while at the same time teaches students about American culture and English for everyday living, and communication with Americans. LSC offers academic courses in reading, writing, oral communication, and grammar. These courses can be taken as CTE linked courses.

Requirements
See an adviser or Program Coordinator at a campus.
Take a placement test (may not apply to all students) or register for an Orientation.

The High School Equivalency Program is designed for adults who left high school before graduation and are now interested in obtaining a high school diploma by successfully passing the 2014 General Educational Development (GED®) official test.

The GED® test is one of three tests U.S. states and territories use to measure high school equivalency skills. Approved by the State Board of Education and Texas Education Agency (TEA), a passing grade on the GED® test provides students with high school equivalency credentials. TEA will mail a Texas Certificate of High School Equivalency (TxCHSE) to the student’s home address.

The Lone Star College program will assist adults in getting ready in the four GED® test subject matter areas: Mathematical Reasoning, Reasoning through the Language Arts, Social Studies, and Science. After completion of the program, students are expected to take and successfully pass the computer-based 2014 GED® test. All students obtaining their TxCHSE will be invited to participate at one of the LSC Commencement Ceremonies held every Spring.

The High School Equivalency Program is offered in English (GED® Full Review) or in Spanish (GED® Revisión en Español). The official test can be taken at any of the LSC Testing Centers.

For more information about schedules, costs, and testing, please reach out to one of the LSC CTE advisers.

Leisure Learning
LSC also offers community education classes for all ages. Programs include:
• The Academy for Lifelong Learning, a membership community that offers free and low-cost classes, events and activities for adults age 50 and older.
• Discovery College, which offers educational and fun camp programs from June through August for kids ages 6 to 17.
Study Abroad
LSC students have the opportunity to study abroad. Faculty-led and short-term programs are offered each year for academic credit, and a significant number of student financial awards are available. Students may register for a Study Abroad course hosted by any campus in the system provided that they meet the course requirements, are admitted into the program, and pay the appropriate program fee. For a full listing of study abroad courses and opportunities, check out LoneStar.edu/Study-Abroad.

Visual and Performing Arts
LSC offers a variety of fine arts programs, both academic and extracurricular, including theatre productions, music, art and dramatic productions. Contact an LSC campus for additional information on the availability of a particular program.
STUDENT RIGHTS, RESPONSIBILITIES, AND CODE OF CONDUCT

Academic Appeals
The College recognizes a student’s right to consistent and relevant forms of assessment. An academic appeal is a formal request brought by a student to change a grade under certain circumstances. Students have 12 calendar months from the date the grade was posted by the registrar to submit an academic appeal. A grade may only be changed by the instructor of record, the instructor’s department chair, the academic dean, or the Academic Appeals Committee. Should an instructor of record’s employment end or otherwise become incapacitated or unavailable, the department chair, or the academic dean may enter grades on the incapacitated or unavailable faculty member. (LSCS Board Policy Manual V.G. – Academic Appeals)

Basis for Academic Appeal
A student must meet one of three requirements in order to qualify to file an academic appeal. The student must have some evidence that there exists at the time of the appeal:

1. a mathematical error in the grade’s calculation, including a typo or scrivener’s error;

2. an instructor materially deviates from the course syllabus or the College’s Policy Manual; or

3. a student endures disparate treatment not covered by civil rights policies.

Any basis for appeal outside of those three categories will not be considered and the College will simply inform the student of this policy and refuse to process the appeal. An appeal will not be considered merely because the student is dissatisfied with a grade or disagrees with the instructor’s professional judgment of the quality of the student’s work or performance.

Procedures for Academic Appeals
Informal Process:
Before a student may bring an academic appeal, he or she should first meet with the instructor to request that a change be made. If the student is not satisfied with the outcome or cannot consult with the instructor, he or she must meet with
the appropriate Dean to determine if a resolution can be reached. If the student is not satisfied with the action taken at the informal level, the student may file a formal complaint.

Formal Process:
If a resolution is not reached and the student desires to pursue the appeal, the student will state specifically the basis of the appeal in writing to the Chief Academic Officer. If the Chief Academic Officer determines that the appeal does not meet the requirements of this policy, he/she shall communicate this in writing to the student. If the Chief Academic Officer determines that the appeal is appropriate under this policy, he/she will convene the Academic Appeals Committee to consider the complaint. The Chief Academic Officer will notify the student regarding the Academic Appeals Committee meeting date, his/her rights, and next steps in the process.

There are very specific steps and deadlines for Academic Appeals. It is the student’s responsibility to ensure that deadlines are met. These steps and deadlines can be found in the Chancellor’s Procedure located on the LSCS Policy Manual page located at: LoneStar.edu/policy.

Academic Misconduct
The College upholds the academic core values of learning: honesty, respect, fairness, and accountability especially when its students fall short of those expectations. Academic misconduct and violations of the Academic Code of Conduct subject students to academic discipline under this Section—including suspension and expulsion. When possible, members of the College community should try to resolve minor allegations of academic misconduct informally. Specific information including definitions of Academic Misconduct, reporting Academic misconduct, investigation and hearing procedures can be found at: LoneStar.edu/departments/generalcounsel/Section%20V.F%20Student%20Discipline%20for%20Academic%20Misconduct%20-%20Policy.pdf

Campus Signage and Postings
The College recognizes and supports free speech rights and the free exchanges of ideas. While doing so, students must follow the College Policy rules on Free Speech Areas (locations), respect and conduct requirements, and prohibited conduct.

Campus Signage and Postings Things to Know
• Students should inquire into any specific requirements that may exist for signage and postings, or student publications at their respective campus.
• The College enforces Viewpoint- and Content-Neutral speech restrictions.
• The College maintains Policies on Academic Freedom and First Amendment Rights.
• The College prohibits acts that:
  • Disrupt the College’s normal operations,
  • Invade others’ rights,
  • Interfere with an activity or event,
  • Include threats or implied threats,
  • Contains obscene or libelous material distributed or posted on LSC property,
  • Damages or defaces any of the buildings, statutes, monuments, memorials, or tree/plant life on College grounds,
  • Interferes with pedestrians or vehicles,
  • Is placed on vehicles in LSC parking lots, or
  • Falls within other prohibited conduct.

Campus Signage and Posting Web Links
The following policies are available for review at LoneStar.edu/policy.
  • LSC Free Speech Zones: LoneStar.edu/conduct-system-premises
  • The II.E. Speech and Conduct on College Premises Policy: LoneStar.edu/conduct-system-premises
  • VI.E. Student Responsibilities Policy: LoneStar.edu/student-responsibilities
  • V.I. Academic Freedom and Responsibilities Policy: LoneStar.edu/AcademicFreedomandResponsibilities

Children on Campus
Minors on College Premises:
Minors (persons aged 15 or under) not participating in a College class, program, or event must be accompanied by a parent or legal guardian at all times. Minors that are participating in a College class, program, or event must have prior written permission from their parent or legal guardian, and be accompanied by the parent or legal guardian for any activities outside of the College class, program, or event. The parent or legal guardian must be immediately available in case an emergency situation arises. For complete information, please reference the II.D.2 Minors on College Premises Policy at LoneStar.edu/departments/generalcounsel/PolicyManual20190515.pdf.

Students’ Children on College Premises
Students cannot bring children to classes or labs without the instructor’s prior written permission, unless the children are students enrolled in an applicable class or participating in a special College program. For complete information, please reference the II.D.2.06 Children of Students on College Premises Policy at LoneStar.edu/departments/generalcounsel/PolicyManual20190515.pdf.
**Student Civil Rights Complaints**

The College provides equal treatment and educational opportunities to all persons, without regard to any protected status, and maintains an "open door policy” to assist students with any complaint or concern. Yet, if a student believes they have been treated unfairly because of their race, color, sex, age, sexual orientation, gender identity, gender expression, religion, ethnic or national origin, disability, veteran status, or any other protected status, the [College Policy on Student Civil Rights](#) provides a remedy. There are administrators called Chief Student Services Officers (CSSO) who assist students under this policy. Students may identify their CSSO based upon their campus or center, their campus of admission for Online students, or their program’s affiliated-campus for Corporate College students (which is also located within iStar). If help is needed identifying a CSSO, students should contact an academic adviser.

<table>
<thead>
<tr>
<th>Location</th>
<th>Name</th>
<th>Phone Number</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSC-CyFair</td>
<td>Bennie Lambert</td>
<td>281.290.3955</td>
<td>9191 Barker Cypress Road Cypress, Texas 77433</td>
</tr>
<tr>
<td>LSC-Houston North</td>
<td>Kimberly Lowry</td>
<td>281.260.3500</td>
<td>250 North Sam Houston Parkway East Houston, Texas 77060</td>
</tr>
<tr>
<td>LSC-Kingwood</td>
<td>Darrin Rankin</td>
<td>281.312.1674</td>
<td>20000 Kingwood Drive Kingwood, Texas 77339</td>
</tr>
<tr>
<td>LSC-Montgomery</td>
<td>Michael Chavez</td>
<td>936.271.6181</td>
<td>3200 College Park Drive Conroe, Texas 77384</td>
</tr>
<tr>
<td>LSC-North Harris</td>
<td>Derrick Manns</td>
<td>281.618.5417</td>
<td>2700 W. W. Thorne Drive Houston, Texas 77073</td>
</tr>
<tr>
<td>LSC-Tomball</td>
<td>Ann Johnson</td>
<td>281.351.3313</td>
<td>30555 Tomball Parkway Tomball, Texas 77375</td>
</tr>
<tr>
<td>LSC-University Park</td>
<td>Zack Coapland</td>
<td>281.290.2717</td>
<td>20515 SH 249 (SH 249 and Louetta Road) Houston, Texas 77070</td>
</tr>
</tbody>
</table>
Retaliation
A student may use the complaint form available or report through LSC’s incident reporting system. The College also prohibits retaliation against anyone who files a Student Civil Rights Complaint, or against anyone who participates in a Civil Rights investigation. Whether discriminatory conduct occurred or not does not excuse retaliatory conduct, and anyone who observes retaliation should report it immediately using the form or system.

Student Civil Rights Web Links
- VI.D.12. Student Civil Rights Policy:
  LoneStar.edu/departments/generalcounsel/Section%20VI.D.12%20Student%20Civil%20Rights%20Complaints%20-%20Policy.pdf
- Process to Follow - Chancellor’s Procedures:
  LoneStar.edu/departments/generalcounsel/Section_VI.D.12_Student_Civil_Rights_Complaints_Procedures.pdf
- Forms to Use:
- List of Chief Student Services Officers: LoneStar.edu/complaint-process
- LSC’s Complaint Process Website: LoneStar.edu/complaint-process
- LSC’s Incident Reporting System:
  LoneStar.edu/Incident-Management
  Secure.ethicspoint.com/domain/media/en/gui/43698/index.html
Student Complaints and Concerns Reference Chart
For assistance identifying the type of student complaint or concern.

<table>
<thead>
<tr>
<th>Student Civil Rights</th>
<th>• Unfair treatment because of their race, color, sex, age, sexual orientation, gender identity, gender expression, religion, ethnic or national origin, disability, veteran status, or any other protected status.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Complaint and Appeal</td>
<td>• Error in calculation of grade.</td>
</tr>
<tr>
<td></td>
<td>• Deviation from syllabus or policy.</td>
</tr>
<tr>
<td></td>
<td>• Unfair treatment that is not civil rights-related.</td>
</tr>
<tr>
<td></td>
<td>• Unfair penalty for academic honesty violation.</td>
</tr>
<tr>
<td>Student Services Complaint and Appeal</td>
<td>• Incidents outside of the academic setting relating to the educational experience or student services.</td>
</tr>
<tr>
<td>Sexual Misconduct / Title IX</td>
<td>• Sexual misconduct including sexual harassment, sexual violence, sexual discrimination, and retaliation.</td>
</tr>
<tr>
<td></td>
<td>• This includes dating violence, domestic violence, sexual assault, and stalking.</td>
</tr>
</tbody>
</table>

What Students Need to Know About Copyright Infringement
Students must know about the risks associated with copyright laws because it is easy to violate them. An academic violation, such as plagiarism, occurs from passing someone’s work off as your own. However, copyright infringement is about using someone’s work without their permission. This means a person can violate copyright laws even with author/creator citations. Infringement can happen when protected works are reproduced, distributed, performed, publicly displayed, or incorporated into work without the copyright owner’s permission. And the types of works protected include but are not limited to music, songs, videos, games, software, photographs, published and unpublished books, other literary works, manuscripts, poetry, diagrams, audio recordings, documented ideas, or architecture. There are some limitations to copyright protections, such as “fair use” and “classroom use” exceptions. That is why it is important for students to learn more about copyright.

The Digital Millennium Copyright Act
This is an exclusive rights law in the U.S. that sets out many protections for digital copyrighted materials. This law criminalizes production and dissemination of technology, devices, or services that circumvent measures to control/protect access to copyrighted works. It also increases penalties for copyright infringement on the internet, so it is important for students to be aware of how their use of technology can violate this law.
Copyright Link and Other Related Information for Students to Know

- IV.H.2. Copyright Policy
- V.E.1.3. Academic Code of Conduct Policy
- II.G.1.07 Prohibited Use Policy
  LoneStar.edu/departments/generalcounsel/PolicyManual20190515.pdf
- U.S. Copyright Office:
  loc.gov/copyright

FERPA
The Family Educational Rights and Privacy Act was established to protect the privacy rights of all students and applies to any educational facility receiving federal funds. The Act prevents the release of certain information held within student records. Information is available at LoneStar.edu/FERPA for students who wish to grant or limit access beyond directory information to their student record.

First Amendment Rights
The College’s students retain their First Amendment rights but accept certain responsibilities upon enrollment. Student expression remains protected by the First Amendment and may not be abridged unless, in the Chancellor’s or a designee’s view, the speech is disruptive to the College’s normal operations, promotes illegal drug use, or within the College’s enforcement of Viewpoint- and Content-Neutral speech restrictions. The College will also take no action towards establishing an official religion or improperly favor one religion over one another.

First Amendment and Other Rights Web Links
The following policies are available for review at LoneStar.edu/policy.
- VI.D.10. Student First Amendment Rights and Other Rights Policy:
  LoneStar.edu/departments/generalcounsel/Section%20VI.D.10.%20Free%20Speech%20and%20Expression%20Policy.pdf
- II.E. Speech and Conduct on College Premises Policy:
  LoneStar.edu/conduct-system-premises
- LSC Free Speech Zones: LoneStar.edu/conduct-system-premises
- VI.E. Student Responsibilities Policy: LoneStar.edu/student-responsibilities
- V.I. Academic Freedom and Responsibilities Policy:
  LoneStar.edu/AcademicFreedomandResponsibilities

Religious Holy Days
The College respects students’ religious observances, and publishes attendance policies and procedures for religious holidays in Policy Section VI.D.2 Religious Holy Days. When the College’s or instructor’s posted attendance policies conflict with a student’s religious observances, the student may submit to the instructor a request for an excused absence under the Religious Holy Days Policy.
Religious Holy Days Web Link
- VI.D.2. Religious Holy Days Policy
  LoneStar.edu/departments/generalcounsel/PolicyManual20190515.pdf

Student Code of Conduct
LSC provides a safe and responsive learning environment for all students. The College achieves that environment by enforcing the Lone Star College Non-Academic Student Code of Conduct. The Non-Academic Student Code of Conduct applies to all students enrolled in a credit or non-credit course at the College. It also applies to all online-only and hybrid students (LSCS Policy Manual VI.E. Student Responsibilities). Examples of student non-academic misconduct are available at LoneStar.edu/Student-Responsibilities.

LSC recognizes and encourages distinct views in the learning process. Differing viewpoints, however, must be part of the learning process—not detract from it. Individual faculty members set appropriate conduct standards at the start of each class or course. Students who disrupt a classroom, and are warned by the instructor, may be asked to leave the classroom. A student refusing to leave a classroom after being asked to do so by the instructor may be removed by the College’s Police Department. The instructor must submit a written report documenting the incident to the Chief Conduct Officer. The report must include the date, time, place, and describe the circumstances of the classroom disruption (LSCS Policy Manual Section VI.E.1.04 – Classroom Misconduct).

Anyone with knowledge of a College student’s non-academic misconduct may report it to the appropriate Chief Conduct Officer. Reports must be submitted in writing. Anyone reporting non-academic misconduct in good faith may not be retaliated against by any member of the College community; however, anyone making frivolous reports of non-academic misconduct will be disciplined. The general provisions for student discipline for non-academic misconduct are established in the LSCS Policy Manual Section VI.F. Full policy and procedures for non-academic misconduct can be found at LoneStar.edu/policy.

<table>
<thead>
<tr>
<th>College</th>
<th>CSSO Designated Chief Conduct Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSC-CyFair</td>
<td>Dr. Bennie Lambert</td>
</tr>
<tr>
<td>LSC-Houston North</td>
<td>Dr. Kimberly Lowry</td>
</tr>
<tr>
<td>LSC-Kingwood</td>
<td>Dr. Darrin Rankin</td>
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<td>Ann Johnson</td>
</tr>
<tr>
<td>LSC-University Park</td>
<td>Dr. Zack Coapland</td>
</tr>
</tbody>
</table>
Procedures for Student Discipline for Non-Academic Misconduct

Non-academic misconduct reported (Form VI.G.1).

Chief Conduct Officer investigates reported misconduct for up to 10 days.\textsuperscript{*}

Chief Conduct Officer issues decision (Form VI.G.2).

Non-academic misconduct?  

Yes

No

Decision sent to Respondent within 10 days of initial report of non-academic misconduct.

Suspension or Expulsion Imposed?

Yes

No

Chief Conduct Officer’s decision is final.

College President copied on decision; Respondent given policies and procedures and informed of right to hearing.

Withdrawal of consent to remain on campus?\textsuperscript{**}

Yes

No

Follow T.E.C. §1 Procedures.

Has Respondent requested a hearing?

Yes

No

Discipline Committee holds hearing and issues decision within 5 days to the Chief Conduct Officer, the Chief Conduct Officer’s college president, and the Office of the General Counsel, and within 7 days to Respondent (Form VI.G.4).

Chief Conduct Officer sends notices of Discipline Committee hearing (Form VI.G.3) at least 7 days before hearing date.

Chief Conduct Officer investigates reported misconduct for up to 10 days.\textsuperscript{*}

Chief Conduct Officer issues decision (Form VI.G.2).

Non-academic misconduct?

Yes

No

College and Student may agree on discipline at any time (Form VI.G.7).

College appeals within 5 days? (Form VI.G.5)

Yes

No

Discipline Committee decision is final.

Respondent appeals within 5 days? (Form VI.G.5)

Yes

No

College and Student may agree on discipline at any time (Form VI.G.7).

Executive Vice Chancellor reviews the matter and issues a final decision within 5 days of appeal (Form VI.G.6).

Additional information on procedures and forms are available at LoneStar.edu/departments/generalcounsel/Section%20VI.G.%20Student%20Discipline%20Procedures_Amended_12.9.16.pdf.

*All references to “days” refers to the number of “working days.”

**Withdrawal may only last 14 calendar days.
**Sexual Misconduct**

**Sexual Misconduct Procedures**
For procedure information, go to Section IX through this link:
LoneStar.edu/policy

**Sexual Misconduct Forms**
To access Sexual Misconduct forms, go to Section IX through this link:
LoneStar.edu/policy

**Sexual Misconduct Policy**

**SECTION IX – SEXUAL MISCONDUCT**

**IX.A. Sexual Misconduct**

**IX.A.1.1. Policy**

This policy specifically covers sexual misconduct including sexual harassment, violence, discrimination, and retaliation as prohibited by applicable laws and the College. The College also prohibits unlawful discrimination based on other protected categories and discusses such prohibitions in the human resources and student policy sections. The College does not tolerate retaliation against anyone who complains about sexual misconduct or cooperates in a sexual misconduct investigation. Nothing in this policy prohibits anyone from filing a report or complaint with any other agency, including law enforcement.

The College shall review and update this policy as required by law.

**IX.A.1.2. Definitions**

(a) **Consent**: Sexual activity requires consent. Consent is defined as a voluntary and positive agreement between the participants to engage in sexual activity. Consent to sexual activity may be communicated in a variety of ways, but one should presume that consent has not been given in the absence of a clear, positive agreement between the participants. While verbal consent is not an absolute requirement for consensual sexual activity, verbal communication prior to engaging in sexual activity helps to clarify consent and avoid any misunderstandings.

Consent must be clear and unambiguous for each participant at every stage of a sexual encounter. A prior relationship does not indicate consent to future activity. A person who is asleep or mentally or physically incapacitated, either through the effect of drugs, alcohol, or for any other reason, is not capable of giving valid consent. The use of alcohol or drugs may seriously interfere with the participants’ judgment about whether consent has been sought and given.

(b) **Dating Violence**: Dating violence is committed by a person who is or was in a social relationship of a romantic or intimate nature with the
victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the relationship length, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence also includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Finally, dating violence does not include acts covered by the definition of domestic violence.

(c) **Domestic Violence**: Domestic violence is a felony or misdemeanor crime of violence committed by: a current or former spouse or intimate partner of the victim; a person with whom the victim shares a child in common; a person who is co-habiting with or has co-habitated with the victim as a spouse or intimate partner; a person similarly situated to a victim’s spouse under Texas domestic or family violence laws; or any other person against an adult or youth victim who is protected from the person’s acts under Texas domestic or family violence laws.

(d) **Sexual Assault**: Sexual assault is an offense that meets the definition of rape, fondling, incest, or statutory rape as stated in the Federal Bureau of Investigation’s Uniform Crime Reporting Program.

(e) **Sexual Discrimination**: Sexual discrimination, including sexual harassment, is illegal under both federal and Texas state law and is strictly prohibited by the College. Unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature, including sexual violence, constitute sexual discrimination when:

1. Requests, conduct, or submission to unwelcome advances is—explicitly or implicitly—a term or condition of an individual’s employment, academic advancement, participation in College programs or activities, or is used as a basis for employment or academic decisions affecting the individual;

2. Rejection of unwelcome advances, requests, or conduct affects a term or condition of an individual’s employment, academic advancement, participation in College programs or activities, or is used as a basis for employment or academic decisions affecting the individual; or

3. Such conduct has the purpose or effect of creating an intimidating hostile work or academic environment that unreasonably interferes with an individual’s work, academic performance, education, or participation in College programs or activities.

(f) **Sexual Harassment** (a form of sex discrimination) includes two categories: (1) hostile work environment sexual harassment, and (2) quid pro quo sexual harassment.

Hostile work environment sexual harassment means verbal, physical, or
visual forms of harassment that are sexual in nature, unwelcome, and severe, persistent, or pervasive. A hostile environment is often created by a series of incidents. However, a single severe incident, such as sexual assault, could create a hostile environment.

Quid pro quo sexual harassment means “this for that.” An example of this form of sexual harassment occurs if a faculty member (or staff member) stipulates that a student’s grade or performance rating (or participation on a team, in a play, etc.) will be based on whether that student submits to sexual conduct.

(g) **Sexual Violence**: Sexual violence means a physical sexual act perpetrated without the complainant’s consent. This includes situations where a person is incapable of giving consent because of drug or alcohol impairment or a mental or physical disability. A number of different acts fall into the category of sexual violence, including, but not limited to, rape, sexual assault, sexual battery, sexual coercion, and any VAWA offenses. All such acts of sexual violence are forms of sexual harassment prohibited by Title IX and this policy.

(h) **Stalking**: Stalking is defined as engaging in a course of conduct (two or more acts), including, but not limited to, a pattern of repeated and unwanted attention, harassment, or conduct, directed at a specific person that would cause a reasonable person to fear for his or her safety, the safety of others, or suffer substantial emotional distress. Substantial emotional distress is significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

(i) **Title IX Harassment**: Acts of Title IX harassment may take many different forms. Title IX harassment includes sexual harassment, gender-based harassment, and sexual violence. The conduct must be sufficiently severe or pervasive as to unlawfully limit an individual’s ability to participate in or benefit from the College’s activities. Further, such conduct is evaluated from the perspective of a reasonable person in the complainant’s position, taking into account the totality of the circumstances involved in a particular matter. The following types of actions serve as non-exhaustive examples of Title IX harassment prohibited by this policy if sufficiently severe or pervasive:

1. Physical sexual acts perpetrated against a person’s will or when a person is incapable of giving consent because of drug or alcohol impairment or mental or physical disability;

2. Direct or implied sexual statements or threats, demands for sexual favors, or sexual advances, accompanied by implied or actual promises of preferential treatment for submission to such demands; or implied or actual threats that failure to submit to such demands may result in adverse treatment concerning the person’s
admission, enrollment, employment, work status, promotion, grades, or recommendation;

3. Any of the following if persistent and unwelcome: flirtation, requests for dates, staring, advances, or sexual propositions;

4. Gratuitous displays of sexually suggestive objects or pictures, including images displayed, transferred, forwarded, or shared via the Internet, text messaging, or other electronic means;

5. A pattern of conduct unrelated to an academic course or the requirements of the workplace intended to cause discomfort or humiliation or including one or more of the following: (i) comments of a sexual nature; (ii) sexually explicit statements, questions, jokes, anecdotes, or gestures; (iii) a pattern of conduct that would cause discomfort or humiliation, or both, to a reasonable person to whom the conduct is directed and that includes one or more of the following: (1) unnecessary touching, such as patting, pinching, hugging, or repeated brushing against a person’s body; (2) remarks of a sexual nature about a person’s clothing or body; or (3) remarks about sexual activity or speculations about previous sexual experience;

6. Treating individuals adversely because they do not conform to stereotypical norms of feminine or masculine gender behavior.

IX.A.1.3. Sexual Misconduct Procedures

Sexual misconduct investigations are governed by the policies outlined below. Chancellor’s Procedures and forms shall supplement and comply with this policy.

Parties needing reasonable accommodations due to disability during proceedings under this policy are asked to please inform the Title IX coordinator. Disability verification may be required if the information is not currently on file with the College.

(a) Reporting Sexual Misconduct. Any person who believes sexual misconduct occurred may promptly report the incident to one of the College’s Responsible Employees or a Campus Security Authority (CSA) if reporting sexual violence including sexual assault, domestic violence, dating violence, or stalking. The Responsible Employees and CSAs include, but are not limited to: (i) the College’s Police Department, (ii) Title IX Coordinator, or (iii) Chief Student Services Officer.

All individuals listed in the prior paragraph shall promptly inform the Title IX Coordinator of any such report. The Responsible Employee or CSA must inform the reporting person that the responsible employee or CSA has a duty to relay the complaint to the Title IX Coordinator and, if applicable,
to the Clery Compliance Officer. The Responsible Employee or CSA must also inform the reporting person about his or her confidentiality options, available confidential advocacy, support services, the right to file a Title IX complaint with the College, and the right to report a crime to the campus or external law enforcement. Reports made through the College’s EthicsPoint Hotline (see Internal Resources) will be forwarded to the Title IX Coordinator and, if applicable, the Clery Compliance Officer.

The Title IX Coordinator or designee will then perform an intake assessment within a reasonable period of receiving any sexual misconduct report. The intake assessment may include preliminary interviews and interim step recommendations. The Title IX Coordinator or designee will conduct an investigation following the intake assessment if the complaint alleges sexual misconduct.

(b) **Privacy.** The College strongly supports the parties’ privacy interest in sexual misconduct cases. Except for disclosures required by local, state, or federal law, the College will disburse information regarding such cases only to the parties and to individuals responsible for preparing the College’s response.

The College does not require mental-health counselors, pastoral counselors, social workers, psychologists, health center employees, or any other person with a professional license requiring confidentiality, or who is supervised by such a person, to report, without the individual’s consent, incidents of sexual violence to the College in a way that identifies the individual.

The College provides an electronic reporting option via EthicsPoint. A link can be found under Internal Resources and at the bottom of the College’s homepage (Report Sexual Misconduct). EthicsPoint enables anonymous reporting. Such anonymity requests, however, may limit the College’s ability to respond.

(c) **Interim Steps.** The College may take interim steps to protect the complainant, respondent, and the College’s community members pending the investigation or hearing of a sexual misconduct complaint depending on the nature of the complaint and the evidence.

Violating interim steps may result in a non-academic misconduct charge against a student or disciplinary action up to and including employment termination for employees (independent of the initial sexual misconduct inquiry). Interim steps should be individualized for each complaint. Interim steps may include but are not limited to: issuing a no-contact order prohibiting the parties from having contact with each other; directing the lateral transfer of an employee or moving a student to another classroom setting; administrative leave; or making arrangements for alternative academic and employment environments.
Interim steps that separate a student from his or her education must be approved by the applicable college president and the Chancellor.

(d) **Notice and Investigation.** The Title IX Coordinator or designee will provide written notice of the complaint to the respondent within a reasonable period of receiving it. The Title IX Coordinator or designee will impartially investigate the sexual misconduct allegations. Some cases may be resolved informally if all parties and the College agree.

(e) **Advisor.** Parties have the right to consult with an advisor of their choosing. The advisor may be any person, including an attorney, who is not otherwise a party or witness involved in the investigation. A party may be accompanied by his or her advisor to any meeting or proceeding related to a complaint under this policy. While the advisor may provide support and advice to the party at any meeting or proceeding, the advisor may not speak on the party’s behalf or otherwise participate in, or in any manner delay, disrupt, or interfere with any meeting and or proceeding.

(f) **Investigation Report and Response.** The Title IX Coordinator or designee will complete an investigation report after concluding the investigation. The parties shall have the same meaningful access to the investigation report. The parties will then have a reasonable period to respond in writing to the investigation report.

(g) **Sexual Misconduct Result Proceedings.** Once the Title IX Coordinator or designee receives or should have received the parties’ written response to the investigation report, he or she shall determine whether the investigation revealed allegations rising to the level of sexual violence as defined in this policy. If so, then the Title IX Coordinator shall arrange for a hearing conducted by a third party hearing officer. If the investigation did not contain allegations rising to the level of sexual violence, then the Title IX Coordinator, using the evidentiary standard, will determine whether the alleged sexual misconduct occurred.

1. **Evidentiary Standard.** A preponderance of the evidence standard must be used in any result proceeding under this section.

2. **Proceedings for Sexual Misconduct Excluding Sexual Violence.** The Title IX Coordinator will determine whether the sexual misconduct did or did not occur in cases that do not rise to the level of sexual violence. The Title IX Coordinator’s result shall be delivered to the complainant, the respondent, and the Chancellor within a reasonable time of the Title IX Coordinator’s receipt of the complaint. Either party may appeal the Title IX Coordinator’s determination to the Chancellor. The Chancellor’s decision is final.

3. **Proceedings for Sexual Violence.** For allegations of sexual violence, the College will hold a hearing conducted by a third
party hearing officer. The hearing will take place within a reasonable period after the Title IX Coordinator receives (or should have received) the parties’ responses to the investigation report. The Title IX Coordinator shall provide the parties with notice of the hearing. The hearing officer will be an independent arbiter or mediator selected by the College at its sole discretion. The Title IX Coordinator shall provide the hearing officer with the investigation report and the parties’ responses at or before the hearing.

Both the complainant and the respondent will have an opportunity to present witnesses and evidence at this hearing. The complainant and the respondent may be accompanied by an advisor, including legal counsel. Personal attendance is not required from either party.

Neither the complainant nor the respondent will have an opportunity to question the other party, whether personally or through the advisor. Each party will be limited to presenting his or her case, except that either party may submit desired cross-examination questions to the hearing officer on the date of the hearing or to the Title IX Coordinator before the hearing. The hearing officer will determine whether to ask the questions submitted during his or her questioning of either party—that decision is not appealable.

The hearing result, the result’s rationale, and any recommended sanctions shall be delivered to the complainant, the respondent, and the Chancellor within a reasonable time period after the hearing. The Chancellor’s decision regarding the sanctions will be final.

(h) **Potential Sanctions.**

1. **Students:** If the investigation or hearing reveals that sexual misconduct was committed by a student, further action will be taken, including, but not limited to, any and all disciplinary actions set forth in Board Policy section Student Discipline for Non-Academic Misconduct. Moreover, the College will not subject students to disciplinary actions for Board Policy violations (e.g., alcohol or drug consumption, academic misconduct, or non-academic misconduct) disclosed during the course of the proceedings. The absence of such disciplinary action encourages students to report sexual misconduct and participate in proceedings without fear of reprisal.

2. **Employees:** If the investigation or hearing reveals that sexual misconduct was committed by an employee, further action will be taken up to and including immediate employment termination or Notice of Forthcoming Termination for contract employees.
3. **Third Parties**: If the investigation or hearing reveals that sexual misconduct was committed by a non-employee non-student, further action may be taken, including, but not limited to, immediate severance and termination of any contractual or business relationships.

(i) **Retaliation Prohibited**. No College community member may retaliate against a person because of that person’s sexual misconduct complaint, exercise of his or her right to file a formal or informal sexual misconduct complaint, use of any of the related processes the College provides, cooperation with an investigation, or testimony or other evidence offered by that person connected to a complaint. A complaint’s actual or perceived truth does not excuse retaliatory conduct. Any person who observes retaliation should promptly notify the Title IX Coordinator. Individuals found to have committed retaliation may be subject to disciplinary actions.

**IX.A.1.4. Available Resources**

Any party may contact the following for assistance:

(a) **Internal Resources**:

1. College Police Department: 281.290.5911
2. College Title IX Coordinators
   a. Director of Governance and Compliance: 832.813.6841
      Student-Compliance@LoneStar.edu
   b. Chief Human Resources Officer: 832.813.6520
      HR-Compliance@LoneStar.edu
3. College Office of Emergency Management: 281.290.2891
4. Ethics Point:
   [Secure.ethicspoint.com](http://Secure.ethicspoint.com/domain/media/en/gui/43698/index.html)

(b) **External Resources**:

1. Employee Assistance Program (EAP): 800.346.3539
2. Family Time Crisis and Counseling Center (Humble): 281.446.2615
3. Houston Area Women’s Center Domestic Violence Hotline: 713.528.2121 / 713.528.3625 (TDD)
4. Houston Area Women’s Center Rape Hotline: 713.528.7273 / 713.528.3691 (TDD)
5. Montgomery County Women’s Center: 936.441.4044
6. Montgomery County Women’s Center 24-Hour Hotline: 936.441.7273
7. The Montrose Center: 713.526.3211  
8. Northwest Assistance Ministries: 281.885.4673  
10. MHMR Authority of Harris County  
2011 Southwest Freeway  
Houston, Texas 77074  
Crisis Telephone: 866.970.7770  
Main Telephone: 713.970.7000  
Website: www.theharriscenter.org  
11. Houston Police Department (HPD) Mental Health Unit  
1502 Ben Taub Loop  
Houston, Texas 77030  
12. Tri-County MHMR Services  
1506 Old Montgomery Rd.  
Conroe, Texas 77304  
Crisis Phone: 800.659.6994  
Main Phone: 936.756.8331  
Website: www.tcmhmrs.org

Additional resources may be listed in the Chancellor’s Procedures.

**Student Health Notices and Immunizations**

At least 10 days before class, 19 Tex. Admin. Code §21.613 (2009) requires proof from most students of a bacterial meningitis vaccination within the last five years, or an exemption request declining the vaccine. Students are blocked from class registration until proof is provided.

**Student Health Notices and Immunizations Link:**
LoneStar.edu/meningitis

An educational pamphlet on HIV infection is available for students at each LSC campus.

**Student Travel**

The College provides equal opportunities to academic student travel and all students participating in courses, activities, and programs regardless of any protected status. The College recognizes two types of student travel:

1. **Academic Student Travel** – LSCS Policy Manual Section V.H. Academic Student Travel. Travel from campus is considered “Academic Student Travel” if it is directed by an instructional employee to achieve an academic objective.

2. **Non-Academic Student Travel** – LSCS Policy Manual Section VI.D.1. Nonacademic Student Travel. Travel from campus is considered “Non-Academic Student Travel” if it is not directed by an instructional employee to achieve an academic objective.
In order for student travel to be approved, College Board Policy requires the following conditions be met:

- The travel distance is at least 25 miles from the closest College campus or satellite center to the final destination.

- EITHER:
  - The College funds the travel and uses a college-owned or -leased vehicle.
  - OR
  - A college-registered student organization requires the travel.

- AND Either:
  - The travel is directed by an instructional employee to achieve an academic objective (Academic Student Travel).
  - OR
  - The travel is not directed by an instructional employee to achieve the travel (Non-academic Student Travel).

College Board Policy specifies: definitions, deadlines for Necessary Student Travel Paperwork, requirements to approve drivers of College-Provided Transportation, safety requirements for College-Provided Transportation, and important notices for Student-Provided Transportation (i.e., when student-owned vehicles are used). All College community members involved with student travel shall reference and follow the applicable College Board Policies available at LoneStar.edu/AcademicStudentTravel and LoneStar.edu/student-welfare-rights.
Campus Carry
The Texas Legislature enacted campus carry by passing Senate Bill 11, effective at LSC on August 1, 2017. Senate Bill 11, known as the “Campus Carry” law, amends Texas law to allow license holders to carry concealed handguns on college campuses. To carry a concealed handgun on LSC campuses, an individual must have a valid License to Carry issued by the Texas Department of Public Safety.

LSC has established rules and regulations regarding enforcement of Campus Carry. Lone Star College prohibits concealed carry in some areas of LSC campuses. For more information about Campus Carry, visit the LSC Campus Carry website at LoneStar.edu/CampusCarry.

Campus Police and Safety
The mission of the LSC Police Department is to create a safe and secure environment where education can thrive by remaining alert to criminal activity and other circumstances that might threaten the community. The Police Department is a full service, state certified law enforcement agency that is open 24 hours a day, every day of the year. Services to the community include proactive patrol, investigation of offenses, crime prevention activities, safety escorts, and motorist assists. The Police Department patrols in marked police patrol vehicles, bicycles, police segways, and by foot. Note: A Campus Peace Officer may inquire into the immigration status of a person who is under lawful detention or arrest. To access LSC Police Department services, call the LSC Police Dispatch Center at 281-290-5911. Visit us at LoneStar.edu/Campus-Police.

Sexual Misconduct Reporting Procedures
Any person who believes sexual violence or sexual misconduct occurred may promptly report the incident to one of the College’s responsible employees or Campus Security Authorities (CSA) including, but not limited to:
### College’s Police Department

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bennie Lambert</td>
<td>281.290.3955</td>
<td>LSC-CyFair</td>
</tr>
<tr>
<td>Kimberly Lowry</td>
<td>281.260.3500</td>
<td>LSC-Houston North</td>
</tr>
<tr>
<td>Darrin Rankin</td>
<td>281.312.1674</td>
<td>LSC-Kingwood</td>
</tr>
<tr>
<td>Michael Chavez</td>
<td>936.271.6181</td>
<td>LSC-Montgomery</td>
</tr>
<tr>
<td>Derrick Manns</td>
<td>281.618.5417</td>
<td>LSC-North Harris</td>
</tr>
<tr>
<td>Ann Johnson</td>
<td>281.351.3313</td>
<td>LSC-Tomball</td>
</tr>
<tr>
<td>Zack Coapland</td>
<td>281.290.2717</td>
<td>LSC-University Park</td>
</tr>
</tbody>
</table>

### Chief Student Services Officer

<table>
<thead>
<tr>
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</table>

### Title IX Coordinator

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Karen Miner</td>
<td>832.813.6614</td>
<td><a href="mailto:LSC-TitleIX@LoneStar.edu">LSC-TitleIX@LoneStar.edu</a></td>
</tr>
</tbody>
</table>

The Title IX Coordinator can be reached directly at:
Karen Miner
Executive Director, Compliance Education and Training/ Title IX Coordinator
832.813.6614
Karen.l.miner@LoneStar.edu

Detailed information on investigation procedures, interim steps, proceedings, and possible disciplinary actions are available at the following sites:
- [LoneStar.edu/Policy](https://LoneStar.edu/Policy)
- [LoneStar.edu/TitleIX](https://LoneStar.edu/TitleIX)

### Prevention, Intervention, and Support Resources

LSC provides a variety of student-centered support programs and referral services focused on creating a culture of respect and violence prevention. All new credit students are required to successfully complete LSC’s Campus Sexual Assault online training module during their first term of enrollment. Counselors are available on each campus equipped with referral information to a variety of community agencies that can provide services to support your well-being in times of crisis.

Additional resources are also available on the following LSC webpages:
- [Crisis Resources and Support](https://LoneStar.edu/Mental-Health)
- [Campus Police – Sexual Assault Prevention](https://LoneStar.edu/Sexual-Assault)
- [Sexual Misconduct – Title IX](https://LoneStar.edu/TitleIX)
- [LSCS Policy Manual IX.A.1.04 Available Resources](https://LoneStar.edu/departments/generalcounsel/Section%20IX%20Policy.pdf)
• Counseling Services  
  LoneStar.edu/Counseling-Services

• Communities in Schools  
  LoneStar.edu/CIS

**Clery Act**
LSC complies with the Jeanne Clery Campus Security Policy and Crime Statistics Act. LSC Community members who witness or experience crime on campus are encouraged to report it to Campus Security Authority (CSA) or campus police. An Annual Security Report (ASR) is published on October 1st of each year. The current ASR is available at: LoneStar.edu/Departments/Campuspolice/AnnualSecurityReport.pdf. Relevant information related to crime statistics and prevention programs can be found at the LSC Police Department website: LoneStar.edu/Campus-Police.

**Emergency Preparedness Procedures**
The departments of Emergency Preparedness (DEP) and Environmental Health and Life Safety (EHLS) work across LSC and the community to communicate and implement procedures to support LSC’s goal to offer a safe place for students, faculty, staff, and guests to learn and work. We provide information you need to be prepared, be informed, and to stay safe. Doing your part in emergency preparedness and safety includes:

• Ensure your Emergency Contact information is up to date for campus emergency notifications.
• Follow instructions from faculty, staff, and emergency personnel during emergencies.
• Take drills seriously and encourage others to do the same.
• Review building evacuation maps and emergency assembly areas for buildings where you spend time. Identify at least two ways out from each room and area.
• USE STAIRS NOT ELEVATORS during an emergency!
• If possible, help others as long as it is safe to do so.
• Learn what to do in an emergency beforehand. Review procedures and resources available at LoneStar.edu/11953.
• Understand any special hazards that may exist in your classrooms, labs, and study areas.
Resources available online include:

**Lone Star College Alert System**
Emergency notification via email and text. Update your myLoneStar profile with a personal email or cell phone number or visit LoneStar.edu/LoneStarCollegeAlert.

**Emergency Procedures**
Available online at LoneStar.edu/Emergency-Preparedness.

**Fire Safety Procedures**
Available online at LoneStar.edu/fire-safety.

**Environment, Health & Safety Procedures**
Available online at LoneStar.edu/environment-health-safety.

**Registered Sex Offender Notifications**
The LSC Police Department provides this information to further promote safety within the district’s community and in accordance with state and federal statutes. The Texas Code of Criminal Procedure 62.03(h) requires each person who has been convicted of specific sexual offenses and who intends to attend classes at an institution of higher education to register with the campus police department. LSCS Board Policy establishes procedures for reviewing the petitions of individuals who are registered as sex offenders as designated by the Texas Legislature, and to make recommendations regarding admittance and/or attendance options for those individuals. All campuses are to refer all registered sex offenders wishing to be admitted to any LSC campus or program to the Office of the Chief at 281.655.3714.

Any sex offender admitted as a student to Lone Star College will be listed on the LSC Police Department website at LoneStar.edu/Sex-Offenders.
Computer Usage

LSC public access to computers and peripheral devices are provided to support LSC instruction and education. It is a violation of LSC policy to prevent other users' access to the computer system, degrade system performance, or copy or destroy files. This includes, but is not limited to:

- Intentionally disrupting the access of other students, faculty, or staff to computer resources;
- Knowingly obtaining access to a computer account, identification number, or password assigned to another student, faculty member, staff member, or college office;
- Knowingly using an account, identification number, or password of another student, faculty member, staff member, or college office for something other than its intended purpose;
- Misusing LSC computer equipment by falsifying or changing records or documents, damaging programs belonging to someone else, sending harassing or threatening material, or duplicating copyrighted software;
- Intentionally using LSC computer resources to store, download, upload, display, print, or e-mail computer images that are “obscene materials” as defined by Section 43.21 of the Texas Penal Code and that are not directly related to, or required for, a specific educational course or research project;
- Showing or sending messages, images, or cartoons that are sexually explicit or that demean a person on the basis of race, color, gender, religion, disability, age, veteran status, nationality, sexual orientation, or ethnicity;
- Using LSC e-mail or other computer resources for commercial purposes or personal financial gain.

Any student who violates this policy is subject to discipline by LSC, up to and including suspension or expulsion.

Members of the public who are not enrolled in academic, technical, college-level, or continuing education courses may use the facilities for research only when their use does not keep a LSC student or employee from having access. Any member of the public who does not follow this policy may be asked to stop using the computer, leave the facility, and give up their rights to future use of LSC computers. Minors who are not enrolled in academic, technical, or college-level courses may only use a computer with a filtering device.
### Microsoft Office 365 and OneDrive

Office 365 and One Drive is available at no additional cost to all LSC students. Using Office 365, students can share and co-edit their work using Word, PowerPoint, Excel, and OneNote in real-time. OneDrive cloud storage allows students to keep all of their work online for easy access. Sign up at [www.microsoft.com/en-us/education/products/office?ms.officeurl=getoffice365](http://www.microsoft.com/en-us/education/products/office?ms.officeurl=getoffice365) with your LSC email address.

### myLoneStar (my.LoneStar.edu)

The myLoneStar online portal and log in is your primary tool to access information through Lone Star College. It allows you to:

<table>
<thead>
<tr>
<th>• Complete New Student Checklist</th>
<th>• Register or add classes</th>
<th>• View class schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Look up a course schedule</td>
<td>• Make payment</td>
<td>• Get grades and GPA</td>
</tr>
<tr>
<td>• Search for classes</td>
<td>• Check account balances</td>
<td>• View unofficial transcript</td>
</tr>
<tr>
<td>• Request enrollment verification</td>
<td>• Access 1098T document</td>
<td>• Request an official transcript</td>
</tr>
<tr>
<td>• View your entire LSC record</td>
<td>• Review test scores</td>
<td>• View academic what-if report</td>
</tr>
<tr>
<td>• Complete graduation application</td>
<td>• Access student email</td>
<td>• Complete course evaluations</td>
</tr>
<tr>
<td>• Access online courses</td>
<td>• Access online library services</td>
<td>• Access storage (OneDrive)</td>
</tr>
<tr>
<td>• Contact student services</td>
<td>• Check your progress in an academic program</td>
<td>• Obtain parking permit</td>
</tr>
<tr>
<td>• Drop classes prior to the start of classes</td>
<td>• Get information on financial aid status</td>
<td>• View the academic calendar</td>
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<tr>
<td>• Access technology service portal</td>
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Download the myLoneStar app, available on the App Store or Google Play, to access info from your mobile device while on-the-go.

### Office of Technology Services (OTS)

The Office of Technology Services (OTS) serves the information technology needs of Lone Star College. The OTS Service Desk is open 24 hours a day, 7 days a week, 365 days a year for your convenience at 832.813.6600 or toll free at 866.614.5014. On-Campus OTS locations are also available to support your needs. Office hours and specific room locations are available at [LoneStar.edu/15524](http://LoneStar.edu/15524). Please visit LoneStar.edu/OTS for additional information on services and supports.
Social Media Channels
In addition to communication channels such as student emails and video message boards, LSC also communicates via its social media channels. Students, faculty, and staff can receive information such as campus closings, emergency notifications, important reminder dates (financial aid applications are due, etc.), and updates on LSC activities and success stories.

Follow us on social media!
@LoneStarCollege

Student Email Accounts
Currently, enrolled credit or continuing education students will automatically receive an email account. Email addresses will follow the myLoneStar format: UserID@my.LoneStar.edu. LSC emails can be forwarded to another personal email account (Hotmail, Yahoo!, and Gmail). Use of the account will expire two years after completion of study or last class attended at college.
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