# Table of Contents

- College Locations Map .................................................. 3
- College Contact Information ............................................. 4
- 2017-18 Calendar and Important Dates .............................. 8
- Enrollment and Student Records ....................................... 9
- Student Services and Programs ......................................... 11
- Academic Life .................................................................. 22
- Student Rights, Responsibilities, and Code of Conduct .......... 31
- Campus Security and Emergency Management ................... 43
- Technology Services, Tools, and Usage .............................. 47
- Index ................................................................................ 50
LSC-SYSTEM OFFICE, THE WOODLANDS
5000 Research Forest Drive
The Woodlands, Texas 77381-4356
832.813.6500

LSC-SYSTEM OFFICE, UNIVERSITY PARK
20515 SH 249, Building 11
Houston, TX 77070

Departments
Admissions
Advising
Bookstores
Business & Bursar Office
Campus Police
Career Services
College Relations & Media Services
Counseling
Disability Services
Financial Aid
Graduation
International Programs
Learning Centers
New Student Orientation
Office of Technology Services
Online Services
Student Life
Testing Centers
Transcripts
University Transfer
Veteran Affairs

LoneStar.edu/Admissions
LoneStar.edu/Advising
LoneStar.edu/Bookstore
LoneStar.edu/LSC-Business-Offices
LoneStar.edu/Campus-Police
LoneStar.edu/Career-Services
LoneStar.edu/Relations-Media
LoneStar.edu/Counseling-Services
LoneStar.edu/Disability-Services
LoneStar.edu/Financial-Aid
LoneStar.edu/Graduation
LoneStar.edu/IP
LoneStar.edu/Learning-Centers
LoneStar.edu/Orientation
LoneStar.edu/OTS
LoneStar.edu/LSC-Online
LoneStar.edu/Student-Activities
LoneStar.edu/Testing-Centers
LoneStar.edu/Transfer-Transcript
LoneStar.edu/Transfer-University
LoneStar.edu/Veterans-Affairs

Student Consumer & Safety Information available at LoneStar.edu/Consumer-Safety
## Important Dates

### Fall 2017
- Aug 19: Payment due
- Aug 28: Fall classes begin
- Dec 8: Payment due (Winter mini-semester)
- Dec 11-17: Fall 2017 Final Exams
- Dec 17: End of semester
- Dec 18: Winter mini-semester begins
- Jan 7: 3-week mini-semester ends
- Jan 14: 4-week mini-semester ends

### Spring 2018
- Nov 15: Spring classes begin
- Nov 22-26: Spring 2018 Final Exams
- Dec 11-12: Commencement
- Jan 2-3: Registration begins
- Jan 6: Payment due (Spring 2018)

### Summer 2018
- May 4: Payment due (May mini-semester)
- May 14: May mini-semester begins
- May 25: Payment due (Summer 2018)
- June 3: May mini-semester ends
- June 4: Summer I classes begin
- July 10: Summer I classes end
- July 12: Summer II classes begin
- Aug 19: Summer II classes end

## College Holidays

<table>
<thead>
<tr>
<th>Year</th>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>Sept 2-4</td>
<td>Labor Day holiday</td>
</tr>
<tr>
<td>2018</td>
<td>Jan 15</td>
<td>MLK holiday</td>
</tr>
<tr>
<td>2018</td>
<td>Mar 12-18</td>
<td>Spring Break</td>
</tr>
<tr>
<td>2018</td>
<td>Mar 30-Apr. 1</td>
<td>Spring holiday</td>
</tr>
<tr>
<td>2018</td>
<td>May 26-28</td>
<td>Memorial Day holiday</td>
</tr>
<tr>
<td>2018</td>
<td>July 4</td>
<td>Independence Day holiday</td>
</tr>
<tr>
<td>2018</td>
<td>Jul 4</td>
<td>Independence Day holiday</td>
</tr>
</tbody>
</table>

## Financial Aid Dates

<table>
<thead>
<tr>
<th>Year</th>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>Nov 1</td>
<td>Spring Processing Priority Date</td>
</tr>
<tr>
<td>2017</td>
<td>July 1</td>
<td>Summer Processing Priority Date</td>
</tr>
<tr>
<td>2017</td>
<td>July 15</td>
<td>Fall Processing Priority Date</td>
</tr>
<tr>
<td>2017</td>
<td>Apr 1</td>
<td>State Grant Date</td>
</tr>
</tbody>
</table>

## View other dates online:
- Registration: LoneStar.edu/registration
- Tuition Payments: LoneStar.edu/payment
- SAP Submission: LoneStar.edu/sap
- Refunds/Drops: LoneStar.edu/refunds
- Final Exams: LoneStar.edu/examschedule

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

LoneStar.edu/academic-calendar
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 advisor, 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 once 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 now limits students to six drops (withdraw). Your advisor 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 advisor at least a semester in advance of graduation in order to review their program of study, allowing the opportunity to make necessary course adjustments and attend to particular academic concerns in a timely manner. Once that is complete, the student should apply for graduation thru the myLoneStar portal. Review graduation information at LoneStar.edu/Graduation. Graduation application deadlines are:

- Fall completion-October 1
- Spring completion-February 1
- Summer completion-April 1

Enrollment and Student Records
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. Students confirm their interest in participating in reverse transfer with the four-year institution.
Advising
The advising process is an integral part of each student’s academic success. Regular meetings with an advisor is important for monitoring progress toward your degree path and achieving educational goals in a timely manner. Students may wish to see an advisor 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

Texas Senate Bill 1189 requires all students who are in a multidisciplinary program to meet with an academic advisor upon completing 30 credit hours. This meeting is designed to advise students on the remaining courses needed to complete for their 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. Full-time students must take between 12 and 18 credit hours during both the fall and spring semesters. Enrollment in more than 18 hours requires the approval of the Vice President of Instruction or a 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>
</tr>
</thead>
<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>
</tr>
</tbody>
</table>
LSC provides working students with a recommended balance between course hours and work hours. Overloading work and school hours is a major factor why students do poorly academically, drop classes, or find themselves on academic probation or suspension. On average, a student should designate two hours of study time for every one hour spent in the classroom. For example, a course schedule of 12 credits will require 24 additional hours of study totaling 36 hours per week for schoolwork.

<table>
<thead>
<tr>
<th>School</th>
<th>Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 credit hours</td>
<td>40 hours</td>
</tr>
<tr>
<td>9 credit hours</td>
<td>30 hours</td>
</tr>
<tr>
<td>12 credit hours</td>
<td>20 hours</td>
</tr>
<tr>
<td>14–15 credit hours</td>
<td>10 hours or less</td>
</tr>
</tbody>
</table>

**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; however, the requirements for an associate degree include most of the basic courses appropriate for the first two years of a bachelor’s degree program.

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-University 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

Beginning fall 2017, all new students will be required to complete the New 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.

Module Content Delivered via SafeColleges Platform & Curriculum

Student Training Plan Mandatory Courses/Components will appear in Your Student Center To-Do List

<table>
<thead>
<tr>
<th>Campus Sexual Assault</th>
<th>Mental Health and Suicide Prevention</th>
<th>Drug and Alcohol Abuse Prevention</th>
</tr>
</thead>
<tbody>
<tr>
<td>• LSC Policy &amp; Procedures</td>
<td>• LSC Resource Materials</td>
<td>• LSC Policy &amp; Program Resources</td>
</tr>
<tr>
<td>• Campus SaVE Act for Students: Sexual Violence Awareness</td>
<td>• Mental Health for College Students</td>
<td>• Alcohol Awareness for Students</td>
</tr>
<tr>
<td>• Intimate Partner Violence for Students</td>
<td>• Texas Suicide Prevention Video</td>
<td>• Drug Awareness and Abuse</td>
</tr>
</tbody>
</table>
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 supports. Additional information is available at LoneStar.edu/Drug-Abuse.

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.

Career Services
Career Services counselors and staff can assist you with making informed decisions about your career choices. A variety of resources are available to assist you in the career exploration process to clarify your academic pathway to achieve your career goals. Services are free to students and alumni and include:

- Career Exploration Tools and Research Support
- Creating a Résumé and Writing a Cover Letter
- Interview Tips and Practice
- Aligning Academic Pathway with Career Goals
- Guidance on Career Changes and Transitions
- Information on Workplace Skills and Ethics
- Developing Effective Job-Search Skills
- Job Placement Tools, Resources, and Hiring Events
- External Career Resources

Additional information is available at 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.
Counseling Services
Academic counseling can help students determine what may be hindering their academic progress. Some students may experience excessive stress, inadequately developed study skills, or unrealistic expectations about college life which are issues that can be addressed by counselors. LSC counselors are master’s level counseling professionals trained to assist students in meeting their academic, career, and personal goals. Students facing non-academic counseling needs, especially when encountering a crisis, can consult with an LSC counselor to obtain referral information to various community resources. Visit LoneStar.edu/Counseling-Services to learn about services available on a 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. Visit LoneStar.edu/Disability-Services for additional information.

Students interested in requesting accommodations are encouraged to take the following steps:
1. Review LSCS’ Board Policy on Students with Disability Rights (Section VI.D.11) available at LoneStar.edu/Policy.
2. Review LSC procedures for requesting accommodations available at Lonestar.edu/Departments/GeneralCounsel/Section_VI_D_11_Students_with_Disability_Rights_Procedures.pdf.
3. Contact the DSO at the campus where you are pursuing a degree or certificate. Campus contact information is available at LoneStar.edu/Contacts-Disability.

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 on a student, a faculty member is sending a message to the advising/counseling team who will then contact the student or schedule a meeting with the student to discuss support options. Students may be referred to Early Alert for many reasons. A few examples of those reasons include: 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 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 those students who apply and complete the process by April 1. 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 only. Visit 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 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 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
The FAO will notify you via 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, you must complete a Direct Entrance Loan Counseling session. A link to the online session is available at StudentLoans.gov.

First time Direct Loan borrowers must also complete a Master Promissory Note (MPN). You may complete a MPN by logging onto StudentLoans.gov.

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 StudentLoans.gov.

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. SAP requirements include the following:

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. Academic progress requirements apply to part-time enrolled students on a proportional basis.

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. 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.
- Student will immediately lose financial aid eligibility.

A student that has been placed on financial aid suspension (Not Meets) 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 on various visa types 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 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 Advisor 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/23662 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, and take advantage of student discounts. To obtain your student ID card inquire at the Student Services Office on your LSC campus.

**Student Life**

The Student Life Office offers a variety of ways to help students get involved with the campus, other students, and the community. Involvement in student activities opens the doors to leadership development, social opportunities, skill enhancement, volunteerism, and academic success. The ultimate goal of Student Life is to enhance the student experience and promote student success. Contact the Student Life Office on any campus for more information LoneStar.edu/Student-Activities.

**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. In addition, SGA exists to promote student engagement and develop service projects for the benefit of the college. Contact the SGA advisor on your campus for more information.

**Student Organizations (RSOs)**

Clubs and organizations provide outlets for students’ academic, career, cultural, and recreational interests, and goals. Membership is open to all students enrolled in the college. Registered student organizations (RSOs) must comply with LSC policies and procedures. Each campus will be responsible for disseminating guidelines regarding its student organizations. Information about current organizations, as well as guidelines for starting a new organization, may be obtained from the Student Life Office on any campus.

**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 forthcoming events, activities, and programs to be held at each campus. Some campuses periodically 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 further information.

**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 purpose of the Student Success Institute is to improve the educational outcomes of African American students by focusing upon personal, professional, and academic growth. Student Success Institute student applications can be obtained at [LoneStar.edu/StudentSuccessInstitute/Students](http://LoneStar.edu/StudentSuccessInstitute/Students). Applications are also available to become a mentor to support students in the Student Success Institute develop academic behaviors associated with college success. Mentorship applications are available at [LoneStar.edu/StudentSuccessInstitute/Mentors](http://LoneStar.edu/StudentSuccessInstitute/Mentors).

**Veterans Affairs and Military-Affiliated Students**

LSC is a Veteran 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. VA Liaisons are available at each LSC campus to assist with answering education benefit questions and to assist in determining proper course/program selection. Additional information is available online at: [LoneStar.edu/Veterans-Affairs](http://LoneStar.edu/Veterans-Affairs).

For further assistance, contact the System Office Veteran Affairs at 281.290.2922, or via email at gibill@LoneStar.edu.
Assessment Centers
Assessment/testing centers are available on all LSC campuses and provide secure, proctored testing for various types of assessments. Placement, correspondence, LSC-Online, make-up, and testing for students with accommodations are available services.

Attendance
Students are expected to abide by the faculty member’s attendance policy as stated in the course syllabus. It is the student’s responsibility to consult with faculty members regarding absences and the possibility of make-up work.

Bookstores
Hours of Operation, required textbooks, study aids, supplies, LSC clothes, electronics, snacks and other accessories can be found in the bookstores as well as through the online ordering system by visiting: LoneStar.edu/Bookstore, then select your LSC Campus.

You can order online and pick your textbook at your convenience up to avoid the long lines. Books not available? Follett will ship them to your house for free. If the bookstore is closed, please visit the store kiosk for items such as testing scantrons, bluebooks, and other accessories.

Bring a class schedule to the bookstore (or double-check the syllabus if ordering online) to ensure that you purchase the appropriate course books. Remember, different campuses may use different books for the same course. Book vouchers are available to students with financial aid. Contact the Financial Aid Office for more information.

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 or AmeriCorps.

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 an opportunity for high school students to earn high school and college credit simultaneously. Students demonstrating college readiness through a college placement exam 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>
</tbody>
</table>
Continuing Education Grades

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>S</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>N</td>
<td>Non-Satisfactory</td>
</tr>
</tbody>
</table>

**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.

**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 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.

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
The library at each campus provides access and user privileges to resources and services for students in support of their curricular, workforce and leisure needs. The libraries maintain a common library catalog of holdings, so that students at any campus have online access to the system-wide collections. Each campus library provides online access to a variety of collections and information including full-text databases, indexes to journals, and a variety of internet resources. Library users are able to access electronic resources from their home computers or from their mobile devices. The libraries provide a variety of methods for students to interact with library staff.

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 information, visit the libraries homepage at 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**

LSC-Online in partnership with LSC’s six campuses provides online degree programs to help prepare you for the job of your dreams. Whether this is your first time in college, completing your associate’s degree, or taking your professional credentials to the next level, LSC-Online makes it possible, flexible, convenient, and affordable. Please visit us at LoneStar.edu/LSC-Online for more information about how we can serve you.

**Phi Theta Kappa (PTK) Honor International Society**

PTK is a National Honor Society for two-year college students. Members are invited based on academic standing and GPA. Phi Theta Kappa’s mission is two-fold: a) recognize and encourage the academic achievement of two-year college students; and b) 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 transfer degree programs, workforce degree and certificate programs, and continuing education courses for life-long learning opportunities. Students should follow their program of study to facilitate the completion of their educational goal.

| Academic Transfer Degrees and Certificates | | |
|-------------------------------------------|---------------------------------|
| **Associate of Arts (A.A.)** | 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. |
| **Associate of Arts-Field of Study (A.A.-FOS)** | 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. |
| **Associate of Arts in Teaching (A.A.T)** | A two-year degree plan which satisfies the core requirements for baccalaureate programs at four-year institutions that lead to initial Texas teacher certification. |
| **Associate of Science (A.S.)** | An academic transfer degree designed for students who will ultimately be pursuing a Bachelor of Science degree at a four-year college/university. At LSC, the AS degree is a generalized degree that will not list a specific major but will be called Associate of Science. |

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 to 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 degrees and certificates are available based on a student’s interest and career goal. Credit programs are designed for students who want to join the workforce and may also provide transfer credits to some degree programs at four-year universities for students planning to continue their education to obtain a bachelor’s degree. Non-credit programs are designed for students who want to obtain career training for immediate employment in specific occupations and generally do not include transferable college credits. To learn more about specific programs visit LoneStar.edu/Programs-Workforce.
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. You also have the right to request a criminal history evaluation letter from the applicable licensing agency.

Before registering in an 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 and emergency services programs may be required to undergo drug testing, after acceptance into a program, prior to the start of a clinical rotation, and/or if there is a reason to believe they may be impaired by a chemical or alcohol.

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. 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. 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.
- GED (General Educational Development) preparation and testing.

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 18.
- Fine arts, sports and recreation, computer classes, and more.

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 limited 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 a LSC campus for additional information on the availability of a particular program.
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. 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 Policy Manual V.G.1.1 thru V.G.1.4)

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,

2. a deviation—by the instructor—from the course syllabus or the College’s policy manual (this document),

3. disparate treatment of the student not covered by EEO (e.g., race, color, sex, and etc.) 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.

Campus Signage and Postings
When considering signage and postings, students shall reference and follow the applicable College Board Policies as they relate to definitions, Free Speech Areas, respect and conduct requirements, and prohibited conduct:

1. II.E. Speech and Conduct on College Premises

2. VI.D.10. Student First Amendment Rights and Other Rights

Disruption to the College’s normal operations, invading others’ rights, interfering with an activity or event, threats, implied threats, or any form of prohibited conduct will be handled in accordance with College Board Policy. Obscene or libelous material may not be distributed or posted on LSC property, and it is unlawful to damage or deface any of the buildings, statutes, monuments, memorials, or tree and plant life on College grounds. Distribution must not interfere with pedestrians or vehicles. Fliers and advertisements may not be placed on vehicles in LSC parking lots, and official notices and bulletins are posted at each campus or center. As such, students should inquire into any specific requirements that may exist for signage and postings at their respective campus or center.
Children on Campus

Minors on College Premises:
An Authorized Responsible Adult (parents, legal guardians, or an adult authorized by a parent or legal guardian) must supervise Minors (persons aged 15 and under) on College premises, unless the Minor is participating in a College class, program, or event. This means that Authorized Responsible Adults do not have to accompany Minors while they are participating in the College class, program, or event, but must be present to monitor the Minors’ activities outside of a College class, program, or event. Minors participating in a College class, program, or event must have written permission from their parent or legal guardian. The Authorized Responsible Adult must be immediately available in an emergency situation. For complete information, please reference College Board Policy Manual Section II.D.2.04 at LoneStar.edu/Policy.

Students’ Children on College Premises
College students’ children may not enter the classroom, even for brief visits, without the instructor’s prior express written permission. Instructors may deny permission or revoke written permission. Children cannot enter an activity or lab area where dangerous substances or equipment are stored or in use, unless the children are students enrolled in an applicable class or participating in a special College program. For complete information, please reference College Board Policy Manual Section II.D.2.06 at LoneStar.edu/Policy.

Additional information concerning children on campus may be found at LoneStar.edu/Student-Community-Facilities.
Civil Rights Complaints

The College provides equal treatment and educational opportunities to all persons without regard to race, color, sex, age, sexual orientation, gender identity, gender expression, religion, ethnic or national origin, disability, veteran status, or any other protected status. Any ethnic or national origin, disability, veteran status, or any other protected status. Any student experiencing discriminatory treatment or civil rights violations, aside from Sexual Violence or Title IX Harassment addressed in College Board Policy Manual, may submit a civil rights complaint under College Board Policy Section VI.D.12.

<table>
<thead>
<tr>
<th>Chief Student Services Officer (CSSO)</th>
<th>campuses</th>
</tr>
</thead>
</table>
| Bennie Lambert, VP Student Success   | • LSC-CyFair  
• LSC-Westway Park Technology Center  
• LSC-Cypress Center — Katy  
• LSC-Fairbanks Center — Cypress. |
| Darrin Rankin, VP Student Success    | • LSC-Kingwood  
• LSC-Atascocita  
• LSC-EMCID Center — New Caney |
| Michael Chavez, VP Student Success   | • LSC-Montgomery  
• LSC-University Center at The Woodlands  
• LSC-Conroe Center |
| Derrick Manns, VP Enrollment Management | • LSC-North Harris  
• LSC-Transportation Institute  
• CHI LSC-North Harris School of Cosmetology  
• LSC-East Aldine Center  
• LSC Health Professions Building  
• LSC-Greenspoint Center  
• LSC-Victory Center |
| Ann Johnson, VP Student Success      | • LSC-Tomball  
• LSC-Tomball Health Science Building  
• LSC-Creekside Center - The Woodlands |
| Zack Coapland, VP Student Success    | • LSC-University Park  
• LSC-University Center at University Park  
• LSC-Energy and Manufacturing Institute |

LSC-Online: The CSSO would be for the campus that the student is admitted to or campus the student is currently taking online courses with. For example, if the student is enrolled in an online course for Tomball, Ann Johnson would be the CSSO.

LSC-Corporate College: The CSSO would be for the campus the student’s enrolled program is affiliated with. To determine a Corporate College program’s campus affiliation, a student should reference their information within iStar or contact an academic advisor.
Procedures for Filing a Civil Rights Complaint

Presenting an Informal Concern:
The College encourages students to discuss their civil rights concerns as soon as possible with their college’s Chief Student Services Officer (CSSO). This informal process is available to students who may not see the need to file a formal complaint but still have a concern. The CSSO should attempt to resolve any issues informally if possible. Students not satisfied with an informal process’s results may file a formal complaint. Students are not required to follow this informal process before filing a formal complaint.

Presenting a Formal Complaint:
Students who believe they have been discriminated against because of a protected status may file a complaint by completing Form VI.D.12.1. (the Complaint) available at LoneStar.edu/Policy.

Where and with Whom
Students file Form VI.D.12.1. with the CSSO of the College where the alleged civil rights violation occurred. A list of LSC CSSOs is available above. A student may also file with that college’s president. A list of current college presidents is located at LoneStar.edu/Administration-Board. If the College president receives Form VI.D.12.1., the College president must forward Form VI.D.12.1 to their college’s CSSO as soon as possible.

When
Students must file Form VI.D.12.1. within 60 calendar days after the event, latest occurrence, or conclusion of the informal resolution process, whichever is later.

The College’s policies prohibit any retaliation against a student for filing a Student Civil Rights Complaint, or against anyone who helps investigate such a complaint. A complaint’s actual or perceived truth does not excuse retaliatory conduct. Any person who observes retaliation should promptly notify the applicable CSSO or college president.

Important Links:
- Section VI.D.12 Student Civil Rights Complaints Process
  LoneStar.edu/Departments/GeneralCounsel/Section_VI.D.12_Student_Civil_Rights_Complaints_Policy_(rev._2-17).pdf
- Section VI.D.12 Student Civil Rights Complaints Procedures
  LoneStar.edu/Departments/GeneralCounsel/Section_VI.D.12_Student_Civil_Rights_Complaints_Procedures.pdf
- Section VI.D.12 Student Civil Rights Complaints Forms
  LoneStar.edu/Departments/GeneralCounsel/Section_VI.D.12_Student_Civil_Rights_Complaints_Procedures.pdf
Copyright Policy
Copyright protects the rights of authors of literary, dramatic, musical, artistic, and certain intellectual works. According to College Board Policy, copyright means the exclusive right to reproduce, distribute, display, perform, or create derivative copyrightable works. The College prohibits the use of copyrighted materials in any manner inconsistent with U.S. copyright law. College Board Policy requires that all members of the College community be knowledgeable and take action to respect rights of copyright owners, and refrain from actions that constitute an infringement of copyright or other proprietary rights.

The College must also notify all students that

1. unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may result in civil and criminal liabilities;
2. violating federal copyright laws may result in severe penalties; and
3. violating College policies with respect to unauthorized peer-to-peer file sharing through the College’s technology system (e-mails, uploads, downloads, etc.) may result in disciplinary sanctions.

For more information visit LoneStar.edu/Copyright-Policy.

The Elements of Notification
The College is bound by the Digital Millennium Copyright Act, which has specific requirements that must be met in the notification before the claim of infringement can be considered.

These ‘Elements of Notification’ are listed below per Public Law 105-304 (U.S. Code, Title 17, Chapter 5, Section 512):

(A) To be effective under this subsection, a notification of claimed infringement must be a written communication provided to the designated agent of a service provider that includes substantially the following:
1. A physical or electronic signature of a person authorized to act on behalf of the [copyright] owner . . .
2. Identification of the copyrighted work claimed to have been infringed . . .
3. Identification of the material that is claimed to be infringing . . . and information reasonably sufficient to permit the service provider to locate the material.
4. Information reasonably sufficient to permit the service provider to contact the complaining party, such as an address, telephone number, and, if available, an electronic mail address . . .
5. A statement that the complaining party has a good faith belief that the use of the material in the manner complained of is not authorized by the copyright owner, its agent, or the law.

6. A statement that the information in the notification is accurate, and, under penalty of perjury, that the complaining party is authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.

FERPA
The Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, 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 provided within this site for individuals seeking student records and for staff seeking information on FERPA regulations and how to properly manage student records. Additional information is available at LoneStar.edu/FERPA.

First Amendment Rights
The College recognizes and supports an open forum in accordance with free speech rights and the free exchange of ideas; however, LSC students voluntarily assume certain responsibilities when enrolling in the College. The College’s students enjoy First Amendment protections at all College-sponsored events subject to limited exceptions. Such protections may not be abridged unless, in the Chancellor’s or a designee’s view, the speech is disruptive, College-sponsored, promotes illegal drug use, or the regulation remains viewpoint- and content-neutral. The College will not abridge speech, the press, peaceful assembly, grievance petitions, or students distributing literature; displaying signs; petitioning for change; or sharing information concerning issues of public concern. Students also maintain their rights against unreasonable searches and seizures. Disruption to the College’s normal operations, interfering with the rights of others, or any form of prohibited conduct will be handled in accordance with College Board Policy. For more information, visit the College’s Board Policy at LoneStar.edu/Policy.

Religious Holy Days
The College respects students’ religious observances even though they may conflict with the College’s class meetings, assignments, and examinations. Each faculty member shall communicate the attendance policy to his or her classes, and students should attend all classes in which they are enrolled. A student excused under the College’s Religious Holy Days Policy may not be penalized for the absence, and no instructor may unilaterally deny a student the opportunity for make-up work under the College’s Religious Holy Days Policy. An instructor may appropriately respond if the student does not complete any postponed or rescheduled assignment or exam. For complete information, please reference College Board Policy Manual Section VI.D.2. available at LoneStar.edu/Policy.
**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 System 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 Student Services 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).

Anyone with knowledge of a College student’s non-academic misconduct may report it to the appropriate Chief Conduct Officer. 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.

<table>
<thead>
<tr>
<th>College</th>
<th>Chief Conduct Officer</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSC-CyFair</td>
<td>Dr. Bennie Lambert</td>
<td>281.290.3955</td>
<td><a href="mailto:Bennie.E.Lambert@LoneStar.edu">Bennie.E.Lambert@LoneStar.edu</a></td>
</tr>
<tr>
<td>LSC-Kingwood</td>
<td>Dr. Darrin Rankin</td>
<td>281.312.1674</td>
<td><a href="mailto:Darrin.Q.Rankin@LoneStar.edu">Darrin.Q.Rankin@LoneStar.edu</a></td>
</tr>
<tr>
<td>LSC-Montgomery</td>
<td>Dr. Michael Chavez</td>
<td>936.271.6181</td>
<td><a href="mailto:Michael.F.Chavez@LoneStar.edu">Michael.F.Chavez@LoneStar.edu</a></td>
</tr>
<tr>
<td>LSC-North Harris</td>
<td>Dr. Derrick Manns</td>
<td>281.618.5417</td>
<td><a href="mailto:Derrick.A.Manns@LoneStar.edu">Derrick.A.Manns@LoneStar.edu</a></td>
</tr>
<tr>
<td>LSC-Tomball</td>
<td>Ann Johnson</td>
<td>281.351.3313</td>
<td><a href="mailto:Ann.Johnson@LoneStar.edu">Ann.Johnson@LoneStar.edu</a></td>
</tr>
<tr>
<td>LSC-University Park</td>
<td>Dr. Zack Coapland</td>
<td>281.290.2717</td>
<td><a href="mailto:Zack.T.Coapland@LoneStar.edu">Zack.T.Coapland@LoneStar.edu</a></td>
</tr>
</tbody>
</table>
Procedure 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.*

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

Non-academic misconduct?

Yes

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

Suspension or Expulsion Imposed?

No

Chief Conduct Officer’s decision is final.

Yes

Chief Conduct Officer’s decision is final.

Matter closed.

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

Has Respondent requested a hearing?

No

College President notifies discipline committee members.

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

Non-academic misconduct?

Yes

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).

No

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

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

Discipline Committee decision is final.

No

Yes

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

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

No

Yes

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

**Withdrawal may only last 14 calendar days.

Additional information on procedures and forms are available at LoneStar.edu/departments/generalcounsel/Section%20VI.G.%20Student%20Discipline%20Procedures_Amended_12.9.16.pdf.
Student Health Notices and Immunizations
The College shall conform its actions to the Texas Communicable Disease Prevention and Control Act, the Texas Human Immunodeficiency Virus Services Act, and other applicable law. Students and employees (faculty and staff) will not be excluded from enrollment or employment, or restricted access to college services or facilities unless medically-based judgments in individual cases establish exclusion or restriction is necessary for the welfare of the person with the disease or of other members of the College community. The College prohibits any discrimination in its programs and activities unless based upon accurate scientific information. The College shall keep the number of people who are aware of the existence and identity of an individual with a contagious or communicable disease to an absolute minimum to protect confidentiality and privacy. The College shall also conform its actions to the Texas Public Information Act, the Family Educational Rights and Privacy Act, and other applicable law. Student questions regarding this notice can be answered at the Student Services Office.

Texas law requires most incoming college students to be vaccinated against bacterial meningitis or provide an exemption request declining the vaccine. Texas Senate Bill 1107 requires proof of vaccination at least 10 days prior to attending class. LSC students are blocked from class registration until proof of vaccination is provided. For more information, visit LoneStar.edu/Meningitis.

Student’s Intellectual Property Rights
Lone Star College recognizes that an engaged and creative faculty, staff and students are essential to the mission of the College and to the pursuit of knowledge. The College owns intellectual property created by a student if the student creates intellectual property while using College resources for which the student is not considered to have paid tuition and fees. For complete information, please reference College Board Policy Manual Section IV.D.8.05 available at LoneStar.edu/Policy.
All individuals who create potentially College-owned intellectual property must submit a timely disclosure form to the Office of the General Counsel. The Office of the General Counsel will inform the individual of the disclosure review outcome within a reasonable time. An individual cannot proceed with any outside disclosure, commercialization, or publication until the Office of the General Counsel concludes its review. For complete information, please reference College Board Policy Manual Section IV.D.8.3 available at LoneStar.edu/Policy.

**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 – V.H. Academic Student Travel
2. Non-Academic Student Travel – VI.D.1. Non-Academic Student Travel

College Board Policy requires all three applicable conditions to be met:

**(1: Both)** the travel is at least farther than 25 miles from the closest College campus or satellite center to the final destination.

**(2: Both)** the College funds the travel and uses a college-owned or -leased vehicle, or a college-registered student organization requires the travel.

**(3: Academic Student Travel)** the travel is directed by an instructional employee to achieve an academic objective.

**(3: Non-Academic Student Travel)** the travel is not directed by an instructional employee to achieve the travel.

College Board Policy specifies: definitions, deadlines for Necessary Student Travel Paperwork, CSSO 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.
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 full service, state certified law enforcement agency that is open 24 hours a day, seven days a week. 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. Nothing in College policy limits a Campus Peace Officer from inquiring into the immigration status of a person 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.

Campus Anti-Discrimination Policy
The College strives to maintain an educational environment compliant with all applicable anti-discrimination laws, including all laws outlawing discrimination arising from: sexual harassment, sexual violence, race, color, sex, age, sexual orientation, religion, ethnic or national origin, disability, veteran status, or any other protected status. Unlawful academic discrimination by officers, managers, faculty, supervisors, employees, students, advisors, vendors, clients, or contractors will not be tolerated.
Retaliating against a student who complains about discrimination as defined in this policy is also unlawful. Moreover, retaliating against a student for cooperating in an investigation initiated to discover any of the prohibited conduct identified in the prior paragraph, whether internal or external, is also unlawful and contrary to the College’s policies.

### Title IX Harassment and Sexual Violence 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:

<table>
<thead>
<tr>
<th>College’s Police Department</th>
<th>281.290.5911</th>
<th>LoneStar.edu/Campus-Police</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Student Services Officer</td>
<td>281.290.3955</td>
<td>LSC-CyFair</td>
</tr>
<tr>
<td></td>
<td>281.312.1674</td>
<td>LSC-Kingwood</td>
</tr>
<tr>
<td></td>
<td>936.271.6181</td>
<td>LSC-Montgomery</td>
</tr>
<tr>
<td></td>
<td>281.618.5417</td>
<td>LSC-North Harris</td>
</tr>
<tr>
<td></td>
<td>281.351.3313</td>
<td>LSC-Tomball</td>
</tr>
<tr>
<td></td>
<td>281.290.2717</td>
<td>LSC-University Park</td>
</tr>
</tbody>
</table>

| Title IX Coordinator              | 832.813.6614             | Student-Compliance@LoneStar.edu |

Detailed information on investigation procedures, interim steps, proceedings, and possible disciplinary actions are available at [LoneStar.edu/Policy](http://LoneStar.edu/Policy).

### Prevention, Intervention, and Support Resources

LSC provides a variety 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 on 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 [LoneStar.edu/Mental-Health](http://LoneStar.edu/Mental-Health)
- Campus Police - Sexual Assault Prevention [LoneStar.edu/Sexual-Assault](http://LoneStar.edu/Sexual-Assault)
- LSCS Policy Manual V1.0.1.04 Available Reporting Resources [LoneStar.edu/Disciplinary-Action-Procedures](http://LoneStar.edu/Disciplinary-Action-Procedures)
- Counseling Services [LoneStar.edu/Counseling-Services](http://LoneStar.edu/Counseling-Services)
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 can be found at LoneStar.edu/Crime-Stats.

Emergency Management Procedures
The Office of Emergency Management (OEM) works in collaboration with the LSC Police Department and campus administration to communicate and implement procedures for the safety of LSC students, faculty, staff, and guests. It is critical that all members of the LSC community are informed and prepared to respond appropriately in an emergency situation. Services and supports include:

Lone Star College Alert System
Provides notifications via email and text. In order to receive notifications via text and personal email, you must update your personal information record accordingly in myLoneStar.

LSC Emergency Preparedness Guide
Available online at LoneStar.edu/Departments/ChiefSecurity/EmMgmtBro-Rev-Drft_2Final_Draft(1).pdf.

Lockdown Procedures
Available online at LoneStar.edu/Lockdown

Evacuation Procedures
Available online at LoneStar.edu/16777

Active Shooter Procedures
Available online at LoneStar.edu/16954

Fire Safety Procedures
Available online at LoneStar.edu/Fire-Safety

Additional information is available at LoneStar.edu/OEM.
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. LSC 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 terminals 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, veterans 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 OneDrive 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 [Office.com/GetOffice365](http://Office.com/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>• Look up a course schedule</th>
<th>• View class schedule</th>
<th>• Get grades and GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Search for classes</td>
<td>• Make payment</td>
<td>• View unofficial transcript</td>
</tr>
<tr>
<td>• Register or add classes</td>
<td>• Check account balances</td>
<td>• Request an official transcript</td>
</tr>
<tr>
<td>• View your entire LSC record</td>
<td>• Review test scores</td>
<td>• Complete course evaluations</td>
</tr>
<tr>
<td>• Complete graduation application</td>
<td>• Access student email</td>
<td>• Access storage (OneDrive)</td>
</tr>
<tr>
<td>• Access online courses</td>
<td>• Access online library services</td>
<td>• Obtain parking permit</td>
</tr>
<tr>
<td>• Contact student services</td>
<td>• Access your student center</td>
<td>• View the academic calendar</td>
</tr>
<tr>
<td>• Drop classes prior to the start of classes</td>
<td>• Get information on financial aid status</td>
<td>• Check your progress in an academic program</td>
</tr>
</tbody>
</table>

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](http://LoneStar.edu/OTS) for additional information on services and supports.
Social Media Channels
Follow us on social media!

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 not expire after completion of study at the college. All official communication from LSC will be sent to your email account. For instructions, please go LoneStar.Service-Now.com/sp?id=sc_category&sys_id=50bc32a213c12a4045f97e776144b050&sc_catalog=e0d08b13c3330100c8b837659bba8fb4. Remember for your protection, do NOT share your password with anyone.
INDEX

A
Academic Appeals  31
Academic Life  22
Academic Transfer Degrees and Certificates  27
Active Shooter Procedures  45
Admissions  7
Advising  7, 11
Assessment Centers  22
Attendance  22

B
Basis for Academic Appeal  31
Bookstores  7, 22
Business & Bursar Office  7

C
Campus Carry  43
Campus Police  7
Campus Police and Safety  43
Campus Security and Emergency Management  43
Campus Signage and Postings  32
Career and College Preparation  29
Career Services  7, 14
Child Care  14
Children on Campus  33

CHI LSC-North Harris School of Cosmotology  5
CHSRMA Online Modules  13
Civic Engagement  22
Civil Rights Complaints  34
Clery Act  45
College Locations Map  3
College Relations & Media Services  7
Computer Usage  47
Continuing Education Courses and Programs  28
Counseling  7
Course Load Guidelines  11
Criminal Background Checks for Specified Programs  28

D
Departments  7
Disability Services  7, 15
Drug and Alcohol Abuse Prevention Program (DAAPP)  14
Drug and Alcohol Testing for Specified Programs  28
Dual Credit  23

E
Early Alert  15
Eligibility  24
Emergency Management Procedures 45
Energy & Manufacturing Institute 6
Essential Requirements 19
Evacuation Procedures 45
F
FERPA 37
Financial Aid 7
Financial Aid Services 16
Financial Aid Suspension 18
Fire Safety Procedures 45
First Amendment Rights 37
G
Grading 23
Graduation 7, 9
Grants/Application Processing 16
H
Honors College Fellows 24
Honors Program 24
I
International Programs 7
International Students 18
L
Learning Centers 7, 25
Leisure Learning 29
Libraries 25
Lockdown Procedures 45
Lone Star College Alert System 45
LSC-Atascocita Center 4
LSC Catalog 26
LSC-Conroe 5
LSC-CYFAIR 4
LSC-Cypress Center 4
LSC-East Aldine Center 5
LSC-EMCID Center 4
LSC Emergency Preparedness Guide 45
LSC-Fairbanks Center 4
LSC-Greenspoint Center 5
LSC-Health professions building 5
LSC-Kingwood 4
LSC-Montgomery 5
LSC-North Harris 5
LSC Online 26
LSC-Process Technology Center 4
LSC-System Office 7
LSC-System Office University Park 7
LSC-Tomball 6
LSC-Tomball Health Science Building 6
LSC-University Park 6
INDEX

LSC-Victory Center 5
LSC-Westway Park Technology Center 4

M
Maximum Timeframe Suspension 18
Mental Health Resources 14
Microsoft Office 365 and OneDrive 48
myLoneStar (my.LoneStar.edu) 48

N
New Student Orientation 7

O
Office of Technology Services 7
Office of Technology Services 48
Online Services 7

P
Phi Theta Kappa (PTK) Honor International Society 26
Prevention, Intervention, and Support Resources 44
Procedures for Academic Appeals 32
Procedures for Filing 34
Programs of Study 27

R
Registered Sex Offender Notifications 46
Religious Holy Days 37

S
Satisfactory Academic Progress 17
Schedule Changes 9
Section VI.D.12 Student Civil Rights Complaints Forms 35
Section VI.D.12 Student Civil Rights Complaints Procedures 35
Section VI.D.12 Student Civil Rights Complaints Process 35
Social Media Channels 49
Sports 20
Standards of Progress 24
Student Code of Conduct 38
Student Consumer & Safety Information 7
Student Email Accounts 49
Student Government Association 19
Student Health Notices and Immunizations 40
Student Identification Cards 19
Student Life 7, 19
Student Organizations (RSOs) 20
Student Publications 20
Student Rights, Responsibilities, and Code of Conduct 31
Students’ Children on College Premises 33
INDEX

Student Services and Programs  11
Student’s first infraction period  18
Student’s Intellectual Property Rights 40
Student Success Institute  21
Student Travel  41
Study Abroad  29

T
Technology Services, Tools, & Usage  47
Testing Centers  7
The Elements of Notification  36
Title IX Harassment and Sexual Violence Reporting Procedures  44
Transcripts  7, 9
Transfer Planning  12

U
University Transfer  7

V
Veteran Affairs  7
Veterans Affairs and Military-Affiliated Students  21
Visual and Performing Arts  29

W
Workforce Degrees and Certificates  27