

**LONE STAR COLLEGE SYSTEM DISTRICT
BOARD POLICY MANUAL
Fifth Edition**

V.J.5. New Certificate and Applied Associate Degree Program Requirements

The College must meet several requirements under the Guidelines for Instructional Programs in Workforce Education before the College may approve new certificate or applied associate degree programs. Those requirements include:

- (a) Completed application forms and a statement of assurances must be approved by the Board and the Chancellor, and then forwarded to the THECB's Community and Technical Colleges Division.
- (b) The statement of assurances must certify that the THECB's criteria for new programs have been met.

V.J.6. Revising Certificate and Applied Associate Degree Program Requirements

If the College wishes to revise an existing certificate or applied associate degree program, it must complete the procedures as outlined in the THECB's Guidelines for Instructional Programs in Workforce Education (GIPWE).

- (a) All programs must be under the direction of an administrator having appropriate authority to ensure that course and program quality is maintained and that courses and programs are reviewed regularly, and that programs are conducted in compliance with all applicable laws and rules. Administrative officers must possess credentials, work experience, and/or demonstrated competence appropriate to their areas of responsibility, as specified by the Southern Association of Colleges and Schools Commission on Colleges (SACS). In addition, workforce programs are reviewed annually for relevance to the workplace, new programs created when needed, programs deactivated when no longer effective.
- (b) Faculty and staff must be approved by the post-secondary institution. Each individual must meet the minimum qualifications established by the THECB and the Southern Association of Colleges and Schools Commission on Colleges (SACS).

LSCS Policy Manual Section adopted by the Board of Trustees on February 2, 2017

SECTION VI – STUDENTS

VI.A. ADMISSIONS

VI.A.1.1. Admissions Policy

The College is an open-enrollment community college system. It identifies, attracts, enrolls, and retains students reflecting the community's diverse population. The College does not

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consider race, color, sex, age, sexual orientation, gender identity, gender expression, religion, ethnic or national origin, disability, veteran status, or any other protected status in admissions or educational programs.

LSCS Policy Manual Section adopted by the Board of Trustees on February 2, 2017

VI.A.1.02 Definitions

- (a) **Academic Fresh Start** means the College does not consider grades from courses taken 10 or more years before the start of the applicant's first semester. The College may not give any applicant under this program course credit for courses older than 10 years. The applicant must be a Texas resident.
- (b) **Active Military Service** means active service as a U.S. Armed Forces or Texas National Guard member. A student withdrawing from the College to complete training exercises as a Texas National Guard member does not qualify.
- (c) **Chief Student Services Officer** means the official at each college who has been designated as such in corresponding procedures.
- (d) **Potential Students** are people who may enroll in the College.
 - 1. High school, secondary education, GED, or home school graduates.
 - 2. High school or home school students enrolled in dual-credit or early-college programs.
 - 3. Special admissions may be granted for (a) students aged 16 years or younger, or (b) other applicants able to do college-level work according to the same general standards as high school graduates.

The College may enroll potential students with valid immigration visas if they qualify under (d)(1) through (d)(3).

This definition applies only to the College's general admission policy. Special admission requirements are required for some specific College programs, degrees, and certificates. Special rules are detailed in the College's annual course catalog.

- (e) **Texas Common Admission Application Form** means the adopted Texas Higher Education Coordinating Board electronic common admission application form.

VI.A.1.03 Admission Grievance Policy

Admission rejections are rare because the College is an open-enrollment institution. However, individuals should direct admission grievances to a college's Chief Student Services Officer.

VI.A.1.04 Returning from Active Military Service

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The College has two duties under this policy: (a) provide the student a financial aid package similar to the one for which the student was eligible before withdrawing for military service. This assumes the student meets the current financial aid eligibility requirements and conditions; and (b) allow the student the same academic status the student had before the student withdrew for military service. This includes any course credit the College awarded the student.

LSCS Policy Manual Section VI adopted by the Board of Trustees on March 3, 2016

VI.B. TUITION AND FEES

VI.B.1.01 Policy

The College's Board of Trustees sets tuition and fees for the College's courses. Texas residents pay lower tuition and fees than out-of-state residents or international students. Likewise, out-of-district Texas residents pay higher tuition and fees than in-district Texas residents. Texas law, Texas Higher Education Coordinating Board rules, and this policy determine Texas residency.

VI.B.1.02 Definitions

- (a) **Child or minor** means a person under 18 years of age who is not and has not been married or who has not had the disabilities of minority removed for general purposes.
- (b) **Adult** means a person who is not a child, as defined in this section.
- (c) **In-District Texas Resident** means an adult Texas resident living in the College's taxing district boundaries on the census date in the semester in which the student enrolls. It can also mean a non-adult Texas resident whose parents or guardians live within those boundaries on the census date in the semester in which the student enrolls. It can also mean property owners, and their dependents, who pay the College's property taxes and are Texas residents. It can also mean the College's full-time employee's immediate family members. Finally, it can also mean a Texas resident of the Acres Home Super Neighborhood attending the College's Victory Center.
- (d) **Texas Resident** means—for this tuition and fee policy—a person who satisfies one of several circumstances.
 - 1. A person who established a domicile in Texas no less than one year before the semester's census date in which the person enrolls and maintained that domicile continuously for the year preceding that census date.
 - 2. A dependent whose parent or guardian established a domicile in Texas no less than one year before the semester's census date in which the person enrolls and maintained that domicile continuously for the year preceding that census date.