

Fine and Breakage Loss

Library fines, charges for breakage or loss of equipment or other charges must be paid before a transcript of credit or a permit to re-enter the University will be issued. The University reserves the right to make a special assessment against any student guilty of inexcusable breakage, loss of instructional equipment or other University property.

Determining Residence Status

Texas law specifies that if there is any question as to the student's right to classification as a resident of Texas, it is the student's responsibility to (1) have his or her classification officially determined and (2) to register under the proper classification. Students are classified as resident, nonresident, or foreign for tuition purposes according to state statutes (Title 3, Texas Education Code) and Texas Higher Education Coordinating Board rules and regulations interpreting these statutes. These statutes, rules and regulations are available from the Office of Admissions Services in the Wimberly Student Services Building. Questions should be directed to that office.

Academic Policies and Procedures

Course Numbering

Lamar University converted to the Texas Common Course Number (TCCN) prefixes and numbers in the fall semester of 1998. A crosswalk from previous numbers to the TCCN number is Appendix A. The TCCN is primarily for freshman and sophomore courses; however, the prefixes have been extended through all levels.

Each course has an alphanumeric code (e.g., ENGL 1301). The alpha portion is an abbreviation of the subject area, while the numeric portion provides specific information about the course. The first digit of the numeric portion indicates the level of the course (1=freshman level, 2=sophomore level, 3=junior level, 4=senior level, and 5 and 6=graduate level). The second digit indicates the number of semester credit hours earned by satisfactorily completing the course. The third digit is a sequencing number, or if it is a 7, the third digit indicates the course is not in the TCCN. The fourth digit is a sequencing number.

In this bulletin, three digits separated by colons, such as (3:3:1), will follow each course title. This code provides the following information: the first number is the semester hours of credit for the course; the second number is the class hours of lecture, recitation or seminar meetings per week; and the third number is the required laboratory hours per week. The letter "A" indicates that the hours are "Arranged," usually with the instructor of the course.

Texas Common Course Numbering System

The Texas Common Course Numbering System (TCCNS) is a voluntary, cooperative effort among Texas community colleges and universities to facilitate transfer of freshman (1000) and sophomore (2000) level general academic course work. Lamar University is a participant in this effort. The TCCNS provides a shared, uniform set of course designa-

tions for students and their academic advisors to use in determining both course equivalency and degree applicability of transfer credit on a statewide basis. When students transfer between two participating TCCNS institutions, a course taken at the sending institution transfers as the course carrying, or cross-referenced with, the same TCCNS designation at the receiving institution. For more information, including comparison tables between Lamar and other TCCNS institutions, see <http://www.tccns.org>.

New Courses

In order to meet changing educational requirements, the University reserves the right to add any needed courses at any time without regard to the listing of such courses in the catalog. These courses will appear in the next catalog. The right to change numbers in order to indicate changes in semester hours also is reserved for the reasons above.

Semester Hour

The unit of measure for credit purposes is the semester hour. One hour of recitation (or equivalent in laboratory work) each week usually is equal to one semester credit hour. For each classroom hour, at least two hours of study are expected. Two or more hours of laboratory work are counted as the equivalent of one lecture hour. For laboratory work, which requires reports to be written outside of class, two clock hours are usually counted as one semester credit hour. Twelve semester hours is the minimum full-time load (nine for graduate students) in Fall and Spring semesters, four semester hours in each Summer term.

Maximum Course Loads

The normal course load in a regular semester is 15-18 semester hours; for a six-week summer term, 6-8 semester hours. Overloads must be approved by the student's academic dean. No student will be allowed to enroll for more than 21 semester hours in a regular term, nine semester hours in a summer term, or three semester hours in a mini-session.

Registration for Classes

Students will be permitted to attend class only when the instructor has received evidence of proper registration. Registration dates and deadlines are listed in the official University calendar. Students may add courses, make section changes or drop courses only within the periods specified in the calendar. The Records Office prepares and distributes a schedule of classes well in advance of a given semester.

Minimum Class Enrollment

The University reserves the right not to offer any undergraduate course if fewer than 10 students register for the course.

Course Auditing by Senior Citizens

Senior citizens, 65 years of age or older, may audit courses without the payment of fees on a space-available basis. For further information, call 880-2311.

Class Attendance

Regular class attendance is important to the attainment of the educational objectives of the University. Instructors should keep attendance records and should formulate an

attendance policy consistent with departmental policies, but suited to the needs of the particular course. The instructor's policy is to be explained in detail to the class at the beginning of the semester.

Student Absences on Religious Holy Days

Under Texas Education Code, Section 51.911, Lamar University shall excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an exam or complete an assignment from which the student is excused within a reasonable period of time after the absence.

Texas Education Code, Section 51.911, defines a religious holy day. If a student and an instructor disagree about the nature of the absence being for the observance of a religious holy day as defined therein, or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the Provost. The student and the instructor shall abide by the decision of the Provost.

Grade Replacement Policy

Students will have one chance to replace a grade for a course. If a student repeats a course, the official grade is the second one made, although the original grade remains on the student's transcript. A grade, once earned and entered on a student's record, cannot be removed. The repetition of a Lamar University course at another institution will not replace a grade in the grade point average (GPA) calculation of the Lamar University course. Any further grades earned by further repetition of the same course will be used in calculating the University GPA. Eligibility for all University honors will be determined on the basis of a cumulative GPA that includes all grades earned at Lamar University.

Any student who wishes to repeat a course must do so before completing a more advanced course in the same subject. The chair for the department offering the course will determine what constitutes a more advanced course. Before registering to repeat a course for grade replacement, a student must receive approval from the department chair or advisor.

This policy does not apply to classes repeated before the fall of 2000. Students may obtain a grade replacement form from the Records Office. Students are responsible for completing and filing the grade replacement form with the Records Office after talking to their advisor and registering for the course. In accordance with State law, additional tuition will be charged when a student enrolls in the same course for the third or subsequent time. This includes transferred courses and dropped courses. For more information, please contact the Registrar, 880-1718.

Once a degree has been conferred, a student may not use the Course Repetition/Grade Replacement Policy for any courses used to award the degree or calculate the cumulative grade point average.

Developmental Studies

To assist students in meeting the requirements of the Success Initiative Program, Lamar University offers courses and laboratory programs at the developmental or pre-collegiate level. Students who fail one or more portions of the Texas Higher Education

Assessment (THEA) must be enrolled in at least one developmental program – either an 0371 course or the 0071 laboratory program. For detailed information about courses, laboratories and policies, contact the Developmental Studies office (409-880-8954).

Pre-Collegiate Courses

To serve students whose performance on the THEA examination indicates significant under-preparation, pre-collegiate courses are offered in each of the THEA areas. The following pre-collegiate courses are offered:

DRDG 0371 – Developmental Reading

Development of basic reading skills at the college level. The course is required of all students who have not passed the reading portion of the THEA exam. This course does not satisfy the general degree requirements for any major.

Prerequisite: None

DMTH 0371 – Algebra I and Geometry

Development of basic algebraic skills. This course is a prerequisite for DMTH 0372 and required for all students who have not passed the mathematics portion of the THEA exam. This course does not satisfy the general degree requirement for mathematics.

Prerequisite: DMTH 0071 or equivalent

DMTH 0372 – Algebra II

Development of intermediate algebraic skills. The course is a prerequisite for MATH 1314 or MATH 1324. This course does not satisfy the general degree requirements for mathematics.

Prerequisite: DMTH 0371

DWRT 0371 – Developmental Writing

Development of basic composition and writing skills. This course is a prerequisite for all students who have not passed the writing portion of THEA. This course does not satisfy general degree requirements for freshman English.

Laboratories

To serve students whose performances on the THEA examination indicate minor degrees of under-preparation, developmental laboratory programs are offered. The Developmental Math Lab also accommodates the student who is severely under-prepared. These laboratories are non-credit programs. The following laboratories are offered:

DRDG 0071 – Developmental Reading Lab Program

This program develops and maintains reading skills for the student who is marginally under-prepared in these skills.

Prerequisite: Drdg 0371 or a score of 220-229 on the reading portion of the THEA.

DMTH 0071 – Developmental Math Lab Program

This program develops and maintains mathematical skills for the under-prepared student.

Physical Activity Course Registration Requirement

All full-time students (those taking 12 or more semester hours) must register for one semester hour of physical activity except as follows:

1. Those who are unable to participate in a regular activity course or a modified program of activity because of physical limitations (must have written exemption from the university physician).
2. Students who are 25 or more years of age may be exempted from this requirement at their option.
3. Persons who have completed basic training as a part of their military service may be exempt from the required physical education courses at their option.

Students exempted from the physical activity requirement must submit an elective hour approved by their major department in lieu of the requirement.

Engineering Cooperative Programs

A cooperative program is offered to a limited number of qualified students. Students alternate terms between work and study. To remain in the program, students must maintain a satisfactory grade point average and perform in a manner satisfactory to both their employer and Lamar University. Further information may be obtained from the Director of Engineering Cooperative Education, Box 10057, (409) 880-8753.

Changing Schedules

All section changes, including adds and drops, for Engineering majors, General Studies majors and students who have not passed all parts of the THEA examination, must be approved by the student's Academic Advisor. All such changes are initiated by the completion of the proper form available in the department office. All THEA restricted and Individual Approval students must receive approval from the Office of Developmental Studies to add or drop a course. Usually, a course may not be added after the first two days of the semester.

Dropping Courses

After consultation with their advisor and/or department chair, students may drop a course and receive a grade of "Q" during the first six weeks (two weeks in the summer session) of the semester. For drops after this penalty-free period, grades are recorded as "Q" or "F" indicating the student was passing or failing at the time of the drop. A grade of "Q" may not be assigned unless an official drop has been processed through the Records Office. Students may drop a course using the Student Information System available via Lamar's website (www.Lamar.edu). In addition, students may get a drop form from their major department and obtain the appropriate signatures before submitting it the Records Office. A student may not drop a course within 15 class days of the beginning of final examinations or five class days before the end of the summer term. Students should check the published schedule for specific dates. A written petition to the Dean of the College in which the course is offered is required of students wishing to drop a course after the official drop date. E-mails will not be accepted for drops.

Instructor Initiated Drop

When unexcused absences seriously interfere with a student's performance, the instructor may recommend to the department chair that the student be dropped from the course. If this action is taken after the first six weeks of the semester, a grade of "F" may be recorded for the course. The student's major department will be notified that the student was dropped for excessive unexcused absences. Students remain responsible for initiating drop procedures if they find that they cannot attend classes.

Reinstatement to Class

A student dropped from a course may be reinstated upon written approval by his/her major department chair, instructor and the instructor's department chair. A petition for reinstatement must be completed and approved to be reinstated in a course.

Withdrawals

Students wishing to withdraw from the university during a regular semester or summer term should fill out a Withdrawal Petition (available in the Records Office).

Students must clear all financial obligations and return all uniforms, books, laboratory equipment and other materials to the point of original issue. If, however, the student is unable at the time of withdrawal to clear financial obligations to the University and files with the Records Office an affidavit of inability to pay, the student will be permitted to withdraw with the acknowledgment that transcripts will be withheld and re-entry to Lamar University will not be permitted until all financial obligations are cleared. Copies of the withdrawal form signed by the student and by the department chair must be presented to the Records Office by the student. The student will receive a receipt. The Finance Office, on application before the end of the regular semester or summer session, will return such fees as are returnable according to the schedule shown under the "Fees" section of this catalog. If a withdrawal is made before the end of the sixth week (second week of a summer term) or if the student is passing at the time of withdrawal after the sixth week, a grade of "W" will be issued for each course affected. A grade of "F" may be issued for all courses not being passed at the time of withdrawal after the penalty-free period.

A student may not withdraw within 15 class days of the beginning of final examinations during a regular semester or five class days before the end of a summer term. A student who leaves without withdrawing officially will receive a grade of "F" in all courses and forfeit all returnable fees. Students should check the published schedule for specific dates. Students wishing to withdraw after the official withdrawal date may submit a written petition to their Dean. E-mails will not be accepted for withdrawals.

Enforced Withdrawal Due to Health Reasons

The Director of the Health Center and the Vice President of Student Affairs, on the advice of competent medical personnel, may require withdrawal or deny admission of a student for health reasons (mental or physical).

Change of Major

Students wishing to change majors must have the approval of the chair of the department of their former major and approval of the chair of their new department. These approvals must be in writing on the form entitled "Change of Major," and the completed form must be filed with the Records Office, Wimberly 101.

Change of Address or Name

Students are responsible for all communications addressed to them at the address on file in the Office of Records. Any student who moves during a semester must immediately register his or her change of address in the Records Office. Change of address forms are available in the Records Office.

Change of name due to marriage or correction of name because of spelling errors should be made by completing a name change card at the Records Office. All name changes must be accompanied by a copy of the legal document making the name change official. This document will be kept on file in the student's official folder. Students are advised that former names will be carried on all official transcripts.

Interchange and Recognition of Credits

Credits earned at Lamar State College-Port Arthur, Lamar State College-Orange, the Lamar Institute of Technology and other accredited institutions may be applied

to degree programs of the University when such credit is appropriate to established programs. Separate grade point averages and transcripts are maintained by each campus. For transfer credit evaluation, an official transcript from each institution must be received by Lamar University's Admissions Office.

Simultaneous Enrollment

Students who desire to enroll simultaneously at more than one institution of higher education must have the prior written approval of their Lamar University academic advisor and department chair for all classes to be taken. Such approval may be granted only if all Lamar University academic policies are adhered to by the course work taken as a whole. For example, academic load restrictions and probation restrictions would apply to the total credit hours taken at all institutions. Written approval is to be retained in the student's permanent file.

Transfer Credit for Correspondence Courses

Lamar University does not offer correspondence courses; however, a maximum of 18 semester hours of correspondence work from accredited institutions may be applied toward a bachelor's degree. No correspondence course may be carried while a student is in residence without the permission of the student's department chair. A permit signed by the department chair must be filed in the Records Office before registration for the correspondence course.

A student may not: (1) register for, carry or complete a correspondence course during the last semester or summer session before graduation, nor (2) receive credit for any junior or senior course taken by correspondence, except in the following circumstances: (a) a course required for graduation is not offered by Lamar; (b) the student has a schedule conflict between required courses or (c) a nonresident senior who is within six hours of graduation and who has filed a statement of intent to complete work by correspondence. This statement of intent must be approved by the department chair and filed in the Records Office no later than the last date to apply for graduation. Seniors must file correspondence transcripts at least 14 days before graduation. Credit by correspondence for a course failed in residence will not be accepted toward graduation.

Student Responsibility

All students are responsible for knowing the academic regulations stated in this catalog. Unfamiliarity does not constitute a valid reason for failure to adhere to them.

Academic Progress

Classification of Students

Students are classified as freshmen, sophomores, juniors, seniors, post-baccalaureate and graduate students. Officially enrolled students in academic good standing are classified as follows:

Freshman: all entrance requirements have been met, but fewer than 30 semester hours have been earned;

Sophomore: has earned a minimum of 30 semester hours with 60 grade points;

Junior: has earned a minimum of 60 semester hours with 120 grade points;

Senior: has earned a minimum of 90 semester hours with 180 grade points;

Post baccalaureate: holds a bachelor's degree, but is not enrolled in a degree program, or has not been admitted to a graduate program. Courses taken as a post-baccalaureate may not apply to a graduate degree.

Graduate: has been formally accepted by a graduate program and is pursuing a graduate degree (see Graduate Studies Catalog).

A full-time student is an undergraduate student taking 12 or more semester hours in the fall or spring (four or more in a summer term) semester. A full-time graduate student is one who takes nine or more semester hours in the fall or spring semester (three or more in a summer term). Some sources of student aid reduce payments to students dropping below full-time status.

Grading System

A	–	Excellent	W	–	Withdrawn from University
B	–	Good	Q	–	Course was dropped
C	–	Satisfactory	S	–	Credit
D	–	Passing	U	–	Unsatisfactory, no credit
F	–	Failure	NG	–	No grade
I	–	Incomplete			

The grade of “W” or “Q” is given if the withdrawal or drop is made before the penalty date (see Dropping Courses) or if the student is passing at the time of withdrawal or drop. The grade of “I” may be given when any requirement of the course, including the final examination, is not completed. Arrangements to complete deficiencies in a course should be made with the instructor. Incomplete work must be finished during the next long semester, or the Records Office will change the “I” grade to the grade of “F”. The course must then be repeated if credit is desired. An “I” grade will automatically become an “F” if the student reregisters for the course before removing the deficiencies and receiving a grade change. The instructor may record the grade of “F” for a student who is absent from the final examinations and is not passing the course.

Semester grades are filed with the Records Office. Except in very unusual situations, no grade may be corrected or changed without the written authorization of the instructor who assigned the grade. The grade change form requires the reason for the change and must be approved and signed by the instructor and department chair. All changes involving “Q” and “W” also require the approval and signature of the dean. If the requested change is for a grade assigned more than one year before the request, the dean also must approve and sign the form. If the requested change is for a grade assigned more than three years before the request, the Associate Vice President for Academic Affairs also must approve and sign the form. After a degree has been conferred, no transcribed grade may be changed except those assigned to graduating seniors in their final semester. Such changes require the approval of the Executive Vice President for Academic Affairs. Since faculty are required to retain academic records for only three years, students should make every effort to submit grade change requests as soon as possible.

A student desiring to register for a course to receive a “NG” (signifying “No Grade”) must have the written approval from the major department chair, instructor, and instructor's department chair as well as Records Office verification. Student semester hours attempted will be reduced by the appropriate number of hours.

Students are responsible for completing and filing the appropriate petition form with the Records Office. The deadline each semester for filing the petition for “No Grade” with the Records Office is the same as the deadline for dropping or withdrawing from a course without penalty. See the Schedule of Classes Bulletin for specific dates. This deadline does not apply for thesis, dissertation or other courses specifically approved in advance for using “NG” to indicate that continued academic progress is being made by the student.

Grade Point Average Computation

The grade point average is a measure of the student’s overall academic performance and is used in the determination of academic standing, rank in class, eligibility for graduation, etc. Grade point averages are computed separately for technical and academic programs, except for graduation honors and certain special degree requirements.

To compute grade point averages, grade points are assigned to letter grades as follows: to the grade “A,” 4 points; to “B,” 3 points; to “C,” 2 points; to “D,” 1 point, and to “F,” “I,” “S,” “U,” “NG,” “Q,” “W,” 0 points. The number of grade points earned in a course is obtained by multiplying the number of semester credit hours by the number of points assigned to the grade made in the course.

The grade point average is calculated by dividing the total number of grade points earned by the total number of semester hours attempted in courses for which the grades “A,” “B,” “C,” “D,” and “F” are assigned. Thus, for grades, “I,” “S,” “U,” “NG,” “W,” and “Q,” neither semester hours nor grade points are used in the computation of the grade point average. Hours attempted include all work taken, whether passed, failed or repeated. Courses in which a grade of “S” or “U” is assigned are used in calculating a student’s semester hour load and to determine full-time/part-time status, but are not included in the grade point average.

This method of calculating grade point averages will apply to all students in baccalaureate programs of study effective July 5, 1978. The University’s former repeat policy will not apply to students in four-year programs after this date; thus, the grade of a course repeated after July 5, 1978, may not be substituted for a prior grade.

Academic Records and Transcripts

Academic records are in the permanent custody of the Records Office. Transcripts of academic records may be secured by an individual student personally, or will be released on the student’s written authorization. College transcripts on file from other colleges will not be duplicated by Lamar University’s Records Office. Separate grade point averages and transcripts are maintained for Lamar Institute of Technology work.

Students who owe debts to the University or who have not met entrance requirements may have their official transcripts withheld until the debt is paid or credentials are furnished.

Chapter 675, Acts of the 61st Legislature, 1969 Regular Session, provides that “no person may buy, sell, create, duplicate, alter, give or obtain a diploma, certificate, academic record, certificate of enrollment or other instrument which purports to signify merit, or achievement conferred by an institution of education in this state with the intent to use fraudulently such document or to allow the fraudulent use of such document.”

“A person who violates this Act or who aids another in violating this Act is guilty of a misdemeanor and upon conviction, is punishable by a fine of not more than \$1,000 and/or confinement in the county jail for a period not to exceed one year.”

Final Grades

Grades are available at the end of each semester, summer term or mini-session through the Student Information System at www.lamar.edu. Students should report any errors or discrepancies to the Records Office.

Dean's List and President's List

At the end of each semester, each college dean prepares a list of all full-time (those who complete 12 or more semester hours) freshman and sophomore students who have earned for that semester a grade point average of 3.40 or above and junior and senior students who have earned for that semester a grade point average of 3.60 or above. This list is the Dean's List and is announced by the academic dean of each college.

Full-time (12 or more completed credit hours) undergraduates who earn a 4.0 grade point average for a long semester are included in the President's List. Any student with an "I" grade is ineligible for Dean's List or President's List consideration until the "I" is officially changed.

Names of students who have a directory hold will not appear in the newspaper and may not appear on the Dean's or President's List.

Academic Standards

An undergraduate student will be allowed to continue in the University and will not be subject to the provisions of academic probation or suspension as long as he/she maintains a cumulative grade point average (GPA) which meets or exceeds the standards indicated in the following table. A higher minimum allowable GPA may be specified by individual colleges within the University. In such cases, the more stringent requirements are noted in the college's section of this catalog and supersede the requirements which follow.

Total Quality Hours (All University Work)	Minimum Cumulative GPA Required (Lamar University Grades Only)
0 - 29	1.50
30 - 59	1.75
60 and above	2.00

Total quality hours include all hours credited at the University, including transferred hours. Courses in which a student has received an I, NG, Q, W, or Pass-Fail credit will not be counted in the total quality hours. The cumulative GPA will be computed based only upon credits earned at Lamar University.

Probation

If a student does not attain the minimum cumulative GPA as indicated above, he/she is placed on academic probation at the end of the fall or spring semester, summer session, or mini-session (hence, semester). Academic probation will be removed when the student attains the acceptable cumulative GPA as shown above.

Probation Continued

If while on academic probation a student does not attain the acceptable cumulative GPA as shown above, he/she will be placed on academic probation continued for as long as he/she earns at least a 2.00 semester average per term. In addition, students placed on academic probation continued may not enroll for the next semester without the prior

written approval of the dean of his/her college. Ordinarily, permission to enroll will not be granted until the student has met with an advisor in his/her major department and developed an academic action plan which incorporates steps the student must complete to continue in the University and attain acceptable academic status. Attaining the minimum cumulative required GPA will clear all probation conditions.

Suspension

A student on academic probation continued who fails to earn at least a 2.0 semester GPA and/or meet the conditions set forth in the academic action plan will be placed on academic suspension and may not enroll at Lamar University until after the next regular semester (fall or spring). During this period, any credits earned at any other college or university will not count toward graduation requirements at Lamar. After one semester of suspension, a student may be readmitted with prior written approval of the dean of his/her college. A student readmitted following academic suspension must earn a GPA of at least 2.25 each semester or attain the required cumulative GPA. (See table above). A student readmitted after academic suspension who fails to attain the required GPA will be suspended for two regular semesters. Continuing academic failure may result in academic expulsion from Lamar University.

Readmission after the mandatory suspension period requires reinstatement through an appeal process established by the dean of the college in which the student was enrolled as a major. Probationary status does not require an appeal for reinstatement. Notice of academic probation, academic probation continued, or academic suspension will be shown at the end-of-term on the unofficial transcript (available at <https://bmt-web.lamar.edu/ahomepg.htm>). Any exceptions to the suspension policy must be recommended by a college-level appeal committee and the dean, and approved by the Associate Vice President for Academic Affairs.

Any student who earns a 0.00 grade point average for any one semester with twelve (12) or more hours for fall or spring or six (6) or more hours during a summer semester, will be automatically suspended regardless of the overall grade point average, and must appeal the academic suspension in the same manner as any other academically suspended student.

Academic suspension designates the loss of “good academic standing” and the disruption of “satisfactory progress” toward degree completion. Suspended students will be notified, in writing, of their suspension. Students will not be suspended after their first long semester at Lamar University unless they earn a 0.00 grade point average (such students may appeal their suspension to their dean).

With dean’s approval, suspended students—except those expelled from the University—may attend the summer session on probation. At the end of the summer session, students who were suspended will be reinstated and may register for the fall semester if their cumulative grade point average improves to a satisfactory level during the summer.

A college, with the approval of the Provost, may prescribe academic requirements for its majors in addition to the basic University grade point average standard. Students suspended under these provisions may register in another college at Lamar University provided they meet the prescribed standards and are accepted through the normal change of major procedure. Students may not register for 3000 or 4000-level courses offered by the suspending college unless such courses are required by their new curriculum.

Academic Appeals Procedures

After an enrollment lapse of four or more years from Lamar University and after completing successfully (2.20 grade-point average or higher) 24 or more hours of work at Lamar University, a student may petition to disregard one or two entire semesters/

terms of course work taken previously at Lamar University. The petition shall be filed with the department chair and follow regular channels to the Associate Vice President for Academic Affairs for a final decision. Endorsements and/or recommendations shall be required at each level. When approved by the Associate Vice President for Academic Affairs, disregarded work shall not count in determining the student's grade point average for academic progress or for graduation; however, the work shall remain on the transcript with an appropriate notation and shall be used in determining academic honors. Receiving institutions or agencies may use their own policies to compute a grade point average. Once a degree has been conferred, a student may not use the Academic Appeals procedure for any courses used to award the degree or calculate the cumulative grade point average.

Degree Requirements

General Education Requirements – Bachelors' Degrees

1. Satisfy all admission conditions.
2. Complete the **Philosophy of Knowledge Core** (see page 14 of this catalog).
3. Meet the following minimum requirements:
 - A. A grade point average of at least 2.0 on all courses in the major field and on all courses attempted (some departments may require a higher grade point average).
 - B. Successfully complete a minimum of 120 semester hours. In addition, the following requirements must be met:
 - 1) 30 semester hours in residence at Lamar University with at least 24 semester hours earned after attaining senior classification, except for special degree programs in biology and medical technology;
 - 2) 30 semester hours at the junior and senior level (upper division), of which 18 hours must be completed at Lamar University;
 - 3) 24 semester hours in a major field with at least 12 in upper division courses;
 - 4) No more than 18 semester hours of correspondence work and no more than 30 semester hours of correspondence, extension work and/or credit by examination combined may be applied to the bachelor's degree.
4. Complete the program of study for the major listed in the bulletin.
5. Make application for the bachelor's degree and pay all the designated fees.
6. Attend the official graduation exercise or properly notify the Record's Office.

Second Bachelor's Degree

A second bachelor's degree may be granted upon the completion of all requirements for the degree. A minimum of 30 additional hours beyond those required for the first degree, as specified by the department granting the second bachelor's degree, must be completed at Lamar University.

Multiple Majors within a Single Baccalaureate Degree

Lamar University students may earn two or more majors within a single baccalaureate degree program provided they satisfy all academic requirements for each major. Academic requirements for second majors shall be determined by the department responsible for the second major. Approval of the multi-major degree plan must be

obtained, in writing, from the department chair of the second major before the student applies for graduation. Third and subsequent majors shall follow the same procedures. Non-disciplinary majors such as Applied Arts and Sciences and General Studies shall not be allowed in multi-major degree programs. Once a baccalaureate degree is conferred, additional majors may not be added to the degree. In situations where majors cross degree lines, the baccalaureate degree of the primary major shall be the degree awarded.

Bachelor of Arts Degree

1. Satisfy all admission requirements.
2. Meet the University's general education requirements for a bachelor's degree;
3. Complete the course numbered 2312 in a foreign language or with approval of the major department, CMDS 4305, Sign Language III;
4. Complete six semester hours of literature; and
5. Meet the specific requirements of the selected program of study as listed in the department concerned.
6. Completion of a recognized minor may be required as part of the major degree plan or may be elected by the student, if not otherwise required. A recognized minor must meet the catalog requirements of the minor program.

Bachelor of Applied Arts and Sciences Degree

Bachelor of Business Administration Degree

Bachelor of Fine Arts Degree

Bachelor of General Studies Degree

Bachelor of Music Degree

Bachelor of Science Degree

Bachelor of Social Work Degree

1. Satisfy all admission requirements.
2. Meet the University's general education requirements for degree.
3. Meet the specific requirements of the selected program of study as listed in the department or program concerned.

Special Degree Programs

Biology. A student may receive the degree of Bachelor of Science, biology major, after completion of one year in an approved college of dentistry or medicine.

The following minimums are required:

1. Satisfy all admission requirements.
2. Complete 106 semester hours of the basic requirements for the Bachelor of Science degree; this includes all the required minimums except the total of 140 semester hours;
3. Complete the biology core;
4. Furnish proof of at least 30 semester hours in an approved domestic college of dentistry or medicine;
5. Formally apply for the degree before graduation deadline.

Associate of Applied Science Degree—Nursing

1. Satisfy all admission and pre-admission course requirements;
2. Complete the approved degree plan and file with the Records Office;
3. Earn a grade of "C" or better in English composition, nursing and science courses;

4. Earn an overall grade point average of 2.0 or higher in all course work;
5. Complete at least 24 semester hours of major work at Lamar University with at least 12 hours at the 200-level;
6. No more than 15 semester hours of correspondence and/or extension credit may be applied toward the degree; and,
7. Make final application and pay all fees by the deadline date as stated in the current Catalog.

Minor Field Requirements

In addition to the major field of study in a baccalaureate degree program, a Lamar University student may (or, if required by his or her major program, must) choose a minor field of study from those listed and described in this *Catalog*. The minor will be indicated on the student's official transcript and, with approval of the student's department chair, two or more minors may be earned. All minors must consist of a minimum of 18 semester hours, nine of which must be earned in upper division (3000 & 4000) courses. Minor field hours must be earned in a discipline other than the major field of study. Students must earn a grade point average in the minor field of at least a 2.00, including grades for any transfer credit applied to the minor. The specific requirements for each minor will be established by the department or program offering the minor and may include additional hours (total and/or upper division), specific courses and/or certain levels of academic performance. These requirements are published in the appropriate section of this *Catalog*.

Although not all disciplines of study at Lamar are available as minors, a minor may be offered in any discipline for which Lamar University offers an undergraduate major. Normally, minor course work is an appropriate subset of the major. In certain instances, interdisciplinary minors (which must have a specified administrative home) and minors in non-major disciplines for which there are a sufficient number and offering of courses are available and are noted in this *Catalog*. Following a review and recommendation from the University Curriculum Council, the Provost approves all minors and decides all disputes regarding minors. Questions about minors should be referred to the appropriate academic department chair or program director.

Graduation

Application for Graduation

The graduation process consists of the following steps, which must be completed before graduation by the student. The student must:

1. Request the sponsoring department send an approved degree plan to the Records Office by the due date listed in the current catalog,
2. Have proof of eligibility for admission in the student's file,
3. Submit all transcripts of college coursework from non-Lamar University, Beaumont institutions to the Records Office,
4. Achieve a grade point average of 2.0 on a 4.0 scale on all Lamar University, Beaumont work taken and on all college coursework in the student's major; a course is counted each time taken, whether failed or passed;
5. Complete an application for graduation in the Records Office and pay necessary fees for cap, gown and diploma by the deadline listed in the current catalog; and,

6. Clear all financial and property matters by the deadline.
7. If the student does not graduate, the department must submit a new degree plan. The student must reapply and repay fees in the Records Department in order to graduate at a later date.

The student is responsible, with the concurrence of the major department, for securing official advisement about study plans for the last two semesters, for making application to graduate and for checking compliance with all degree requirements.

Graduation Under a Particular Catalog

A student is entitled to graduate under the degree provisions of the catalog in effect at the time of the student's first completed semester of enrollment with these exceptions:

- a. A catalog more than seven years old shall not be used.
- b. The program of the student who interrupts enrollment (for reasons other than involuntary military service) for one calendar year or more shall be governed by the catalog in effect at the time of the student's re-entrance to the University. The student who interrupts enrollment for involuntary military service must re-enroll within one year from the date of separation from military service in order for this provision to apply. For these purposes, enrollment shall be defined as registration for and successful completion of at least one course during an academic term. A student forced to withdraw for adequate cause before completion of a course may petition for a waiver of this provision at the time of withdrawal.

The program of the student who first declares a major or who changes major from one department to another within the University shall be governed by the departmental degree requirements in effect at the time the change of major becomes effective. General degree requirements (core curriculum) shall be those in effect at the time of the student's first completed semester of enrollment, provided neither condition "a" nor "b" prevails.

Any student transferring from a community college to Lamar University can qualify to graduate under the general degree requirements of the catalog in effect when the student entered the community college. However, students who interrupt their studies for one calendar year or more at the other institution or before transferring to Lamar University are subject to the general degree requirements of the catalog in effect when they return to that institution or enroll at Lamar University.

At the discretion of the appropriate academic dean, students can be required to comply with all changes in the curriculum made subsequent to the year in which they were initially enrolled. Deletions and additions of courses will be of approximately equal credit so no student will have an overall appreciable increase of total credits required for graduation.

Students with credits earned from Lamar University prior to Fall 1999, may elect to complete either the core curriculum (and other graduation) requirements in effect at the time of the student's first completed semester/session at Lamar or the core curriculum requirements in effect with the Fall 1999 semester. The appropriate department chair and dean must approve exceptions to this policy.

Students who transfer to Lamar University from another Texas public institution of higher education shall be governed by the provisions of Texas Senate Bill 148 (75th Legislature). Lamar will accept, *en bloc*, an approved core curriculum successfully completed at another Texas public institution of higher education in lieu of Lamar's core curriculum. Any student who transfers to Lamar University before completing the core curriculum of another Texas public institution of higher education shall receive

academic credit at Lamar for each of the courses that the student has successfully completed in the core curriculum of the other institution; however, the student shall be required to complete Lamar's core curriculum. Students transferring to Lamar from institutions of higher education outside of Texas or from private institutions within Texas shall be subject to the requirements of Lamar's core curriculum.

Graduation Honors

To be designated an honor graduate, a member of the graduating class must: (1) have completed at least 60 semester hours at Lamar University in Beaumont for a four-year degree or 30 semester hours for a two-year degree, and (2) have a grade point average of at least 3.50 for all undergraduate course work (and all graduate course work applied to a baccalaureate degree) attempted at Lamar University in Beaumont. If conditions (1) and (2) are satisfied, only course work attempted at Lamar University in Beaumont will be included in the grade point average (GPA) calculation for honors. Transfer course work will not be included in the calculation of GPAs for Honors. A GPA of 3.50 to 3.64 qualifies for 'cum laude' (honors), 3.65 to 3.79 for 'magna cum laude' (high honors), and 3.80 to 4.00 for 'summa cum laude' (highest honors). Grades made the semester of graduation are included in the calculation of GPAs for honors. Honor graduates will be recognized during graduation ceremonies.

Policies Subject to Change

Although every effort is made to provide complete and accurate information in this catalog, changes may occur at any time, without notice, in academic policies and regulations.

University Honors Program

Director: Donna B. Birdwell

Assistant Director: Kevin Dodson

102 ROTC Building

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The University Honors Program at Lamar is designed to bring out the best in Lamar's academically talented students and to serve as a core of academic excellence within the University community. The Honors Program exists to give bright, motivated students the opportunities and environment that will enable them to develop into creative and productive people. Incoming freshmen are expected to have an SAT score of 1200 or above or a ranking in the top 10 percent of their high school graduating class. Students already enrolled at Lamar must have a University GPA of at least 3.5 to apply. Honors Program students must have a GPA of 3.2 to maintain eligibility. Applications are available in the Honors Program office or may be downloaded from the Lamar University website.

The Honors Program offers enriched classes in most of the Core Curriculum of the University, upper-level interdisciplinary classes, enhanced classes in many majors, and opportunities for Independent Study and the Honors Thesis, as detailed below. All Honors Program students, regardless of major, are encouraged to become Honors Program Graduates through accruing 23 Honors credit hours including the Honors Thesis, or 26 hours (of which 8 hours must be at the junior or senior level) without the thesis. Honors Program students are eligible for the McMaster Honors Scholarship and the Tom Jones Memorial Scholarship and are members of the Honors Student Association. Please contact the Director for further details.

The Honors Program also administers Lamar's **Scholars Development Program**, which was initiated in 2003 to provide preparation and guidance to those Lamar stu-