

**Refund Priority**

Federal Pell Grant	Sponsored Students Source
Federal SEOG	TPEG
Federal Perkins Loan	STS
Subsidized Federal Stafford Loan	SDS
Unsubsidized Federal Stafford Loan	Departmental Budgeted Funds
Federal PLUS Loan	Restricted Scholarship Funds
SSIG	Student
Other Federal SFA Programs	

**Policy Regarding Referrals of Suspected Fraud or Criminal Misconduct**

In the event that an applicant is suspected of participating in fraud or other criminal misconduct in connection with the application for Title IV, HEA program assistance, the information will be referred to the appropriate university, state, and/or federal authorities. These authorities may include, but are not limited to, the following: University Discipline Officer, University Policy, Beaumont Police and the Office of the Inspector General of the U.S. Department of Education.

## Fees and Expenses

**Lamar University reserves the right to change fees in keeping with acts of the Texas Legislature and the University's Board of Regents. By registering for classes at the University, the student agrees to abide by all the policies of the University.**

**Payment of Fees**

A student is not registered until all fees have been paid in full or the student has paid the equivalent of a down payment on the installment plan (if available). Payment may be made by check, Mastercard/Visa/Discover/AMEX, money order, currency or any kind of financial aid (exemptions, loans, grants and scholarships). Checks and money orders should be made payable to Lamar University and will be accepted subject to final payment. The University will not accept counter checks, postdated checks, credit card checks or altered checks. Excess payments will be refunded either in cash or check at the discretion of the University. Students on a "cash only" basis will be restricted to paying by MasterCard/Visa/Discover/AMEX, money orders, currency or financial aid. Payments can be made:

- (1) All forms of payment at the Cashier's office during working hours.
- (2) Payments may be made on the Internet at [WWW.LAMAR.EDU](http://WWW.LAMAR.EDU).
- (3) Drop box at Wimberly 114 for check (with social student I.D. and campus) in a sealed envelope. These payments will be considered part of the next business day's activity if paid after 5:00 p. m. No cash will be accepted.
- (4) Mailed to the Payment Center at P.O. Box 54441, New Orleans, LA 70154-4441.

Students who are delinquent on obligations will be prohibited from registering for class until all obligations are paid in full. Also, holds are placed on academic records so that students cannot obtain transcripts until all obligations are paid in full.

Delinquent obligations to the University will be sent to a collection agency and reported to credit bureaus. All costs of collections are paid by the student which is generally an additional 33.333% of the student's obligations to the University. Delinquent

accounts must be paid at the collection agency. Payment cannot be accepted by Lamar if the account has been forwarded to a collection agency.

### Installment Payment Program

Students may enter into the installment program of the University upon verbal or written request in a Fall or Spring semester. Students who do not pay in full the tuition and fees will be placed in the installment program if the student has paid at least the amount of the down payment (otherwise classes will be dropped). The installment program generally requires a 50% downpayment with the next 25% due about a month after the semester starts and the final 25% due about two months after the semester starts. A non-refundable service charge of \$20 is assessed for the installment program. A late fee of \$15 will be assessed beginning the first day after an installment due date for each delinquent installment payment. Reductions of fees for students in the installment program from drops or withdrawals are calculated as a percentage of the total fees assessed, not as a percentage of any partial payments.

### Summary of Registration Expenses

Each student must plan a budget carefully. To assist in planning registration expenses, the following estimate is furnished as a guide. (For information on University housing fees, see p. 73 of this catalog.)

#### Texas residents enrolled in a 15-hour academic work load\*:

Tuition (in-state) .....	\$1,800
Student Services Fee .....	180
Setzer Student Center Fee .....	30
Property Deposit .....	10
Student ID .....	5
Technology Service Fee.....	255
Library Use Fee.....	180
Health Center Fee .....	30
Study Abroad Fee.....	2
Parking Fee (if desired) .....	32
Books (estimated) .....	500
	\$3,024
	+ course fees

#### Part-time Student (Six semester hours):

Tuition (in-state) .....	\$720
Student Services Fee .....	108
Setzer Student Center Fee .....	30
Property Deposit .....	10
Student ID .....	5
Technology Service Fee.....	102
Library Use Fee.....	72
Health Center Fee .....	30
Study Abroad Fee.....	2
Parking Fee (if desired) .....	32
Books (estimated) .....	250
	\$1,361
	+ course fees

Tuition and fees vary from semester to semester and vary with the semester hours carried so the total may differ from this estimate.

## Summaries of Fees

Following are "Summaries of Fees" in effect at press time which can be used in determining total tuition and fee charges. The total amount of these fees are typical of other state universities in Texas though specific fees will vary from university to university. Note that these do not include course fees and it is assumed the student is enrolled only at Lamar University.

### Lamar University Summer 2006

Semester Hours	Tuition										Totals			
	Texas Resident	Non-Texas Resident	Graduate	Student Service Fee	Student Center Fee	Health Center Fee	Technology Service Charge	Library Use Fee	Study Aboard Fee	Property Deposit	Texas Resident	Non-Texas Resident	Graduate Texas Resident	Graduate Non-Texas Resident
1	120	366	22	16.50	15	15	15	10	1	10	202.50	448.50	224.50	470.50
2	240	732	44	33.00	15	15	30	20	1	10	364.00	856.00	408.00	900.00
3	360	1,098	66	49.50	15	15	45	30	1	10	525.50	1,263.50	591.50	1,329.50
4	480	1,464	88	66.00	15	15	60	40	1	10	687.00	1,671.00	775.00	1,759.00
5	600	1,830	110	82.50	15	15	75	50	1	10	848.50	2,078.50	958.50	2,188.50
6	720	2,196	132	87.50	15	15	90	60	1	10	998.50	2,474.50	1,130.50	2,606.50
7	840	2,562	154	87.50	15	15	105	70	1	10	1,143.50	2,865.50	1,297.50	3,019.50
8	960	2,928	176	87.50	15	15	120	80	1	10	1,288.50	3,256.50	1,464.50	3,432.50
9	1,080	3,294	198	87.50	15	15	135	90	1	10	1,433.50	3,647.50	1,631.50	3,845.50
10	1,200	3,660	220	87.50	15	15	150	100	1	10	1,578.50	4,038.50	1,798.50	4,258.50

Parking: \$12; ID: \$5; Property Deposit is a one-time fee; Courses may have additional fees.

Note: Fees subject to change without notice by action of the Board of Regents or the Texas State Legislature.

## Lamar University Fall 2006/Spring 2007

Semester Hours	Tuition											Totals			
	Texas Resident	Non-Texas Resident	Graduate	Student Service Fee	Student Center Fee	Health Center Fee	Technology Service Charge	Library Use Fee	Study Aboard Fee	Property Deposit	Texas Resident	Non-Texas Resident	Graduate Texas Resident	Graduate Non-Texas Resident	
1	120	396	33	18.00	30	30	17	12	2	10	239.00	515.00	272.00	548.00	
2	240	792	66	36.00	30	30	34	24	2	10	406.00	958.00	472.00	1,024.00	
3	360	1,188	99	54.00	30	30	51	36	2	10	573.00	1,401.00	672.00	1,500.00	
4	480	1,584	132	72.00	30	30	68	48	2	10	740.00	1,844.00	872.00	1,976.00	
5	600	1,980	165	90.00	30	30	85	60	2	10	907.00	2,287.00	1,072.00	2,452.00	
6	720	2,376	198	108.00	30	30	102	72	2	10	1,074.00	2,730.00	1,272.00	2,928.00	
7	840	2,772	231	126.00	30	30	119	84	2	10	1,241.00	3,173.00	1,472.00	3,404.00	
8	960	3,168	264	144.00	30	30	136	96	2	10	1,408.00	3,616.00	1,672.00	3,880.00	
9	1,080	3,564	297	162.00	30	30	153	108	2	10	1,575.00	4,059.00	1,872.00	4,356.00	
10	1,200	3,960	330	180.00	30	30	170	120	2	10	1,742.00	4,502.00	2,072.00	4,832.00	
11	1,320	4,356	363	180.00	30	30	187	132	2	10	1,891.00	4,927.00	2,254.00	5,290.00	
12	1,440	4,752	396	180.00	30	30	204	144	2	10	2,040.00	5,352.00	2,436.00	5,748.00	
13	1,560	5,148	429	180.00	30	30	221	156	2	10	2,189.00	5,777.00	2,618.00	6,206.00	
14	1,680	5,544	462	180.00	30	30	238	168	2	10	2,338.00	6,202.00	2,800.00	6,664.00	
15	1,800	5,940	495	180.00	30	30	255	180	2	10	2,487.00	6,627.00	2,982.00	7,122.00	
16	1,920	6,336	528	180.00	30	30	272	192	2	10	2,636.00	7,052.00	3,164.00	7,580.00	
17	2,040	6,732	561	180.00	30	30	289	204	2	10	2,785.00	7,477.00	3,346.00	8,038.00	
18	2,160	7,128	594	180.00	30	30	306	216	2	10	2,934.00	7,902.00	3,528.00	8,496.00	
19	2,280	7,524	627	180.00	30	30	323	228	2	10	3,083.00	8,327.00	3,710.00	8,954.00	
20	2,400	7,920	660	180.00	30	30	340	240	2	10	3,232.00	8,752.00	3,892.00	9,412.00	

Parking: \$32; ID: \$5; Property Deposit is a one-time fee; Courses may have additional fees.  
 Note: Fees subject to change without notice by action of the Board of Regents or the Texas State Legislature.

## Lamar University Summer 2007

Semester Hours	Tuition											Totals			
	Texas Resident	Non-Texas Resident	Graduate	Student Service Fee	Student Center Fee	Health Center Fee	Technology Service Charge	Library Use Fee	Study Aboard Fee	Property Deposit	Texas Resident	Non-Texas Resident	Graduate Texas Resident	Graduate Non-Texas Resident	
1	120	366	22	18.00	15	15	17	12	1	10	208.00	454.00	230.00	476.00	
2	240	732	44	33.00	15	15	34	24	1	10	372.00	864.00	416.00	908.00	
3	360	1,098	66	49.50	15	15	51	36	1	10	537.50	1,275.50	603.50	1,341.50	
4	480	1,464	88	66.00	15	15	68	48	1	10	703.00	1,687.00	791.00	1,775.00	
5	600	1,830	110	82.50	15	15	85	60	1	10	868.50	2,098.50	978.50	2,208.50	
6	720	2,196	132	92.00	15	15	102	72	1	10	1,025.00	2,501.00	1,157.00	2,633.00	
7	840	2,562	154	90.00	15	15	119	84	1	10	1,174.00	2,896.00	1,328.00	3,050.00	
8	960	2,928	176	90.00	15	15	136	96	1	10	1,323.00	3,291.00	1,499.00	3,467.00	
9	1,080	3,294	198	90.00	15	15	153	108	1	10	1,472.00	3,686.00	1,670.00	3,884.00	
10	1,200	3,660	220	90.00	15	15	170	120	1	10	1,621.00	4,081.00	1,841.00	4,301.00	

Parking: \$12; ID: \$5; Property Deposit is a one-time fee; Courses may have additional fees.  
 Note: Fees subject to change without notice by action of the Board of Regents or the Texas State Legislature.

## Tuition

Tuition has two components to it: the portion set by the State (conventional tuition) and the portion set by the Board of Regents regulated by State statutes (local tuition). By State statute, both of these items must be billed together and called “tuition.” The State portion (conventional tuition) is based upon the number of hours for which the student registers and is determined by the student’s classification as a Texas resident or a non-Texas resident. The Admissions Office determines legal residence for tuition purposes on the basis of statutes of the State of Texas. State tuition is remitted to the State by the University. The current state tuition rate is \$50 per hour. The local tuition portion is assessed to support University debt service and other University functions that are not supported by state funding. Approximately 70% of this fee is used to finance debt service. Other items supported by this fee include the post office, print shop, supply center, cashiering, and other institutional support functions. The current rate is \$70 per hour, moving to \$76 per hour in Fall 2007 and increasing by \$6 per hour every Fall thereafter. Combined, the current rate is \$120 per hour, moving to \$126 per hour in Fall 2007 and increasing by \$6 per hour every Fall thereafter.

## Graduate Tuition

Graduate tuition is set by the Board of Regents and is assessed to support the Graduate Studies program. The current graduate tuition is \$22 per hour, moving to \$33 per hour in Fall 2006 and increasing by \$11 per hour every Fall thereafter.

## Tuition for Undergraduate Students with Excessive Credit Hours

In accordance with Senate Bill 345 (1999), Section 61.0595\* of the Education Code was amended to address tuition for excessive credit hours of undergraduate students. Lamar University will not receive state funding for credit hours earned by a resident undergraduate student beyond the number required by the degree program plus 45 hours. If a resident undergraduate student earns credit hours that exceed by at least 45 hours the number of credit hours required by a degree program, Lamar will not receive state funding for those hours. Lamar will, therefore, charge the student the rate charged non-resident students. (e.g., a degree program requires 120 semester credit hours, but a resident undergraduate student enrolls in 166 credit hours. The student is charged resident rate for 120 plus 45 hours, totaling 165, but the student is charged the non-resident rate for any hours exceeding 165.)

An undergraduate student who is not enrolled in a degree program is considered to be enrolled in a degree program requiring a minimum of 120 semester credit hours. This law does not apply to a student enrolled in: 1) two or more baccalaureate degree programs at the same time, 2) a double major degree program that requires 130 or more semester credits for completion, or 3) a health professional baccalaureate degree program.

The following credits are not counted for purposes of determining whether the student has previously earned the number of semester credit hours specified above: 1) semester credit hours earned by the student before receiving a baccalaureate degree that has been previously awarded to the student, 2) semester credit hours earned by the student by examination or under any other procedure by which credit is earned without registering for a course for which tuition is charged, 3) credit for a remedial education courses, a technical course, a work-force education course funded according to contact hours, or another course that does not count toward a degree program at the institution, or 4) semester credit hours earned by the student at a private institution or an out-of-state institution.

These provisions do not affect any students who initially enrolled as an undergraduate student in any institution of higher education before the fall 1999 semester. For additional information, contact the Office of the Vice President for Finance and Operations.

*\* In accordance with Senate Bill 345 (1999), Section 61.0595 of the Education Code was amended to address tuition for excessive credit hours of undergraduate students. Lamar University will not receive state funding for credit hours earned by a resident undergraduate student who, before the semester or other academic session begins, has previously attempted a number of semester credit hours for courses taken at any institution of higher education while classified as a resident student for tuition purposes that exceeds by at least 45 hours the number of semester credit hours required for completion of the degree program in which the student is enrolled.*

## **Student Service Fee**

The student service fee supports student activities such as athletics, recreational sports, the University Press and other student services. The current rate is \$18.00 per hour with a maximum of \$180.

## **Setzer Student Center Fee**

This fee supports the Setzer Student Center and its programs. The current rate is \$30 per long semester and \$15 per summer session.

## **Course Fees**

Most courses have additional fees associated with them. Students should always check with the departments offering the class to see what additional fees will be assessed. Most course fees are also listed in the class schedule.

## **Technology Service Fee**

This fee primarily supports both the administrative mainframe computer and the academic mainframe computer. The current rate is \$15 per hour.

## **Health Center Fee**

The Health Center Fee supports the student Health Center and is \$30 per long semester and \$15 per summer session.

## **Library Use Fee**

This fee is used to support the library. As every course (including field center courses) is given the mandate to use the library, all students are charged this fee. The current rate is \$10 per hour.

## **Distance Learning Fee**

A charge up to \$50.00 per semester credit hour of instruction will be charged to students enrolled in courses offered by means of distance learning.

## **Late Registration Fee**

A charge of \$10 is made for late registration or for paying after the start of the semester (not including the second or third payments under the installment plan).

## Reinstatement Fee

A student seeking reinstatement to the university after withdrawing from the university without paying the full amount of tuition and fees due, or after having been denied credit for work done for failure to pay an installment payment or late payment fee, shall pay a \$50.00 reinstatement fee in addition to past due installment payments and late payment fees.

## Parking Fee

Charges for parking on campus are made at registration. Automobile registration fees are as follows: Fall semester, \$32; Spring semester, \$22; Summer, \$12. Only one registration is required during an academic year, and a student's parking fee is honored until the end of Summer Session II.

## Property Deposit

Each student will be required to pay a one-time \$10 property deposit. Any unused portion of the \$10 will be refunded upon written request to the Cashiers' Office after the student graduates or withdraws from the University. If a student attends the university for more than four years, this fee will be charged again.

## Health and Accident Insurance

Health and accident insurance coverage is available for purchase at registration for students carrying nine or more semester hours. This or similar insurance is required of all international students. Additional information may be obtained from the Student Affairs Office.

## Special Fees

Fees will be set by the University for courses in which special plans and/or field trips must be prepared and specialists secured as instructors. Students who feel they may be exempt from some fees should contact the Student Aid Office. For example:

### **Exemption 1:** Scholarships to High School Honor Graduates

The highest ranking student in the graduating class of a fully accredited Texas high school will be entitled to a tuition and laboratory fee waiver valued at approximately \$3,600. Details may be obtained from the Student Aid Office.

### **Exemption 2:** Hazlewood

Persons who were citizens of Texas at the time of entry into the Armed Forces and who are no longer eligible for federal educational benefits, are exempt from tuition, laboratory fees, Setzer Student Center fees, general use fee and computer use fee. This applies to those who served in World War I, World War II, the Korean Conflict, the Vietnam War or Desert Storm and were honorably discharged. This exemption also applies to those veterans who entered service after Jan. 1, 1977, and did not contribute under the VEAP program. To obtain this exemption, necessary papers must be presented prior to registration and approval obtained from the Office of Veterans' Affairs. The above exemption also extends to children of members of the Armed Forces who were killed in action or died while in the service in World War II, the Korean Conflict or Vietnam War.

Students need to provide a copy of their separation papers (DD214) and a letter from the Veterans Administration stating that the student has no remaining eligibility.

Students who expect to attend under some veterans' benefit plan should contact the Office of Veterans' Affairs 90 to 120 days prior to registration. The Office of Veterans' Affairs advises veterans on program and training opportunities, academic assistance and counseling. Veterans interested in information in these areas should visit this office in the Wimberly Student Services Building.

## **Policy on Waiving Fees**

### **Off-Campus Classes**

Students taking field center classes will not be required to pay Setzer Center, Health Center or Property Deposit fees. All other fees are required by either Board of Regents or State statute and cannot be waived. Field center courses have an additional \$10 per hour fee to compensate for the additional expenses of these classes (rent of facilities, transportation of personnel and materials, additional record keeping, etc.).

### **Multi-Campus Students**

Students taking classes on more than one Lamar campus (Lamar-Beaumont, Lamar-Orange, Lamar-Port Arthur, Lamar-Institute of Technology) may be entitled to a reduction of fees. The basis for the reduction would be so as not to exceed fee maximums for specific fees. The Cashiers' Office should be contacted for information regarding multi-campus adjustments or to ensure an adjustment is made.

## **Refund of Tuition and/or Fees**

Students requesting a refund of tuition and/or fees resulting from dropped courses or from withdrawing from the University should direct questions to the Cashiers' Office. Refunds are calculated as a percentage of total fees assessed, not as a percentage of partial payments on installments. Refunds for dropped classes are generally processed at the end of the second week past the 12th semester day of regular semesters and after the 4th semester day during summer sessions. Refunds for withdrawals are generally processed at the end of the second week following the 12th semester day for regular semesters and two weeks after the 6th semester day for summer sessions.

## **Dropped Courses**

In order to receive a 100% reduction of tuition and fees for dropped courses, a student must drop according to the schedule below, and remain enrolled in some hours with the University. Questions should be directed to the Cashier's Office.

### **Fall or Spring Semester**

1. Through the twelfth semester day, 100 percent.
2. After the twelfth semester day, no refund.

### **Summer Session**

1. Through the fourth semester day, 100 percent.
2. After the fourth semester day, no refund.

## **Withdrawal from the University**

Tuition and fees may be reduced when a student withdraws. Depending on the amount of reduction and what the student has paid, the student may receive a refund

or may still owe money to the University. Any student who officially withdraws from the University will receive a reduction on tuition and fees according to the following schedule.

#### **Fall or Spring Semester**

1. Prior to the first semester day, 100 percent less a \$15 matriculation fee.
2. During the first through fifth semester days, 80 percent.
3. During the sixth through tenth semester days, 70 percent.
4. During the eleventh through fifteenth semester days, 50 percent.
5. During the sixteenth through twentieth semester days, 25 percent.
6. After the twentieth semester day, none.

#### **Summer Session**

1. Prior to the first semester day, 100 percent less a \$15 matriculation fee.
2. During the first, second or third semester day, 80 percent.
3. During the fourth, fifth or sixth semester day, 50 percent.
4. Seventh semester day and after, none.

The \$10 Property Deposit is refundable upon written request by the student to the Cashiers' Office.

Withdrawing from the University does not relieve the student of any financial obligations under the Installment Payment Program or for any student loans as these are the student's legal financial commitments.

### **Insufficient Funds Checks**

Checks written to the University and returned unpaid for any reason will result in a \$25 charge plus applicable fees for a delinquent account (e. g. \$10 late registration fee, \$15 late installment payment fee, etc.). Students with a returned check will be on "cash only" status for the duration of their enrollment at Lamar, subject to appeal. Students on a "cash only" basis are prohibited from paying with a personal check (all other payment methods are acceptable).

### **Matriculation Fee**

A matriculation fee of \$15 will be incurred by students who withdraw prior to the first day of class. This \$15 fee will be deducted from refunds.

### **Miscellaneous Fees**

Transcript Fee .....	\$5.00
Advanced Standing Examination (per course).....	\$25.00
Photo Identification.....	\$5.00
Lost Photo I.D. ....	\$5.00
Parking Tickets .....	\$10-70.00
Special Handling Fee .....	\$20.00
Lost Cardinal One Card .....	\$20.00

Other departments have programs or services available to students. Questions regarding these services or programs should be directed to the corresponding departments.

## **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-