

Academic Information

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. Master's level courses are numbered 5000. Doctoral level courses are numbered 5000 and 6000. Students are responsible for registering in the correct level of courses.

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 designations 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>.

Changing Schedules

All section changes, adds and drops, must be approved by the department chair of the student's major field. All such changes are initiated by the completion of the proper form available in the department chair's office. Usually, a course may not be added after the first two days of a regular or summer session.

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 that 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 to the Records Office. A student may not drop a course within 15 class days of the beginning of the final examinations or five class days before the end of a summer term.

Students should check published schedules 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 after the official drop date. E-mails will not be accepted for drops.

Withdrawal from the University

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. However, if 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 acknowledgement that transcripts will be withheld and reentry 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 penaltyfree 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 for Student Affairs, on the advice of competent medical personnel, may require withdrawal of or deny admission to a student for health reasons (mental or physical).

Academic Records

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.

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.”

Educational Records and Student Rights

The following information concerning student records maintained by Lamar University is published in compliance with the Family Education Rights and Privacy Act of 1974 as amended (PL93-380).

Access to educational records directly related to a student will be granted to him or her unless the type of record is exempt from the provision of the law.

The types, locations and names of custodians of educational records maintained by the University are available from the registrar.

Access to records by persons other than the student will be limited to those persons and agencies specified in the statute. records will be maintained of persons granted such access and the legitimate interest in each case.

The release of information to the public without the consent of the student will be limited to the categories of information which have been designated by the University as directory information and which will be routinely released. The student may request this information be withheld from the public by making written request to the Records Office. Directory information includes name, current and permanent address, telephone listing, date and place of birth, major and minor, semester hour load, classification, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, with dates, and the last educational agency or institution attended.

A student has the right to challenge records and information directly related to him or her if it is considered to be inaccurate, misleading or otherwise inappropriate. Issues may be resolved either through an informal hearing with the official immediately responsible or by requesting a formal hearing. The procedure to be followed in a formal hearing is available in the Records Office.

Prior consent is not required from a student to disclose information to the Comptroller General of the United States, the Attorney General of the United States, the Secretary of State and local educational authorities.

A reasonable attempt will be made by Lamar University to notify a student of a records request to comply with a judicial order or a lawfully issued subpoena.

The right of parental access to student records may be established by either of two methods: first, by the student filing a written consent statement and, second, by the parent validating the student's dependence as defined by the internal Revenue Service.

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by Lamar University to comply with the requirements of FERPA.

Summons

An official summons takes precedence over other university activities of the student and should be answered promptly on the day and hour designated. Failure to heed an official summons may subject the student to serious disciplinary action.

Falsification of Records

A student who makes a false statement to any university official or office or on any official form submitted to the University is subject to immediate dismissal.

Student Debts

The University is not responsible for debts contracted by individual students or student organizations and will not act as a collection agency for organizations, firms or individuals to whom students may owe bills.

Students and student organizations are expected to honor contractual obligations promptly.

Penalty for failure to clear up these obligations may be (a) no readmission, (b) withholding of grades and transcripts, (c) withholding of degree.

Parking

At registration, each student who pays the necessary fee is issued a permit which allows parking on the campus. This permit is numbered and is to be attached to the back of the rear-view mirror of the car.

Change of Address or Name

Students are responsible for all communications addressed to them at the address on file in the Office of Student Development, in the Office of the College of Graduate Studies and in the Records Office. Any student who moves during a semester must immediately register the change of address in the above offices. 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.

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.