

Academic Policies and Procedures

Course Numbering

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 Texas Common Course Numbering System. 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 to be met 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>.

New Courses

In order to meet changing educational requirements, the University reserves the right to add, delete or change courses or degree requirements.

Semester Hours

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.

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. 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 (three for graduate students).

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 academic 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.

Course Auditing by Senior Citizens

Senior citizens, 65 years of age or older, may register for and audit courses without the payment of tuition or fees on a space-available basis. For further information, call the registrar at 880-2113.

Class Attendance

Regular class attendance is important to the attainment of the educational objectives of the University. Instructors will formulate an attendance policy consistent with departmental policies and suited to the needs of the particular course. The instructor's policy will be explained in detail to the class at the beginning of the semester and appear in the course syllabus.

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 may replace a course grade by repeating a course. If a student repeats a course, the official grade is the higher one, although all grades remain on the student's transcript. A grade, once earned and entered on a student's transcript, cannot be removed. The repetition of a course taken at another institution will not replace a grade in the grade point average (GPA) calculation of the Lamar University course. Eligibility for all University honors will be determined on the basis of a cumulative GPA that includes all grades earned at Lamar University, including those that were replaced.

Any student who wishes to repeat a course must do so before completing a more advanced course in the same subject. The chair of the department offering the course will determine what constitutes a more advanced course.

This policy does not apply to classes repeated before the fall of 2000.

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. For more information, please contact the Registrar, 880-8358.

Developmental Studies

To assist students in meeting the requirements of the Texas Success Initiative (TSI) Program, Lamar University offers courses at the developmental or pre-collegiate level. Students who fail one or more portions of the approved college readiness test(s) must be enrolled in at least one developmental course or program. 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. For detailed information about courses and policies, contact the Developmental Studies office (409-880-8954).

Pre-Collegiate Courses

To serve students whose performance on the college readiness test(s) indicates under-preparation, pre-collegiate courses are offered in each of the skill 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 0370 – Pre-Algebra

DMTH 0371 – Developmental Algebra I

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 a college readiness exam. This course does not satisfy the general degree requirement for mathematics.

Prerequisite: DMTH 0370 or equivalent

DMTH 0372 – Developmental Algebra II and Geometry

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 a college readiness test. This course does not satisfy general degree requirements for freshman English.

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.

Dropping Courses

Students may drop a course and receive a grade of “Q” during the penalty-free period of the semester or session. 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 online or by obtaining and processing a drop form from their major department. 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 academic calendar for specific dates.

Six-Drop Rule

Beginning with the fall 2007 semester, and applying to students who enroll in higher education for the first time during the fall 2007 semester or any subsequent term, Lamar University, along with all other Texas public institutions of higher education (including two-year institutions), may not permit an undergraduate student to drop a total of more than six courses, including any course a transfer student has dropped at another public institution of higher education in Texas, unless the student can show good cause for dropping more than that number, including but not limited to a documented showing of the following:

- a) a severe illness or other debilitating condition that affects the student's ability to satisfactorily complete the course;
- b) the student's responsibility for the care of a sick, injured or needy person if the provision of that care affects the student's ability to satisfactorily complete the course;
- c) the death of a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's death is considered to be a showing of good cause;
- d) the active duty service as a member of the Texas National Guard or the armed forces of the United States of either the student or a person who is considered to be a member of the student's family or who is otherwise considered to have a sufficiently close relationship to the student that the person's active military service is considered to be a showing of good cause;
- e) the change of the student's work schedule that is beyond the control of the student, and that affects the student's ability to satisfactorily complete the course; or
- f) other good cause as determined by the institution of higher education.

In accordance with Texas law (SB 1231, 80th Legislature), students will not be allowed to drop more than six courses. Forms for requesting a good cause exception to the six-drop rule are available from academic advisors or the Office of the Registrar.

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 penalty-free period of the semester or session, 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 or her major department chair, instructor and the instructor's department chair.

Withdrawals

Students wishing to withdraw from the university during a regular semester or summer session should fill out a Withdrawal Petition (available in the Records Office). Students must clear all financial obligations and return all university property. 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 penalty-free period or if the student is passing at the time of withdrawal during the penalty period, 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 academic calendar for specific dates. Students wishing to withdraw after the official withdrawal date may submit a written petition to their Dean.

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 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."

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.

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 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

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 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;

Junior: has earned a minimum of 60 semester hours;

Senior: has earned a minimum of 90 semester hours;

Post baccalaureate: holds a bachelor's degree, but is not enrolled in a degree program or has not been admitted to a graduate program.

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

A full-time student is an undergraduate student taking 12 or more semester hours in the fall or spring semester (four or more in a summer term). 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 during the penalty-free period (see Dropping Courses) or if the student is passing at the time of withdrawal or drop during the penalty period. 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. 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 Senior Associate Provost 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 Provost. 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. 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 Academic Calendar 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, program eligibility and honors.

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.

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.

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. Students should report any alleged 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 full-time (those who complete 12 or more semester hours) freshman and sophomore students who earned for that semester a grade point average of 3.40 or above, and junior and senior students who 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 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 public releases of the Dean's and President's Lists.

Academic Probation and Suspension

Any student whose cumulative grade point average (GPA) falls below satisfactory *academic progress* (2.00 or higher cumulative grade point average) will be placed on *academic probation*. This designation indicates the student is not making satisfactory academic progress toward the completion of an associate or baccalaureate degree. Academic advisement is mandatory for any student on probation, and registration efforts will be blocked by the university until permission is granted by the college, general studies or development studies. The student on probation must contact his or her academic college/general studies/developmental studies for an advisement session before attempting to register for classes. During this session, an *academic action plan* will be developed and will serve as an academic *contract* between the student and the college/general studies/developmental studies for the next semester/term. The student may be required to receive academic counseling and/or support services (e.g. tutoring) as a requirement of the contract.

A student on probation *who demonstrates* academic improvement (i.e., a 2.00 or higher semester/term GPA) and complies with all other conditions of the academic action plan during the next semester/term of enrollment, but whose cumulative grade point average does not return to satisfactory academic progress (2.00 cumulative GPA) will remain on probation.

A student on probation *who does not demonstrate* academic improvement (i.e., lower than a 2.00 semester/term GPA) and/or fails to comply with any other condition of the action plan during the next semester/term of enrollment will be *academically suspended* from Lamar University or, with approval from the academic dean, be placed on continued probation and subject to a new academic action plan.

A student subject to his or her first academic suspension must serve a long semester (fall or spring) or entire summer (summer mini, summer sessions I-IV) suspension before returning to Lamar University. Upon return, the student will be placed on probation and subject to a new academic action plan. A second suspension will result in a two-semester suspension, and a third suspension will result in expulsion from Lamar University.

Any courses completed at other colleges or universities—including the Lamar two-year institutions—during periods of suspension will not be accepted by Lamar University as transfer credit. For advisement or additional information, a student on pro-

bation or suspension should dial the telephone number at the bottom of the grade report or contact his/her academic advisor. This policy takes effect with the Fall 2007 semester.

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 Senior Associate Provost for a final decision. Endorsements and/or recommendations shall be required at each level. When approved by the Senior Associate Provost, 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 – Bachelor's Degrees

1. Satisfy all admission and graduation requirements.
2. Complete the **Philosophy of Knowledge Core** (see page 16 of this catalog).
3. Meet the following minimum requirements:
 - A. A grade point average of at least 2.00 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. Attend the official graduation exercise or properly notify the Records 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 Degrees

1. Satisfy all admission and graduation requirements.
2. Meet the University's Core Curriculum 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.

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 and graduation requirements.
2. Meet the University's Core Curriculum requirements for a bachelor's 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 and graduation 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.

Associate of Applied Science Degree—Nursing

1. Satisfy all university and graduation requirements for an A.A.S. degree;
2. Satisfy all admission requirements for the A.A.S. nursing program;
3. Complete all degree requirements;
4. Complete at least 24 semester hours of major work at Lamar University with at least 12 hours at the 200-level; and
5. No more than 15 semester hours of correspondence and/or extension credit may be applied toward the degree.

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 his or her major department send an approved degree plan to the Records Office by the due date listed in the Academic Calendar;
2. Have proof of eligibility for admission in the student's file;
3. Submit all transcripts of college course-work from non-Lamar University, Beaumont institutions to the Records Office;
4. Achieve a grade point average of 2.00 on a 4.00 scale on all Lamar University, Beaumont course-work and on all college course-work in the student's degree program;

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 Academic Calendar; and
6. Clear all financial and property matters by the deadline for submitting degree plans.
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 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 degree program of the student who declares a major or who changes majors shall be the departmental degree requirements in effect at the time the major becomes effective. General degree requirements 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 two-year college to Lamar University can qualify to graduate under the general degree requirements of the catalog in effect when the student entered the two-year college. However, students who interrupt their studies for one calendar year or more before transferring to Lamar University are subject to the general degree requirements of the catalog in effect when they 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.

Transfer of Core Curriculum

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: To be named

Assistant Director: Kevin Dodson

1060 East Virginia

Phone: 212-9724

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 on 12 or more academic credits to apply. Honors Program students must have a GPA of 3.25 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 students who indicate both a desire and the general capability for graduate work. It is expected that Lamar will select nominees for national scholarships and fellowships from among participants in the Scholars Development Program (although not exclusively, nor will all participants necessarily receive a nomination). Students may be nominated by their professors for the Scholars Development Program and will normally enroll in HNRS 2160 (Scholars Development Seminar) by their sophomore year.

Honors Core Curriculum Classes

CHEM 1460	Honors General Chemistry*
COMM 1360	Honors Public Speaking*
ENGL 1360	Honors Composition and Rhetoric I*
ENGL 1361	Honors Composition and Rhetoric II*
ENGL 2360	Honors Sophomore Literature*
HIST 1361	Honors American History: History of the United States, 1763 to 1877*
HIST 1362	Honors American History: History of the United States since 1877*
MATH 2460	Honors Calculus and Analytic Geometry*
PHIL 1360	Honors Philosophy of Knowledge*

Equivalent

CHEM 1412 (Chemistry II)
COMM 1315
ENGL 1301
ENGL 1302
(any sophomore literature)
HIST 1301
HIST 1302
MATH 2413
PHIL 1370

* See departmental listings for detailed descriptions of these classes.

In addition to the above Honors Core classes, Lamar offers either full Honors sections or opportunities to petition for Honors credit in American Government I and II (POLS 2301 and 2302), calculus-based Physics (PHYS 2425 and 2426) and several classes that fulfill the social science and fine arts options. Occasionally, Honors sec-

tions or opportunities to petition for Honors credit are offered for other classes in a student's major degree plan. Honors credit entails course assignments in addition to (or different from) the standard course. Students should consult with individual professors or the Honors Director for details.

Other Honors Courses

All Honors students take at least two Honors Seminars (HNRS 3161). These can be taken at any time after the freshman year. Topics vary and have included "Sociolinguistics," "Machine Intelligence," "Islam," and "Cultural Studies: History of Rock 'n' Roll."

Junior- and senior-level honors credits can be earned in several ways: 1) Through upper-level Honors courses and seminars. 2) Through Honors Independent Study classes. 3) Through adding an Honors Contract to an upper-level class. 4) Through the Honors Thesis.

Upper-level Honors courses include SOCI 3360 – Honors Human Nature and the Human Condition and HNRS 4364 – Honors Topics. The latter course is offered by professors in any department who have a subject to teach that is not listed in the regular curriculum. Topics have included "Science Fiction and Fantasy," "The American Presidency," and "Literature of Redemption."

Honors Independent Study (HNRS 3360) provides the opportunity for students in any major to create a course of study that is not covered in the regular curriculum. Students often use this opportunity for independent research and creative endeavor.

The **Honors Contract** may be used to individually enhance a course in the regular curriculum for Honors credit.

The **Honors Thesis** (HNRS 4360 and 4361) permits students aiming at post-baccalaureate degrees to demonstrate clearly the ability to complete a major research/creative project. For all students, it provides the opportunity to pursue in depth an area of study or research that is personally important or intriguing. Forms and guidelines for both of these options may be secured in the Honors Program offices or downloaded from the Honors website.

Honors Student Life

In addition to offering an enriched curriculum, the Honors Program encourages and supports student research and creative activity leading to presentations and publications. The program also has a residential component in Cardinal Village and, together with our Honors Student Association, encourages participation in the cultural life of the campus and community as well as volunteer service. Honors Peer Mentors assist freshmen in making the transition to college life. For more information about Honors Program activities, please consult the Lamar University website.