

# 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).