Lamar Institute of Technology

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Twenty fourth catalog issued by Lamar Institute of Technology with announcements for 2017-2018.

Lamar Institute of Technology is a member of The Texas State University System.

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Lamar Institute of Technology is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award degrees at the associate level. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500, http://www.sacs.org for questions about the accreditation of Lamar Institute of Technology.

Lamar Institute of Technology is an equal opportunity/affirmative action educational institution and employer. Students, faculty and staff members are selected without regard to their race, color, creed, handicap, age, sex or national origin, consistent with the Assurance of Compliance with Title VI of the Civil Rights Act of 1964; Executive Order 11246 as issued and amended; Title IX of the Education Amendments of 1972, as amended; and Section 504 of the Rehabilitation Act of 1973.

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Lamar Institute of Technology

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TBA	Dean of Students
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Ken Mason	Chair, Department of Public Service and Safety
Pat O'Connor	Chair, Department of Technology

Calendar

Fall Semester 2017

JULY

27-Jul Students dropped from classes for non-payment (after 5 p.m.).

AUGUST

21-Aug Opening Day – Faculty and Staff attendance required – Offices closed

21-Aug Full-time faculty members return to campus.

24-Aug Students dropped from classes for non-payment (after 5 p.m.).

25-Aug On-line and On-campus Registration ends for **Fall**, **Fall 2**, and '**JumpStar**t' Option.

28-Aug First day of classes for **Fall**, **Fall 2** and '**Jump Start' Option** classes.

30-Aug Last day to petition to audit a **Fall 2** class.

30-Aug 3rd Class Day (Census Date) for '**Jump Start**' classes.

SEPTEMBER

1-Sep Last day for students to drop or withdraw '**Jump Start**' classes WITHOUT academic penalty.

4-Sep Labor Day holiday (campus closed).

5-Sep First day for students to notify the department of their major of their intent to graduate and to schedule a degree plan audit.

5-Sep 6th Class Day (Census Day). Last day for students to drop classes and receive a refund for **Fall 2 classes**.

11-Sep Last day for students to drop classes or withdraw WITH academic penalty for '**Jump Start**' classes.

11-Sep Last day for students to drop classes or withdraw WITHOUT academic penalty **Fall 2** classes.

13-Sep 12th Class Day (Census Day). Last day for students to drop classes and receive a refund for regular **Fall** classes.

20-Sep First day of classes for Fall ***Late Start*** Semester.

20-Sep On-line and on-campus Registration ends for Fall ***Late Start*** classes.

21-Sep Last day of classes for the '**JumpStart**' Option.

25-Sep Fall 20th Class Day. Students dropped from classes for non-payment (after 5 p.m.) for **Fall**, **Fall 2**, **Fall 3**, and ***Late Start*** classes.

25-Sep Last day for students to drop or withdraw WITH academic penalty for **Fall 2** classes.

26-Sep Last day to register late; last day to drop and add classes for Fall ***Late Start*** classes.

29-Sep Last day for students to drop classes or withdraw WITHOUT academic penalty; last day for students to petition to audit a class for **Fall** Semester.

OCTOBER

2-Oct 9th Class Day (Census Day). Students dropped from classes for non-payment; Last day for students to drop classes and receive a refund for Fall ***Late Start*** classes.

3-Oct Last day for students to notify the department of their major of their intent to graduate and to schedule a degree plan audit.

10-Oct Last day for students to drop classes or withdraw WITHOUT academic penalty; last day for students to petition to audit a class for Fall ***Late Start*** classes.

17-Oct On-line and on-campus Registration ends for **Fall 3** classes.

17-Oct Last day of class for **Fall 2** Semester.

18-Oct First day of classes for **Fall 3** Semester.

23-Oct Last day to register late; last day to drop and add classes for **Fall 3** classes.

25-Oct 6th Class Day (Census Day). Students dropped from classes for non-payment; Last day for students to drop classes and receive a refund for **Fall 3** classes.

30-Oct Class Schedule (Spring 2018) available.

31-Oct Last day for students to drop or withdraw WITHOUT academic penalty; last day to petition to audit a class for **Fall 3** classes.

31-Oct Last day for students to drop classes or withdraw WITH academic penalty for Fall ***Late Start*** classes.

NOVEMBER

3-Nov Last day for students to drop classes or withdraw WITH academic penalty for **Fall** classes.

6-Nov Academic Advising begins for Winter Mini, Spring, Spring Late Start, Spring 2, Spring 3 Semesters and 'JumpStart' Option.

14-Nov Last day for students to apply for Fall graduation; last day for students to pay for cap and gown at LU Bookstore.

14-Nov Last day for students to drop or withdraw WITH academic penalty for **Fall 3** classes.

15-Nov Registration begins for students with disabilities and graduating students for Spring 2018 classes.

20-Nov On-line and on-campus registration for Winter Mini, Spring, Spring *Late Start*, Spring 2 Spring 3 Semesters and 'JumpStart' Option.

22-Nov Thanksgiving holiday begins after evening classes.

23-Nov Thanksgiving holiday (campus closed).

24-Nov Thanksgiving holiday (campus closed).

DECEMBER

6-Dec Last day of classes for **Fall *Late Start*** classes.

7-Dec Last day of classes for **Fall** classes and **Fall 3** classes.

8-Dec Final exams for Fall Semester begin.

13-Dec Final exams for Fall Semester end.

15-Dec Fall Graduation Ceremony (Friday, December 15, 2017, 9am. Montagne Center)

Winter Mini-Semester 2017

DECEMBER

14, 15, 18, 19, 20: Winter Mini Semester Class days.

13-Dec On-line and on-campus Registration ends for Winter Mini Semester.

14-Dec First day of classes for Winter Mini Semester.

15-Dec Last day for students to drop from class and receive a refund.

15-Dec 2nd Class Day (Census Day). Students dropped from class for non-payment (after 5 p.m.).

19-Dec Last day for students to withdraw WITHOUT academic penalty.

21-22-Dec Energy Conservation Days

22-Dec Last day for students to withdraw WITH academic penalty.

25-Dec Winter Break Begins (campus closed).

JANUARY, 2018

3, 4, 5, 8, 9: Winter Mini Semester Class days.

2-Jan Winter Break Continues (campus closed)

9-Jan Last day of classes for Winter Mini Semester.

Spring Semester 2018

JANUARY

2-Jan Winter Break Continues (campus closed)

3-Jan Staff return from Winter Break

3-Jan On-going registration for **Spring**, Spring ***Late Start***, **Spring 2**, **Spring 3** Semesters and '**JumpStart**' Option classes begins.

5-Jan Opening Day – Faculty and Staff attendance required – Offices closed

9-Jan Full-time faculty return to campus.

11-Jan Students dropped from classes for non-payment (after 5 p.m.).

12-Jan On-line and on-campus Registration ends for **Spring**, **Spring 2** Semesters and '**JumpStart**' Option classes.

15-Jan Martin Luther King Jr. Day (no classes, campus closed).

16-Jan First day of classes for **Spring, Spring 2,** and '**Jump Start**' Semester classes.

18-Jan 3rd Class Day (Census Date) for '**Jump Start**' classes.

19-Jan First day for students to notify the department of their major of their intent to graduate and to schedule a degree plan audit.

19-Jan Last day to register late; last day to drop and add for Spring Semester classes.

22-Jan Last day for students to drop '**Jump Start**' classes or withdraw WITHOUT academic penalty.

23-Jan 6th Class Day (Census Day) for **Spring 2**. Last day for students to drop classes and receive a refund.

29-Jan Last day for students to drop classes or withdraw from '**Jump Start**' classes WITH academic penalty.

29-Jan Last day for students to drop or withdraw from **Spring 2** classes WITHOUT academic penalty; last day to petition to audit a class.

31-Jan 12th Class Day (Census Day). Last day for students to drop classes and receive a refund for regular Spring classes.

FEBRUARY

8-Feb On-line and on-campus Registration ends for Spring ***Late Start*** Semester.

8-Feb Last day of classes for the '**JumpStart**' Option.

12-Feb Spring 20th Class Day**.** Students dropped from classes for non-payment (after 5 p.m.).

12-Feb First day of classes for Spring ***Late Start*** Semester.

12-Feb Last day for students to drop or withdraw from **Spring 2** classes WITH academic penalty.

14-Feb Last day to register late; last day to drop and add Spring ***Late Start*** classes.

19-Feb Last day for students to drop classes or withdraw from **Spring** classes WITHOUT academic penalty; last day for students to petition to audit a class.

22-Feb 9th Class Day (Census Day) for ***Late Start*** classes. Students dropped from classes for non-payment. Last day for students to drop classes and receive a refund.

MARCH

2-Mar Last day for students to drop or withdraw from ***Late Start*** classes WITHOUT academic penalty; last day for students to petition to audit a class.

7-Mar Last day of classes for **Spring 2** Semester.

7-Mar On-line and on-campus Registration ends for **Spring 3** Semester.

8-Mar First day of class for **Spring 3** Semester.

9-Mar Last day to register late; last day to drop and add **Spring 3** classes.

9-Mar Last day for students to notify the department of their major of their intent to graduate and to schedule a degree plan audit.

12-16 Mar Spring Break (no classes; campus open).

16- Mar Energy Conservation Day (campus open)

22-Mar 6th Class Day (Census Day) for **Spring 3** classes. Students dropped from classes for non-payment. Last day for students to drop classes and receive a refund.

28-Mar Last day for students to drop or withdraw from **Spring 3** WITHOUT academic penalty; last day to petition to audit a class.

30-Mar Good Friday – (no classes; campus open)

APRIL

2-Apr Class Schedule (May Mini, Summer I, Summer II, Summer III, Fall, Fall *Late Start*, Fall 2, and Fall 3 Semesters, 'JumpStart' Option 2017) available.

2-Apr Academic Advising begins for May Mini, Summer I, Summer II, Summer III, Fall, Fall Late Start, Fall 2, Fall 3 Semesters and 'JumpStart' Option.

2-Apr Last day for students to drop classes or withdraw from **Spring** classes WITH academic penalty.

3-Apr Last day for students to apply for Spring graduation at the Graduation Office (Wimberly Building); last day for students to pay for cap and gown at LU Bookstore.

4-Apr Last day for students to drop or withdraw from ***Late Start*** classes WITH academic penalty.

9-Apr Registration begins for students with disabilities and Summer & Fall graduating students.

12-Apr Last day for students to drop or withdraw from **Spring 3** WITH academic penalty.

16-Apr On-line and on-campus Registration begins for May Mini, Summer I, Summer II, Summer III, Fall, Fall *Late Start*, Fall 2, Fall 3 Semesters and 'JumpStart' Option.

MAY

3-May Last day of classes for Spring ***Late Start*** Semester.

4-May Last day of classes for **Spring** Semester classes.

4-May Last day of classes for **Spring 3** Semester.

7-May Final exams begin.

10-May Final exams end.

11-May Spring Graduation Ceremony (Friday, May 11 2018, 9 a.m., Montagne Center).

28-May Memorial Day (no classes, campus closed).

May Mini Semester 2018

MAY

14, 15, 16, 17, 21, 22, 23, 24, 29, 30: May Mini Semester Class Days.

11-May On-line and on-campus Registration ends May Mini Semester

14-May **First day of classes for May Mini Semester**.

15-May Last day for students to withdraw from class and receive a refund

15-May 2nd Class Day (Census Day). Students dropped from class for non-payment (after 5 p.m.).

17-May Last day for students to drop or withdraw WITHOUT academic penalty.

23-May Last day for students to drop or withdraw WITH academic penalty.

28-May Memorial Day (no classes, campus closed).

30-May Last class day May mini semester.

Summer Semester 2018

MAY

28-May Memorial Day (no classes, campus closed).

31-May Students dropped from **Summer I and III** classes for non-payment (after 5 p.m.).

JUNE

1-Jun On-line and **o**n-campus Registration ends for **Summer I and III** Semesters.

4-Jun First day of classes for **Summer I and III** Semester.

5-Jun First day for students to notify the department of their major of their intent to graduate and to schedule a degree plan audit.

6-Jun Last day to register late; last day to drop and add **Summer I and III** classes

7-Jun 4th Class Day (Census Day). Last day for students to drop **Summer I** classes and receive a refund.

13-Jun Last day for students to drop or withdraw from **Summer I** WITHOUT academic penalty; last day for students to petition to audit a class.

18-Jun Last day for students to notify the department of their major of their intent to graduate and to schedule a degree plan audit.

19-Jun 12th Class Day (Census Day) for **Summer III**. Last day for students to drop classes and receive a refund.

22-Jun 15th Class Day. Students dropped from **Summer I** classes for non-payment (after 5 p.m.).

26-Jun Last day for students to drop from **Summer I** WITH academic penalty; last day for students to withdraw.

26-Jun Last day for students to drop or withdraw from **Summer III** classes WITHOUT academic penalty; last day for students to petition to audit a class.

29-Jun 20th Class Day Students dropped from **Summer III** classes for non-payment (after 5 p.m.).

JULY

4-Jul July 4th Holiday (campus closed)

5-Jul Students dropped from **Summer II** classes for non-payment (after 5 p.m.).

9-Jul Last day of classes for **Summer I** Semester.

9-Jul On-campus and on-line registration ends for Summer II Semester.

10-Jul First day of classes for **Summer II** Semester.

12-Jul Last day to register late; last day to drop and add **Summer II** classes.

13-Jul 4th Class Day (Census Day). Last day for students to drop **Summer II** classes and receive a refund.

19-Jul Last day for students to drop or withdraw from Summer II classes WITHOUT academic penalty; last day to petition to audit a class.

23-Jul Last day for students to drop or withdraw from **Summer III** classes WITH academic penalty.

30-Jul 15th Class Day. Students dropped from **Summer II** classes for non-payment (after 5 p.m.).

31-Jul Last day to drop or withdraw from **Summer II** classes WITH academic penalty.

31-Jul Last day for students to apply for August Graduation.

AUGUST

13-Aug Last day of classes for **Summer II** Semester.

13-Aug Last day of classes for **Summer III** Semester.

There is no summer graduation ceremony.

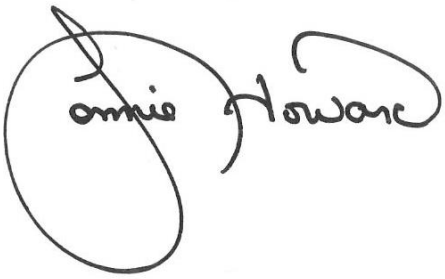
Students completing graduation requirements at the end of Summer I, II and/or III may participate in the preceding May graduation ceremony or the following December graduation ceremony.

Welcome from our President

Welcome to Lamar Institute of Technology.

LIT strives to ensure the success for all students. Our experienced faculty and supportive staff are available to answer your questions and guide you toward achieving your future success. Whether you choose one of LIT's 25 Associate of Applied Science Degrees, 27 Certificates or one of the 6 new academic transfer Associate Degrees, our staff is here to assist you. Through the dedication of faculty and staff in supporting students, you will find, the "American Dream" lives at LIT.

Sincerely,



Dr. Lonnie L. Howard

Lamar Institute of Technology

Accreditation

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The Lamar Institute of Technology Dental Hygiene Program is accredited by the American Dental Association Commission on Dental Accreditation. The Respiratory Therapy Program is accredited by the Commission on Accreditation for Respiratory Care. The Diagnostic Medical Sonography Programs are accredited by The Commission on Accreditation of Allied Health Education Programs. The Radiologic Technology Program is accredited by The Joint Review Committee for Education in Radiologic Technology. The Commission on Accreditation for Health Informatics and Information Management accredits the Health Information Technology Program89. The Emergency Medical Technician-Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions.

Government

A board of nine regents, appointed by the Governor and confirmed by the State Senate for terms of six years, governs the Texas State University System. The Board of Regents delegates the direction of affairs to the president, campus administrative officers, and faculty.

Location

Lamar Institute of Technology, a member of the Texas State University System, and a state-supported institution, is located in Beaumont, Texas, one of the world's largest petrochemical centers. Beaumont is a progressive city in the Sunbelt, offering private and public schools, churches, museums, shopping districts, and a wide range of leisure-time activities to serve a metropolitan statistical area of 388,745 people. A Jefferson County entertainment complex, a civic center, convention center, a performing arts theater, a downtown dining and entertainment district, and coliseum draws professional entertainers and a wide variety of business, social, and professional groups to the city. Beaumont is convenient to major recreation facilities of Southeast Texas, including the Gulf of Mexico, large lakes and the Big Thicket National Preserve.

History

Lamar Institute of Technology traces its roots back to March 8, 1923, when the South Park School District in Beaumont authorized its superintendent to proceed with plans to open a "junior college of the first class." On Sept. 17, 1923, South Park Junior College opened with 125 students and a faculty of 14. Located on the third floor of the South Park High School building, the college shared the library and athletic facilities with the high school. In 1932, separate facilities were provided, and the name of the institution was changed to Lamar College, to honor Mirabeau B. Lamar, second president of the Republic of Texas and the "Father of Education" in Texas.

On June 8, 1942, as a result of a public campaign, a new campus was purchased, and classes were held for the first time on the present-day campus in Beaumont. After World War II, the college grew to 1,079, and a bill to make Lamar a state-supported senior college was introduced in the House of Representatives. The legislature approved the Lamar bill (House Bill 52) on June 4, 1949, creating Lamar State College of Technology effective Sept. 1, 1951. Lamar was the first junior college in Texas to become a four-year, state-supported college. Uniquely, Lamar retained much of its traditional community college mission, particularly in vocational programs, while continuing to grow with strong programs in engineering, sciences, business, and education.

In 1962, a graduate school was established, offering master's degrees in several fields. The Doctorate in Engineering was established in 1971. In the same year, House Bill 590 became law, changing the institution's status to university. Lamar State College of Technology, with an enrollment of 10,874, officially became Lamar University on Aug. 23, 1971.

Vocational subjects were among the first courses offered by Lamar and played an important role in the development of Lamar. A Division of Vocations was established in 1946 and became the Lamar School of Vocations in 1955. In 1970, the name was changed to the School of Technical Arts, and in 1972, it became the College of Technical Arts. During 1971, the college began awarding Associate of Applied Science degrees in certain two-year programs.

In 1969, an extension center was opened in Orange, and in 1975, the long-standing private two-year Port Arthur College became Lamar University at Port Arthur. The Lamar University System was established by the 68th Session of the Texas Legislature with the passage of SB 620, which took effect in August 1983.

In 1990, the Texas Higher Education Coordinating Board recommended that all two-year programs at Lamar University-Beaumont be combined into Lamar University Institute of Technology. The programs in the former College of Technical Arts, Allied Health, Office Technology, and Restaurant/ Institutional Food Management were placed in the new institute.

On Sept. 1, 1995 the Institute of Technology was established as an educational center of Lamar University and a member of The Texas State University System. The Texas Legislature changed the name of the institution to Lamar Institute of Technology in 1999.

On Dec. 4, 2000, the Southern Association of Colleges and Schools granted separate accreditation to Lamar Institute of Technology

Vision and Mission Statements

Vision Statement

Lamar Institute of Technology: focusing on innovative education, training, and career development for tomorrow's workforce.

Mission Statement

Lamar Institute of Technology provides quality education and training that enable a diverse student population to achieve its educational goals. Programs are enhanced by developing and maintaining partnerships with business, industry, and the community. Faculty are dedicated to teaching, advising, and scholarship. Both faculty and staff work to serve the Institute and the community.

Goals

The Institute of Technology recognizes its obligation to make available to the community all the opportunities implicit in its function as a part of the Texas State University System. In an effort to achieve this goal, the specific objectives of the college are as follows:

I. Quality

1. To provide professionally competent faculty and staff.
2. To demonstrate excellent and effective teaching.
3. To provide student-oriented faculty and staff.
4. To provide competent graduates.
5. To create an environment conducive to academic excellences and growth for all students.
6. To provide and maintain safe, healthy physical facilities.
7. To provide an active student development program to foster student participation in Institute actions.
8. To develop programs to attract regional, state, and national recognition.
9. To provide guidance services to assist each student in making an appropriate vocational choice.
10. To provide education and training which allow graduates to advance rapidly in their chosen fields.
11. To instill in students the desires to learn, which will guide their growth in their professions.
12. To provide in-service training to persons currently employed in Southeast Texas.

II. Adaptability

1. To respond to community needs by designing curriculum and instructional methodologies and to provide the technological equipment relevant to changing society.
2. To ensure continued professional competence of faculty and staff in teaching, creative endeavors, and service.

III. Accessibility

1. To provide open access for those who wish to attend.
2. To recruit students for career and technical programs.
3. To provide services for the community.

IV. Diversity

1. To promote a belief in the dignity, equality, and value of every person.
2. To recruit and maintain a diverse student population.
3. To decrease gender-bias stereotyping within traditional career and technical programs.

Core Values

The Institute of Technology adopted five Core Values in December 2010.

Community
We cultivate partnerships that develop solutions to community challenges which are important to economic vitality and quality of life.

Excellence
We strive for excellence in instruction and service by upholding high academic and professional standards, providing a quality educational environment, and continuously seeking improvement in all aspects of our work.

Innovation
We pursue excellence in teaching and learning through encouragement and support of creativity, experimentation, imagination, originality, entrepreneurial spirit and visionary leadership.

Integrity
We strive to demonstrate high standards of ethical conduct and to celebrate honesty, openness, and trust as keys to our relationships.

Respect
We recognize and value the uniqueness, diversity, and dignity of every individual.

Admission Information

Lamar Institute of Technology welcomes any student interested in education and personal improvement. The Office of Student Success provides complete admissions assistance for entering students. Professionally trained personnel assist prospective students in assembling all admission credentials so that a transition into the college environment can be as smooth and problem free as possible. Correspondence pertaining to admissions should be addressed to the Office of Student Success, Lamar Institute of Technology, P.O. Box 10043, Beaumont, TX 77710.

Lamar Institute of Technology, a two-year college in The Texas State University System, offers educational opportunities through an open admissions policy which admits students who can benefit from post-secondary education. Lamar Institute of Technology admits students without regard to race, color, creed, gender, age, national origin or disabilities. Lamar Institute of Technology does reserve the right to verify the citizenship and residency of any prospective student.

A student may be admitted to Lamar Institute of Technology based on one of the following criteria:

- High School Graduate
- High School Completer
- GED Certificate Holder
- Dual Enrollment Student

Bacterial Meningitis Information

- Readmission Student
- Transfer Student
- International Student

All methods of admission listed above require completion of an Application for Admission. Students should apply online at www.ApplyTexas.org.

Admission to Lamar Institute of Technology does not guarantee admission to specific courses or programs of study. Prerequisites and co-requisites are required for some courses. Lamar Institute of Technology reserves the right to refuse admission or readmission to any applicant who does not satisfy the admission criteria.

Bacterial Meningitis Vaccine

Effective January 1, 2012, students applying to Lamar Institute of Technology must have had a bacterial meningitis vaccine.

An entering student who has been admitted to an institution of higher education or private or independent institution of higher education, must show evidence of receipt of an initial bacterial meningitis vaccination dose or booster during the five-year period preceding and at least ten (10) days prior to the first day of the first semester in which the student initially enrolls at an institution, or following a break in enrollment of at least one fall or spring semester at the same or another institution.

A student is not required to submit evidence of receiving the vaccination against bacterial meningitis if the student meets any of the following criteria: 1) the student is 22 years of age or older by the first day of the start of the semester (effective 1/1/2014) or 2) the student is enrolled only in online or other distance education courses; or 3) the student is enrolled in a continuing education course or program that is less than 360 contact hours, or continuing education corporate training; or 4) the student is enrolled in a dual credit course which is taught at a public or private K-12 facility not located on a higher education institution campus; or 5) the student is incarcerated in a Texas prison.

A student is not required to submit evidence of receiving the vaccination against bacterial meningitis if the student submits to the institution: 1) an affidavit or certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, stating that in the physician's opinion, the vaccination would be injurious to the health and well-being of the student; or 2) an affidavit signed by the student stating that the student declines the vaccination for reasons of conscience, including a religious belief. A conscientious exemption form from the Texas Department of State Health Services (DSHS) must be used; or 3) confirmation that the student has completed the Internet-based Department of State Health Services form to claim an exemption for reasons of conscience (for entering students at public junior colleges only).

Information about bacterial meningitis is being provided to new college students in the State of Texas. Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast, so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

What are the symptoms?

- High fever.
- Severe headache.
- Rash.
- Vomiting.
- Rashes on skin.
- Stiff neck.
- Light sensitivity.
- Nausea.
- Confusion.
- Seizures.
- Lethargy.

There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body. The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.

How is bacterial meningitis diagnosed?

- Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests.
- Early diagnosis and treatment can greatly improve the likelihood of recovery.

How is the disease transmitted?

The disease is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

How do you increase your risk of getting bacterial meningitis?

- Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc.
- Living in close conditions (such as sharing a room/suite in a dorm or group home).

What are the possible consequences of the disease?

- Death (in 8 to 24 hours from perfectly well to dead).
- Permanent brain damage.
- Kidney failure.
- Learning disability.
- Hearing loss, blindness.
- Limb damage (fingers, toes, arms, legs) that require amputation.
- Gangrene.
- Coma.
- Convulsions.

Can the disease be treated?

- Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur.
- Vaccinations are available and should be considered for:
- Those living in close quarters.
- College students 25 years old or younger.
- Vaccinations are effective against four of the five most common bacterial types that cause 70 percent of the disease in the U.S. (but do not protect against all types of meningitis).
- Vaccinations take 7-10 days to become effective, with protection lasting 3 to 5 years.
- The cost of vaccine varies, so check with your health care provider.
- Vaccination is very safe. Most common side effects are redness and minor pain at injection site for up to two days.
- Vaccination is available at the Student Health Center.

How can I find out more information?

- Contact your own health care provider.
- Contact your Student Health Center at (409) 880-8466.
- Contact your local or regional Texas Department of Health office at (409) 832-4000.
- Contact Web sites: www.cdc.gov; www.acha.org/

Communicating with Students

Lamar Institute of Technology communicates with students via e-mail, telephone, and text messaging. Examples of information communicated to students include registration information, payment deadlines, emergency notices, financial aid information, and correspondence between faculty and students. Such correspondence is e-mailed to the student's official LIT e-mail address.

In order for students to receive e-mails, telephone and text communications, students must maintain an LIT e-mail account. Students must update any changes in telephone numbers and their mailing address on Self-Service Banner.

Dual Enrollment

Lamar Institute of Technology has agreements with several school districts to offer dual enrollment or co-enrollment opportunities for high school students.

Students must have a 3.0 GPA in high school coursework or show other evidence of special qualifications. High school students attending Lamar Institute of Technology are subject to all requirements regarding assessment, admissions, academic standards, and conduct. Dual enrollment students must meet TSI Requirements. For academic courses, TAKS scores of 2200 in math and/or 2200 in English / Language Arts with a writing sub score of 3 or STAAR scores of Level 2 on Algebra II EOC, score 4000; and Level 2 English III EOC, score 4000.

For technical courses, TAKS scores of 2100 in math and/or 2100 in English / Language Arts with a writing sub score of 3.

PSAT, SAT and ACT scores may also be used to meet TSI Requirements.

To enroll in dual enrollment courses, students must apply using www.ApplyTexas.org and select certificate programs as your first choice school and high school co-enrollment as your first choice major. Students also must submit an official high school transcript, and a copy of their TAKS, STAAR, TSI, and/or PSAT scores.

For more information on dual enrollment, please contact (409) 839-2909.

General Equivalency Diploma (GED) Holders

A holder of a General Equivalency Diploma (GED) certificate must submit GED scores with an Application for Admission. Applications should be completed at www.applytexas.org. If applicants do not have a certificate or copy of their GED scores, they should contact their local school districts to request a transcript.

High School Graduates (First Time in College)

High school graduates must submit an official high school transcript and an Application for Admission. Applications should be submitted on www.applytexas.org. Students who plan to complete an Associate of Applied Science or Academic Associate of Arts/Science degree must submit the results of the TSI Assessment Test.

High School Completers

Individual Approval

Students who do not have a high school diploma, have not passed the STAAR test nor received a GED may apply for admission to LIT through individual approval.

Home School Graduates

A person who is 18 or over may be exempt from the admission requirements and admitted on "individual approval," provided the admitting officer is convinced that the applicant's record indicates ability to carry the college work assigned. Students admitted on this condition shall be subject to the same policies and regulations as all other students.

The State of Texas considers successful completion of nontraditional secondary education to be equivalent to graduation from a public high school. Therefore, home school graduates that have completed a 'nontraditional secondary education' may register for classes at Lamar Institute of Technology. Graduates must complete an Application for Admissions at www.ApplyTexas.org and submit an official transcript. Graduates that apply and register after August 22, 2013 must meet college readiness standards with appropriate scores on the SAT, ACT or TSI assessment test.

International Student Services and Recruitment

Students from other countries holding a visa other than a permanent resident visa are considered international students. Applicants to Lamar Institute of Technology may be accepted for admission and have a SEVIS I-20 (F-1 visa) or Form DS-2019 (J-1 visa) issued when all requirements have been met. These requirements include:

- LIT Application for Admission at www.applytexas.org
- International Student Application for Admission http://international.lamar.edu/
- Official secondary school, college, or university records (if applicable) translated in English and evaluated for authentication from a recognized United States evaluation company. Documents that have not been evaluated properly or are photocopies are not acceptable. Both of these documents, foreign documents and translation, must be submitted with the application to the International Admissions Office. The transfer evaluation and document authentication must be completed for all documents in order before the student will be reviewed for admission and/or accepted by LIT. Records must show all subjects taken and grades or marks earned in each, both from the school and on tests given by the Ministry of Education. To evaluate documents, students may select from the following Web site: http://www.wes.org/
- Evidence of sufficient financial support for the current academic year by submitting the International Student Financial Statement or an I-134 (Affidavit of Support; United States Citizenship & Immigration Services document).This financial statement must be an original, currently dated, and show funds in United States dollars.
- Adequate proof of competency in English or a score of 500 or better on the Test of English as a Foreign Language (TOEFL) paper based test, 61 or better on the TOEFL (Internet Based Test) or 173 or better on the TOEFL (Computer Based Test), administered by the College Entrance Examination Board, Box 595, Princeton, NJ 08540. Scores must be received directly from the testing service. Photocopies or student copies of test scores will not be accepted.

All international application forms, test scores, financial statements, and complete educational records must be on file in the International Admissions Office (http://international.lamar.edu/) by the dates indicated:

Fall Semester	July 1
Spring Semester	December 1
Summer Semester	April 15

International students who plan to transfer to Lamar Institute of Technology from another college in the United States must be in compliance with the United States Citizenship & Immigration Service federal regulations. Should you have any questions concerning this issue, please contact the International Admissions Office at (409) 880-8356 or by email: international@lamar.edu.

Applicants accepted by Lamar Institute of Technology are required to attend a special orientation program for international students new to the campus. Dates for the program are indicated in the acceptance letter and noted on Form I-20 or Form DS-2019, “Date of Arrival.” The program is designed to facilitate a smooth adjustment to campus. Students whose native language is not English will be tested for English language proficiency upon arrival. On the basis of these test scores, appropriate courses in English may be required.

International students must maintain proof of adequate health insurance coverage with the University Student Insurance Program for the duration of their stay in the United States. Students will not be permitted to register without proof of health insurance coverage. International students who plan to drive an automobile in the State of Texas must have liability insurance. Special application forms and details on the procedure to follow in making application for admission to Lamar Institute of Technology may be secured by writing to:

Office of International Admissions
http://international.lamar.edu/
P. O. Box 10078
Beaumont, TX 77710

Readmission

Students previously enrolled at Lamar Institute of Technology (has not been registered at LIT for one long semester or more) must submit an Application for Admission on www.applytexas.org to be re-admitted. Re-admission may require a student to complete new statewide testing requirements. Students with unsettled financial debts or with incomplete records will not be allowed to register until such problems are resolved. Students on disciplinary probation or suspension and/or academic suspension are not eligible to return until the terms of their suspension are complete.

Students Taking Education Personally (STEP) Project

As a part of the Southern Association of College and Schools Commission on College (SACSCOC) accreditation process, LIT is required to develop a Quality Enhancement Plan (QEP). The STEP Project is LIT's Quality Enhancement Plan. The QEP provides an opportunity for LIT to improve the student learning environment and academic success while accomplishing the mission of the institution. To advance that mission, LIT chose a Quality Enhancement Plan (QEP) that will improve the student learning environment and persistence among a select group of at-risk students.

The goals of the Students Taking Education Personally project are

- To improve the success of at-risk students in select programs by improving the student learning environment.
- To increase student learning in the gatekeeper courses.
- To use survey data to design student support services to improve student persistence in select programs.

The STEP Project was designed to enhance the student learning environment and persistence among a select group of at-risk students. Using Starfish Early Alert System is one step in this effort.

Starfish is a student retention system that is holistic, proven, and measured. It is based on the following philosophy:

1. Success is a moving target
2. Success entails academic achievement
3. Success requires engagement
4. Success must be measured

With Starfish, faculty and staff can form closer connections with students, encourage engagement, provide more timely feedback regarding course performance, and provide opportune information on campus resources.

STEP
STUDENTS TAKING EDUCATION PERSONALLY

For additional information contact the STEP Project Coordinator at 409-839-2043.

Texas Success Initiative (TSI)

Assessment

On August 22, 2013, the Texas Higher Education Coordinating Board implemented new Texas Success Initiative (TSI) rules. The TSI Assessment Exam is a comprehensive computerized adaptive testing system that helps place students into appropriate college credit courses or developmental courses. Placement and diagnostic exams are offered in mathematics, reading, and writing. Scores are available to students upon completion of the exam.

Students registered after the first day of class in the Fall 2013 semester are required to take the TSI Assessment Exam to determine their college readiness before enrolling in a college credit bearing course. Prior to graduation with an Associate of Applied Science or Academic Associate of Arts/Science degree, students must complete TSI requirements. Individuals should consult the website at www.LIT.edu for the most current information on TSI Assessment, testing, placement and exemptions. An assessment test is required by Texas law to ensure that all graduates of Texas public colleges possess the academic skills necessary to perform effectively in the workplace.

Before testing, students are required to complete the TSI Pre-Assessment Activity, found on the LIT website.

A degree seeking student who has not passed all portions of the TSI Assessment must enroll and regularly attend at least one developmental class each semester until they satisfy the TSI requirements.

To register for the TSI Assessment Exam, students must pay a testing fee at the Cashier's Office then schedule an appointment to complete the TSI Assessment Exam in the Testing Center. Students may schedule a testing appointment for a specific day and time or may take the test immediately depending upon the availability of computers in the Testing Center. For information about the hours of operation, contact the Testing Center or view the LIT Web site. All days and times are subject to change. For more information concerning the TSI Assessment Exam, please contact the Testing Center staff at (409) 839-2027 or testingcenter@lit.edu.

Texas Success Initiative (TSI) Exemptions

The following criteria are TSI exemptions:

A graduate with an associate or higher degree from a regionally accredited institution of higher education.

A student who transfers from a private or independent institution of higher education or an accredited out-of-state institution of higher education and who has satisfactorily completed college level course work of at least six equivalent credit hours (three algebra, three designated writing/reading courses) with a grade of "C" or better. The following courses are approved college level courses that must be used to satisfy TSI exemptions:

Writing

ENGL 1301 (Composition I); or

ENGL 1302 (Composition II)

Reading

HIST 1301, HIST 1302 (U.S. History);

ENGL 1301 (Composition I);

ENGL 2321, ENGL 2333, ENGL 2323 (British Literature);

ENGL 2331, ENGL 2332, ENGL 2333 (World Literature);

ENGL 2326, ENGL 2327, ENGL 2328 (American Literature);

PSYC 2301 (General Psychology); or

GOVT 2301, GOVT 2302, GOVT 2305, GOVT 2306 (American Government)

Mathematics

MATH 1332 (Contemporary Mathematics I);

MATH 1333 (Contemporary Mathematics II);

MATH 1314 (College Algebra);

MATH 1316 (Plane Trigonometry); or at the discretion of the institution, a grade of "C" or better in a more advanced mathematics course for which any of the above are prerequisites.

Partial exemption: At least three college-credit hours of College Algebra exempts students from the developmental math requirement, at least three college-credit hours of approved designated reading/writing classes exempts students from developmental reading AND developmental writing.

A student who transfers from any public Texas institution of higher education with completed requirements for Texas Success Initiative (TSI). Transcripts must be evaluated by the transcript evaluator.

A student who is serving on active duty as a member of the armed forces of the United States, the Texas National Guard, or as a member of a reserve component of the armed forces of the United States and has been serving for at least three years preceding enrollment. Documentation is required.

A student who, on or after August 1, 1990, was honorably discharged, retired, or released from active duty as a member of the armed forces of the United States or the Texas National Guard, or service as a member of a reserve component of the armed forces of the United States.

Students not seeking a degree.

ACT composite score of 23 with a minimum of 19 on both the English and Math tests. All scores must be attained in one sitting. Scores are valid for five years.

SAT: a combined critical reading (formerly "verbal") and mathematics score of 1070 with a minimum of 500 on the critical reading test shall be exempt for both reading and writing sections of the TSI Assessment, and/or 500 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment. Scores are valid for five years.

Rules related to the Texas Education Code (TEC), Section 28.014, College Preparatory Course (CPC), Rule 4.54 Exemptions, Exceptions, and Waivers: A student who successfully completes a college preparatory course under Texas Education Code 28.014 is exempt for a period of 12 months from the date of high school graduation with respect to the content area of the course. The student must enroll in the student's first college-level course in the exempted content area in the student's first year of enrollment in an institution of higher education (We highly recommend the first semester). This exemption applies only at the institution of higher education that partners with the school district in which the student is enrolled to provide the course. Additionally, an institution of higher education may enter into a Memorandum of Understanding with a partnering institution of higher education to accept the exemption for the college preparatory course.

For a period of five (5) years from the date of testing, a student who is tested and performs at or above the following standards that cannot be raised by institutions:

A) on the Eleventh grade exit-level Texas Assessment of Knowledge and Skills (TAKS) with a minimum scale score of 2200 on the math section and/or a minimum scale score of 2200 on the English Language Arts section with a writing subsection score of at least 3, shall be exempt from the TSI Assessment required.

B) STAAR end-of-course (EOC) with a minimum score of 4000 on Level 2 on the English III shall be exempt from the TSI Assessment required under this title for both reading and writing, and a minimum score of 4000 on Level 2 on the Algebra II EOC shall be exempt from the TSI Assessment required under this title for the mathematics section.

Developmental Education Guidelines

The Developmental Education Guidelines below are effective for students starting Spring 2016. Students who complete the required developmental education courses will be TSI complete.

Mathematics (MATH)

If a student's degree plan requires MATH 1332 Contemporary Mathematics:		**The student:**
TSI Assessment for Math: Score 350-390 (TSI Complete)		May enroll in MATH 1332.
Score 343-349		May enroll in TMTH 0132 & MATH 1332 or TMTH 0374
Score 336-342		Must enroll in TMTH 0374.
Score below 336		
ABE Score 5 or 6		May enroll in TMTH 0174 & TMTH 0374 or TMTH 0374
ABE Score 3 or 4		Must enroll in TMTH 0174 and TMTH 0374
ABE Score 1 or 2		May be enrolled in TMTH 0174 & TMTH 0374 or may be referred to Adult Basic Education Services through Region 5*.
If a student's degree plan requires MATH 1314 College Algebra:		**The student:**
TSI Assessment for Math: Score 350-390 (TSI Complete)		May enroll in MATH 1314
SEQUENCE ONLY	Score 346-349	May enroll in TMTH 0114 & MATH 1314 or TMTH 0365. Do not enroll in TMTH 0375.
	Upon successful completion of TMTH 0365	Must enroll in TMTH 0375
	Score 336-345	Must enroll in TMTH 0365.
	Score below 336	
	ABE Score 5 or 6	May enroll in TMTH 0165 & TMTH 0365 or TMTH 0365
	ABE Score 3 or 4	Must enroll in TMTH 0165 & TMTH 0365
	ABE Score 1 or 2	May be enrolled in TMTH 0165 & TMTH 0365 or may be referred to Adult Basic Education Services through Region 5*.

Integrated Reading and Writing (INRW)

		The student:
TSI Assessment for Reading and Writing: Reading score 351-390 AND Writing Score of 350-363 with a 5 on the essay or Writing score of less than 350 with ABE-4,5 or 6 and 5 on the essay. Writing score of 363-390 with 4 on the essay. (TSI complete)		MAY enroll in ENGL 1301 or any college level course requiring a passing TSI writing or reading score.
PLACEMENT	Reading score is 347-350 and Writing score is 357-362 with 4 on essay	May enroll in INRW 0100 AND ENGL 1301 or INRW 0373
	Upon successful completion of INRW 0373	Must enroll in INRW 0473.
	Reading score is 342-346 or Writing score is 350-356 and 4 or less on essay	Must enroll in INRW 0473.
	Reading Score below 342 or Writing below 350 ABE Score 5 or 6	May enroll in INRW 0173 & INRW 0373 or INRW 0373
	ABE Score 3 or 4	Must enroll in INRW 0173 & INRW 0373.
	ABE Score 1 or 2	May be enrolled in INRW 0173 & INRW 0373 or *may be referred to Adult Basic Education Services through Region 5.

**Students with an ABE Score of 1 or 2 in all three TSI areas should be referred to Region 5 for Adult Basic Education Services (409-951-1700).Students may/can retest anytime to be TSI complete*

Transfer Students

Transfer students are considered for admission on the basis of their previous university and college records. Applicants must submit an Application for Admission at www.applytexas.org and submit official transcripts from all universities and colleges attended. Students transferring with less than 18 hours of college credit must also submit an official high school transcript. Students transferring to LIT must be "in good standing" at previous educational institutions attended. Students on academic suspension/probation from another institution must petition the Vice President for Student and Academic Success for acceptance. Likewise, students who wish to transfer from institutions where they are on disciplinary probation and/or suspension may enter LIT only with the approval of the Vice President for Student Success.

Transfer Students and the Texas Success Initiative (TSI)

Transfer students are subject to the Texas Success Initiative requirements (TSI). Students transferring to LIT from another Texas public institution must meet TSI requirements to enroll. Transfer students from outside Texas or from a private Texas college or university who have made a "C" or better in approved courses for all three skill areas are exempt from TSI. Contact a Student Success Advisor at (409) 880-8321 for additional information.

Transferring Coursework

Official transcripts from all colleges or universities must be submitted for evaluation of transfer coursework. Additional documents that demonstrate completion of learning from formal courses sponsored by associations, business, government, industry, and unions will be evaluated to determine transfer of credit. In some instances, students may be asked to supply additional information to assist in the evaluation of transfer coursework. Failure to provide transcripts from all colleges or universities attended and/or other documentation of formal courses may result in denial of the awarding of credit.

Students will be notified of acceptance of transfer work. The period of evaluation may be completed prior to enrollment but may occur at the end of the first academic term in which the student is enrolled.

Acceptance of transfer course work by Lamar Institute of Technology does not guarantee credit for specific courses within particular programs of study or admission to all programs.

Students are encouraged to inform their advisors of any transfer courses at the time of the initial advisement.

Transfer Guidelines

Lamar Institute of Technology accepts transfer coursework from regionally accredited colleges and universities, non-regionally accredited colleges and universities, military educational training facilities, foreign educational institutions, and limited non-collegiate training facilities.

1. Regionally accredited colleges and universities. Students must submit all official transcripts from all colleges attended.
2. Non-regionally accredited colleges and universities. Students must submit all official transcripts from all colleges attended. Official transcripts must be submitted. Additional documentation may be required prior to acceptance of credit. Coursework will be evaluated in terms of level, content, quality, comparability, and degree program relevance.
3. Military educational training programs. Evaluation of military credit is based upon the evaluation recommendations outlined in the American Council on Education (ACE) Guide to Evaluation of Educational Experiences in the Armed Services manual. Students must submit either a Form DD214 or Form DD256, and a Military Transcript Summary.
4. Foreign educational institutions. Students wishing to transfer college level work to Lamar Institute of Technology from foreign educational institutions must have their official transcripts evaluated by an evaluation service approved by Lamar Institute of Technology. Credit for courses taken at foreign institutions will be awarded according to the policies outlined for transfer students.
5. Non-collegiate training facilities. Credit may be awarded for successful completion of learning acquired from participation in formal courses sponsored by associations, business, government, industry, and unions to the extent that the material is applicable and official certification and /or documentation of skills or competencies achieved is provided. Transfer credit for work accomplished in a non-collegiate setting may also be granted upon individual review only for the programs listed and under the provisions expressed in the LIT Catalog and Student Handbook. Many of the recommendations in the American Council on Education (ACE) publication the 'National Guide to Educational Credit for Training Programs' and 'Transfer Credit Practices of Designated Educational Institutions" are used to determine the award of credit.

The following guidelines may determine the extent of transfer courses, the impact of transfer coursework on grade point average, status at graduation (honors), and transcripted grades.

1. Grades of C or better will be accepted as transfer credit for a course within a degree plan.
2. Courses transferred and applied to a degree plan will be used in the calculation of the cumulative grade point average.
3. Grades of D & F will not transfer to LIT.
4. Courses transferred and applied to a degree plan will be used to determine 'honors' upon graduation.
5. At least 25 percent of the credit hours required for the degree must be earned through instruction offered by Lamar Institute of Technology.

Transfer Dispute

The following procedures shall be followed in the resolution of credit transfer disputes involving lower-division courses:

1. If Lamar Institute of Technology does not accept course credit earned by a student at another institution of higher education, LIT shall give written notice to the student and to the sending institution that transfer of the course credit is denied. LIT shall provide written notice of the reasons for denying credit for a particular course or set of courses at the request of the sending institution.
2. A student who receives notices as specified in item (1) of this section may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.
3. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with The Texas Higher Education Coordinating Board rules and guidelines.
4. If the transfer dispute is not resolved to the satisfaction of the student or the sending institution within 45 days after the date the student received written notice of denial, the institution that denies the course credit for transfer shall notify the Commissioner of Higher Education of the student's education and its denial and the reasons for the denial.

Veterans as Students

Lamar Institute of Technology holds a contract for educating veterans under the Vocational Rehabilitation Law, known as Public Law Number 16, and is an approved institution of higher education for veterans under Public Law Number 346 and Public Law Number 550.

Lamar Institute of Technology is a Service member Opportunity College (SOC). Veterans are encouraged to complete admissions and testing requirements 90 to 120 days prior to the semester for which they wish to enroll. Additional information may be obtained by visiting the office or calling (409) 880-8437.

Veterans who are interested in continuing their education should secure approval from the Office of Veterans' Affairs. The Veteran's Affairs Office is available to assist veterans in obtaining their educational benefits. The office also provides advice on program and training opportunities, academic assistance, and advising.

Veterans that apply to LIT and that were honorably discharged are not required to complete an Assessment test before enrolling in classes. However, they are strongly encouraged to take the TSI assessment to help determine the most successful course of action for their education.

The Veterans' Affairs Office is located in the Wimberly Student Services Building, Room 101 on the Lamar University campus. Students may communicate with the office in writing (Veteran's Services, P.O. Box 10017, LU Station Beaumont, TX 77710) or by calling (409-880-8998).

Academic Record Appeals

Students that completed previous coursework at LIT and have a lapse in attendance may appeal to disregard previous coursework. They may appeal to 1) disregard two successive semesters of coursework and 2) academic credits or grades that were earned ten or more years prior to the semester in which enrollment is sought.

Previous Coursework

After an enrollment lapse of four (4) or more years from Lamar Institute of Technology, individuals may apply for an Academic Appeal. An Academic Appeal allows an individual to disregard a maximum of two entire successive semesters of courses previously completed at LIT. A student must have successfully completed twenty four (24) or more semester credit hours of coursework with a minimum 2.2 grade point average at LIT. A student may then petition to disregard a maximum of two entire successive semesters of courses previously completed at the Institute. The petition shall be filed with the department chair, whose recommendation will be forwarded to the Vice President for Student and Academic Success for a final decision. After being approved, disregarded work shall not count in determining the student's grade point average for academic progress or for graduation.

Academic Fresh Start

Applicants that seek admission to LIT and have academic credits or grades that were earned ten or more years prior to the semester in which enrollment is sought, may elect to enter under the terms of Academic Fresh Start Policy, Texas Education Code §51.931. The Academic Fresh Start Policy allows an applicant that is a Texas resident to petition LIT to not consider, in the admission process and graduation requirements, course credits or grades earned ten or more years prior to admission. Applicants that want to seek entry under this section will not receive credit for courses taken ten or more years prior to enrollment. An applicant who decides to apply under this statute may not receive any course credit for courses taken at any college or university ten (10) or more years prior to enrollment.

Applicants applying under Academic Fresh Start are subject to standard admission and TSI criteria.

Applicants must deliver a written request to the Vice President for Student and Academic Success two weeks prior to the semester the applicant plans to enroll.

Academic Fresh Start granted by LIT only applies while enrolled at LIT.

Tuition & Fees

Lamar Institute of Technology reserves the right to change fees in keeping with acts of the Texas Legislature and The Texas State University System Board of Regents.

Tuition

Tuition is based upon the number of semester credit hours for which students register and is determined by the student's classification as a Texas resident or a Non-Texas resident. Determination of legal residence for tuition purposes is determined by the statutes of the State of Texas by the Office of Admissions. The current rate is $137.47 per semester credit hour for Texas residents and $552.47 per semester credit hour for Non-Texas residents.

Residency Status

A student's state of residency is determined prior to his or her first enrollment in accordance with rules and regulations established by the Texas State Legislature and Texas Higher Education Coordinating Board. 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. It is also the student's responsibility to notify the institution if his or her residency classification changes. Classification will follow the guidelines in the Texas Education Code, Title 3. Detailed information on residency is available in the Admissions Office and the Office of Student Success.

Tuition for Students with Excessive Credit Hours

In accordance with Senate Bill 345, any student who has attempted forty five (45) or more non-remedial, academic semester credit hours beyond the minimum number of semester credit hours required for completion of a baccalaureate degree program may be subject to non-resident tuition rates at a public four-year or health-related institution in Texas. These provisions affect students who initially enrolled as undergraduate students in any public institution of higher education after the Fall 1999 semester. Additional information may be found on the LIT website at www.lit.edu, under Tuition and Fees.

Louisiana Resident Exemptions

Residents of Louisiana who enroll at Lamar Institute of Technology are eligible to pay in-state tuition.

Payment of Fees

A student is not registered until all fees are paid in full or the student has paid the equivalent of a down payment on the installment plan (if available). Payment may be made in person at the LIT Cashier's Office or online. Students may log on to BANNER Self Service to make electronic payments through the TouchNet system. Payment may be made by check, Master Card/Visa/Discover/AMEX, money order or currency. Checks and money orders should be made payable to Lamar Institute of Technology and will be accepted subject to final payment. The Institute will not accept counter checks, post-dated checks, credit card checks or altered checks. Excess payments will be refunded via direct deposit. Students on a cash-only basis will be restricted to paying by Master Card/Visa/Discover/AMEX, money order, cashier's checks, traveler's checks or currency.

Payment Amounts

Payment in Full. Students who have paid all their tuition and fees for the semester will be registered for classes.

More than 50% of tuition and fees paid. For the Fall and Spring terms only, students who pay more than 50% but less than 100% of their tuition and fees for the semester will be placed on the Installment Payment Plan and will incur a 25 installment fee.. There are no payment plans available for the Summer and Mini terms.

Tuition and Fee Refunds

Refunds are calculated as a percentage of total fees assessed, not as a percentage of partial payments on installments. Refunds are generally processed at the end of the second week past the 12th class day for fall and spring semesters, and two weeks after the 4th class day for summer sessions.

Refund for Dropped Courses

Students who drop courses during the drop period will receive a refund on tuition and fees, based on the following schedule:

Sixteen Week Semester (Fall and Spring Semesters)

During class days:

1. During class days: One through twelve	100% of total fees
2. After the twelfth class day	0% of total fees

Twelve Week Semester (Fall *Late Start* & Spring *Late Start* Semesters)

During class days:

1. One through twelve	100% of total fees
2. After the twelfth class day	0% of total fees

Eight Week Semester (Fall 1 and 2, Spring 1 and 2)

During class days:

1. One through twelve	100% of total fees
2. After the twelfth class day	0% of total fees

Six Week Semester (Summer I, II, and III)

During class days:

1. One through four	100% of total fees
2. After the fourth class day	0% of total fees

Four Week Semester (JumpStart Semester)

During class days:

1. One through three	100% of total fees
2. After the third class day	0% of total fees

Mini Semester

During class days:

1. One through three	100% of total fees
2. After the third class day	0% of total fees

In order to receive a refund for dropped courses, a student must remain enrolled in the Institute. If a student withdraws, after having previously dropped one or more courses, no refunds will be given for the dropped course(s). Students should review Six Drop Rule to understand the limits regarding dropped courses.

Refund for Withdrawal

Students officially withdrawing during the refund period will receive a refund for tuition, Student Center Fee, Student Services Fee, course fee, Library Use Fee, and Technology Service Fee according to the refund schedule below.

Sixteen Week Semester (Fall and Spring Semesters)

Prior to the:

First day of class	100% of total fees (less $15 matriculation fee).

During class days:

One through five	80% of total fees
Six through ten	70% of total fees
Eleven through fifteen	50% of total fees
Sixteen through twenty	25% of total fees
After the twentieth class day	0% of total fees

Twelve Week Semester (Fall and Spring Late Start Semesters)	
Prior to the:	
First day of class	100% of total fees (less $15 matriculation fee).
During class days:	
One through five	80% of total fees
Six through ten	70% of total fees
Eleven through fifteen	50% of total fees
Sixteen through twenty	25% of total fees
After the twentieth class day	0% of total fees
Eight Week Semester (Fall 2 and 3, Spring 2 and 3 Semesters)	
Prior to the:	
First day of class	100% of total fees (less $15 matriculation fee).
During class days:	
One through three	80% of total fees
Four through six	50% of total fees
After the sixth class day	0% of total fees
Six Week Semester (Summer I, II, & III Semesters)	
Prior to the:	
First day of class	100% of total fees (less $15 matriculation fee).
During class days:	
One through three	80% of total fees
Four through six	50% of total fees
After the sixth class day	0% of total fees
JumpStart Semesters (Four week semester, NCBO)	
Prior to the:	
First day of class	100% of total fees (less $15 matriculation fee).
During class days:	
One	80% of total fees
Two	50% of total fees
After the second class day	0% of total fees
Mini Semesters	
Prior to the:	
First day of class	100% of total fees (less $15 matriculation fee).
During class days:	
One	80% of total fees
Two	50% of total fees
After the second class day	0% of total fees

The $10 property deposit is refundable upon written request by the student to the Cashier's Office.

Withdrawing from the Institute 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.

***NOTE:** Students withdrawing from the Institute are required to surrender their student identification card and their parking permit. Also, withdrawal from the Institute precludes the student from receiving a refund for dropped courses.*

Summary of Registration Expenses

Each student must plan a budget carefully. It is possible to attend the Institute on a modest sum and yet participate in most of the Institute's programs. To assist in planning registration expenses, the following estimates are furnished as a guide:

Texas resident enrolled in fifteen (15) Semester Credit Hours (Fall and Spring Semesters)*

Tuition	$2,062.05
Student Services Fee	$250
Health Center Fee	$38
Student Center Fee	$30
Recreation Center Sports Fee	$77
Property Deposit	$10
Student Identification	$5
Tech Services Charge	$300
Library Fee	$60
Parking Fee (if parking)	$60
Books (estimated)	$400
	$3,292.05

Texas resident enrolled in six (6) Semester Credit Hours (Fall and Spring Semesters)*

Tuition	$824.82
Student Services Fee	$142.50
Health Center Fee	$38
Student Center Fee	$30
Recreation Center Sports Fee	$77
Property Deposit	$10
Student Identification	$5
Tech Services Charge	$120
Library Fee	$36
Parking Fee (if desired)	$60
Books (estimated)	$200
	$1,543.32

Tuition and fees vary with the semester credit hours taken, so the total may differ from the estimate.

**Tuition rate per semester credit hour is $137.47 for Texas residents and $552.47 per semester credit hour for Non-Texas residents.*

Tuition, Fall 2017/Spring 2018

SCH	Texas Resident Tuition	Non-Texas Resident Tuition	Student Services Fee	Student Center Fee	Rec Center Fee	Tech Service Fee	Health Center Fee	Library Use Fee	Total Texas Resident	Total Non-Texas Resident
1	$137.47	$552.47	$23.75	$30.00	$77.00	$20.00	$38.00	$6.00	$332.22	$747.22
2	$274.94	$1101.94	$47.50	$30.00	$77.00	$40.00	$38.00	$12.00	$519.44	$1349.44
3	$412.41	$1657.41	$71.25	$30.00	$77.00	$60.00	$38.00	$18.00	$706.66	$1951.66
4	$549.88	$2209.88	$95.00	$30.00	$77.00	$80.00	$38.00	$24.00	$893.88	$2553.88
5	$687.35	$2762.35	$118.75	$30.00	$77.00	$100.00	$38.00	$30.00	$1081.10	$3156.10
6	$824.82	$3314.82	$142.50	$30.00	$77.00	$120.00	$38.00	$36.00	$1268.32	$3758.32
7	$962.29	$3867.29	$166.25	$30.00	$77.00	$140.00	$38.00	$42.00	$1455.54	$4360.54
8	$1099.76	$4419.76	$190.00	$30.00	$77.00	$160.00	$38.00	$48.00	$1642.76	$4962.76
9	$1237.23	$4972.23	$213.75	$30.00	$77.00	$180.00	$38.00	$54.00	$1829.98	$5564.98
10	$1374.70	$5524.70	$237.50	$30.00	$77.00	$200.00	$38.00	$60.00	$2017.20	$6167.20
11	$1512.17	$6077.17	$250.00	$30.00	$77.00	$220.00	$38.00	$60.00	$2187.17	$6752.17
12	$1649.64	$6629.64	$250.00	$30.00	$77.00	$240.00	$38.00	$60.00	$2344.64	$7324.64
13	$1787.11	$7182.11	$250.00	$30.00	$77.00	$260.00	$38.00	$60.00	$2502.11	$7897.11
14	$1924.58	$7734.58	$250.00	$30.00	$77.00	$280.00	$38.00	$60.00	$2659.58	$8469.58
15	$2062.05	$8287.05	$250.00	$30.00	$77.00	$300.00	$38.00	$60.00	$2817.05	$9042.05
16	$2199.52	$8839.52	$250.00	$30.00	$77.00	$320.00	$38.00	$60.00	$2974.52	$9614.52
17	$2336.99	$9391.99	$250.00	$30.00	$77.00	$340.00	$38.00	$60.00	$3131.99	$10,186.99
18	$2474.46	$9944.46	$250.00	$30.00	$77.00	$360.00	$38.00	$60.00	$3289.46	$10,759.46
19	$2611.93	$10,496.93	$250.00	$30.00	$77.00	$380.00	$38.00	$60.00	$3446.93	$11,331.93
20	$2749.40	$11,049.40	$250.00	$30.00	$77.00	$400.00	$38.00	$60.00	$3604.40	$11,904.40

Parking: $60/Fall, $40/Spring. ID: $5. Property Deposit is a one-time fee of $10; other lab and materials fees may apply. Note: Fees are subject to change by action of the Board of Regents or the Texas State Legislature.

Tuition, Summer I, II, and III Semesters, 2018

SCH	Texas Resident Tuition	Non-Texas Resident Tuition	Student Services Fee	Student Center Fee	Rec Center Fee	Tech Service Fee	Health Center Fee	Library Use Fee	Total Texas Resident	Total Non-Texas Resident
1	$137.47	$552.47	$23.75	$15.00	$38.00	$20.00	$19.00	$6.00	$259.22	$674.22
2	$274.94	$1101.94	$47.50	$15.00	$38.00	$40.00	$19.00	$12.00	$446.44	$1276.44
3	$412.41	$1657.41	$71.25	$15.00	$38.00	$60.00	$19.00	$18.00	$633.66	$1878.66
4	$549.88	$2209.88	$95.00	$15.00	$38.00	$80.00	$19.00	$24.00	$820.88	$2480.88
5	$687.35	$2762.35	$118.75	$15.00	$38.00	$100.00	$19.00	$30.00	$1008.10	$3083.10
6	$824.82	$3314.82	$142.50	$15.00	$38.00	$120.00	$19.00	$36.00	$1195.32	$3685.32
7	$962.29	$3867.29	$166.25	$15.00	$38.00	$140.00	$19.00	$42.00	$1382.54	$4287.54
8	$1099.76	$4419.76	$190.00	$15.00	$38.00	$160.00	$19.00	$48.00	$1569.76	$4889.76
9	$1237.23	$4972.23	$213.75	$15.00	$38.00	$180.00	$19.00	$54.00	$1756.98	$5491.98
10	$1374.70	$5524.70	$237.50	$15.00	$38.00	$200.00	$19.00	$60.00	$1944.20	$6094.20

Parking: $20. ID: $5. Property Deposit is a one-time fee of $10; other lab and materials fees may apply. Note: Fees are subject to change by action of the Board of Regents or the Texas State Legislature.

Tuition, Winter Mini-Session 2017 and May Mini-Session 2018

SCH	Texas Resident Tuition	Non-Texas Resident Tuition	Student Services Fee	Student Center Fee	Rec Center Fee	Tech Service Fee	Health Center Fee	Library Use Fee	Total Texas Resident	Total Non-Texas Resident
1	$137.47	$552.47	$23.75	$15.00	$0.00	$20.00	$19.00	$6.00	$221.22	$636.22
2	$274.94	$1,104.94	$47.50	$15.00	$0.00	$40.00	$19.00	$12.00	$408.44	$1,238.44
3	$412.41	$1,657.41	$71.25	$15.00	$0.00	$60.00	$19.00	$18.00	$595.66	$1,840.66
4	$549.88	$2,209.88	$95.00	$15.00	$0.00	$80.00	$19.00	$24.00	$782.88	$2,442.88
5	$687.35	$2,762.35	$118.75	$15.00	$0.00	$100.00	$19.00	$30.00	$970.10	$3,045.10
6	$824.82	$3,314.82	$142.50	$15.00	$0.00	$120.00	$19.00	$36.00	$1,157.32	$3,647.32

Course Repeat

The Texas Administrative Code, Rule 13.105 allows institutions to charge a higher tuition rate to a student who 1) repeats a course more than twice or 2) enrolls for a second time in a completed course. Effective January 1, 2011, Lamar Institute of Technology will charge students a higher tuition for repeated courses that may not be submitted for formula funding. The tuition rate will be equal to three times the resident undergraduate rate.

A student is exempted from payment of higher tuition for any course repeated in the final semester or term before graduation, if the course(s) is taken for the purpose of receiving a grade that will satisfy a degree requirement. This exemption applies for only one semester.

A student is exempted from the payment of the higher tuition rate if the payment of the higher tuition rate will result in an economic hardship for the student. An economic hardship may be demonstrated if the student has been approved to receive financial aid.

The following types of hours are exempt and not subject to a higher tuition rate under the Repeated Course Policy:

1. Hours for remedial and developmental courses;
2. Hours for special topics courses;
3. Hours from remedial and developmental courses, workforce education courses, or other courses that would not generate academic credit that could be applied to a degree at the institution if the course work is within the 27 hour limit at two-year colleges;
4. Hours for courses that involve different or more advanced content each time they are taken, including but not limited to, workforce education courses and manual special topics courses; and
5. Hours for continuing education courses that must be repeated to retain professional certification.

The following schedule of fees is applicable to all students, including those in an audit status:

Residency	Cost of Instruction per Semester Credit Hour
Texas Resident	$137.47
Non-Texas Resident	$552.47

Fees

The following fees are in effect at press time and are used to determine the total amount of tuition and fees. The total amount of the fees assessed is typical of other state institutions in Texas though specific fees will vary from institution to institution. Note that the estimated total tuition and fees assumes that the student is enrolled only on the Institute campus.

Distance Education Fee: A Distance Education Fee of $20 per semester credit hour is assessed for online courses. Students registered for online courses only are not required to pay the Student Center Fee, Health Center Fee, and the Recreational Sports Center Fee if a waiver has been requested at the LIT Cashier's Office. Other fees are required by the Board of Regents or state statute and cannot be waived.

Health Center Fee: The Health Center Fee is a general use fee of $38 per semester to support the Health Center. The fee for summer session is $19 per session.

Laboratory Fee: A Laboratory Fee of $3 is charged each semester for courses with a combined lecture and laboratory instruction.

Late Registration Fee: A charge of $10 is made for late registration or for payment after the start of the semester (not including the second or third payments under the installment plan).

Library Fee: The Library Fee is used to support the library. The rate is $6 per semester credit hour with a maximum of $60. (For more information about the library see Library.)

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.

Parking Fee: Each student who pays the Parking Fee is issued a parking permit allowing the student to park a vehicle on campus. Parking Permits must be displayed as instructed in the official parking and traffic regulations, which are issued when the permit is purchased. Regulations are in effect 24 hours a day.

The Parking Fee is assessed when tuition and fees are paid at the Cashier's Office. Parking Fees are as follows:

Fall Semester	$60
Spring Semester	$40
Summer Semester	$20

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 is required to pay a $10 Property Deposit. Any unused portion of the $10 will be refunded upon written request after the students graduates or withdraws from LIT.

Recreational Sports Fee: The Recreational Sports Fee supports the Recreational Sports Center and its programs. The current rate is $77 per Fall and Spring Semester and $38 per summer session.

Student Center Fee: The Student Center Fee supports the Setzer Student Center and its programs. The current rate is $30 per Fall and Spring Semester and $15 per summer session. (For information about the Setzer Center, see Setzer Student Center.) Students that register for off-campus courses only are exempt from the Student Center Fee. Additional exemptions include students registered for cooperative education courses only.

Student Service Fee: The Student Service Fee supports student activities such as LIT's student government, athletics, recreational sports, the University Press, and other student services. The current rate is $23.75 per semester credit hour with a maximum of $250.

Technology Service Fee: The Technology Service Fee supports the administrative mainframe computer and the academic mainframe computer. The rate is $19 per semester credit hour.

Dental Hygiene Fees

The following fees are charged for services provided by the Dental Hygiene Clinic.

General Public	$25
LIT/Lamar Students	$15
Senior Citizens (65+)	$15
X-Rays only	$10
Patients on Public Assistance	$10

Fine and Breakage Fee

A Fine and Breakage Fee may be assessed to a student. Fine and Breakage Fee may be assessed by the library, police department, academic programs, and other units of Lamar Institute of Technology. Fees may be assessed to a student for breakage of equipment, damage of equipment, missing equipment, and facilities or property. A Fine and Breakage Fee must be paid before a transcript may be issued and/or before a student may re-enter the Institute.

The Institute reserves the right to make a special assessment against any student guilty of inexcusable breakage or loss of instructional equipment or other Institute property.

Insufficient Funds Checks

Checks written in payment of registration fees and returned to the Institute due to insufficient funds will result in a $25 check charge plus a late $10 late registration fee or a $15 installment penalty. Obligations paid by an insufficient funds check are considered delinquent. Students who write insufficient funds checks will be placed on a "cash only" basis.

Miscellaneous Fees

Transcript Fee	$5
Advanced Standing Examination (per SCH)	$25
Photo Identification Card	$5

Verification of Student Identity Fees

Students who register / enroll for a distance education course may be required to pay additional charges associated with verification of student identity.

Students who feel they may be exempted from some fees should contact the Cashiers Office in the Beeson Building. Some examples of exemptions are:

Tuition and Fee Exemptions and Waivers

Dual Campus Students

Students taking classes on both the Lamar Institute of Technology and Lamar University campuses will be entitled to a refund of one Student Center Fee, one Health Center Fee, and one Recreation Center Fee. The Cashier's Office should be contacted for information regarding dual campus adjustment refunds.

Municipal Firefighters

Individuals employed as a paid fire fighter by a political subdivision of the State of Texas or active members of volunteer fire departments who hold an accredited advanced certification may be exempted from tuition for courses taken as part of a Fire Science curriculum. Contact the Public Service and Safety department for additional information.

Online Courses

An additional fee of $20 per semester credit hour will be assessed for online courses. Students enrolled exclusively in online classes are not required to pay the Student Center Fee, Health Center Fee, and the Recreational Center Fee.

Peace Officer

Peace Officers enrolled in a criminal justice or law enforcement-related degree are exempted from tuition and laboratory fees for a criminal justice or law enforcement course. To receive this exemption, peace officers must meet all requirements and apply for the exemption at least one week prior to the last day of registration. Contact the Public Service and Safety department for additional information.

Senior Citizen Exemption

Students older than 65 years of age are exempted from the payment of TUITION and DESIGNATED TUITION ONLY on a space-available basis for a maximum of six (6) semester credit hours per term. Seniors may also audit classes on a space-available basis. Contact the Student Success for additional information.

Valedictorians

Valedictorians from accredited high schools in Texas are entitled to an exemption from payment of tuition and laboratory fees for two regular semesters following graduation. Other fees are not exempt. Valedictorians should notify the Admissions Office before registering for courses. The names of valedictorians of all Texas high schools are certified by principals to the Texas Education Agency, and the list is supplied to the Institute for reference.

Veterans (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 (including Pell Grants) are exempt from tuition and laboratory fees, Student Center and Technology Service Charge fees. This applies to those who served in World War II, the Korean Conflict or the Vietnam War, and were honorably discharged. This exemption also applies to those veterans who entered service after January 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 of World War II, the Korean Conflict, or the Vietnam War.

Students must provide a copy of their separation papers (DD 214) and a letter from the Veterans Administration stating that they have no remaining federal education entitlements (G.I. Bill).

Students who expect to attend under some veterans' benefit plan should contact the Office of Veterans' Affairs 60 to 90 days prior to registration. The Office of Veterans' Affairs advises veterans on program and training opportunities and provides academic assistance and counseling. Veterans interested in information in these areas should visit this office in the Wimberly Building on the Lamar University campus.

Debt

The Institute 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, but in case of flagrant disregard of such obligations,** the Business Office or the designated representative will take appropriate action. Failure to pay all Institute fees by the specified date will result in suspension through the 12th week in the long semester and the fourth week in the summer term. After the 12th week in the long semester and the fourth week in the summer term, failure to pay all fees by the specified date will result in suspension at the end of the current semester and may include (a) denial of readmission, (b) withholding of grades and transcripts, and (c) withholding of degree. Delinquent obligations to the Institute 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 Institute. Delinquent accounts must be paid at the collection agency. Payment cannot be accepted by Lamar Institute of Technology if the account has been forwarded to a collection agency.

Financial Aid

Director: Dr. Lori Rochelle
Office: Cecil Beeson Building, Room 100
Address: 855 E. Lavaca St., Beaumont, TX 77710
Phone: (409) 880-2202
E-mail: finaidoffice@lit.edu

Financial assistance in the form of grants, loans, and/or campus employment is available to qualified students.

Initial qualifications for awards and/or disbursements will be assessed based upon financial criteria as determined from results of the **Free Application for Federal Student Aid (FAFSA)** and any required documentation. Continued eligibility will be contingent on annual renewal of the FAFSA along with individually maintained satisfactory academic performance. Details related to these financial and academic requirements are provided in the following sections.

Information regarding programs, policies, rules, regulations, consumer information and eligibility criteria can be obtained from Lamar Institute of Technology, Office of Student Financial Aid, P.O. Box 10043, Beaumont, TX 77710.

How to Apply

Students wishing to apply for grants, loans, and/or work-study programs must file the **Free Application for Federal Student Aid (FAFSA)** with the Department of Education. This is the first step in the application process, providing a federally determined degree of financial need for each student. FAFSA results are required for any student seeking financial assistance at LIT.

Students are encouraged to submit the FAFSA application via the Internet. Applying online can greatly reduce response time for initial results and may simplify the renewal process in subsequent years. The FAFSA can be completed online at www.fafsa.gov/.

Students submitting the **FAFSA** online will receive e-mail notification of tentative eligibility from the Central Processing System. The school will receive an electronic version of this report for each student selecting Lamar Institute of Technology as a preferred school. The federal school code for LIT is **036273** . A **FAFSA worksheet** is available to assist students with their online FAFSA. Worksheets can be obtained from the Lamar Institute of Technology, Office of Student Financial Aid, PO Box 10043, Beaumont, TX 77710.

When to Apply

The priority deadline for financial assistance at LIT is **April 1** each year. Applications for financial assistance should be submitted online and processed by the Central Processing System by **April 1** for the following academic year. Processing is completed on a first-come-first-served basis according to receipt of FAFSA results and individual student response to outstanding requirements. Notification of awards for eligible students are available in the **BANNER Self-Service Module** . For students not meeting the priority deadline, processing will continue and awards will be made as long as funds are available. The most desirable types of aid, however, are normally expended early. Students should make every effort to meet the **April 1 deadline** .

Additional Requirements

Receipt of electronic **FAFSA** results will initiate campus based processing of individual student applications for financial assistance. Students are required to activate their official **LIT e-mail** account for access to important information and notifications. They will be directed to monitor their **Self-Service Banner Account** (Financial Aid Tab) for information related to student status, outstanding requirements and award notifications.

Financial Aid Supplement

A financial aid supplement is required for all FAFSA applicants at LIT. It collects general information related to enrollment plans, potential outside resources, previous college attendance, and provides valuable information related to student rights and responsibilities with regard to admission, enrollment, satisfactory academic progress, etc.

Verification Documents

Verification documents are required for all students selected for this federal quality assurance protocol. Submission of a verification worksheet along with hardcopy documentation of all household income sources from the specified base year are also required.

Sources of Financial Assistance

Grants

The **Pell Grant** is designed for undergraduate students as a foundation for all other need-based assistance programs. A student's Pell Grant award is directly related to the family's ability to contribute toward his/her education. The **"Expected Family Contribution" (EFC)** is a direct result of the Free Application for Federal Student Aid (FAFSA). No other need-based assistance (grants, loans, work-study) can be awarded until the student's eligibility for the Pell Grant is determined.

The **Federal Supplemental Educational Opportunity Grant (FSEOG)** is another federal grant intended for undergraduate students with exceptional levels of financial need, as determined by the FAFSA. Students with the lowest EFC, who also qualify for Pell Grants, will receive priority in the awarding process.

The **Texas Public Education Grant (TPEG)** is based on state provided funding sources and is available to students attending at least half-time on the LIT campus. Texas residents meeting the April 1 Priority Deadline will be given priority in the awarding process. Students with exceptional need as determined by the FAFSA may be awarded one of these grants.

The **TEXAS Grant** is a state appropriated fund designed for Texas residents. High school graduates who have completed all parts of the "Recommended" or "Distinguished" high school curriculum may be eligible for these funds.

Note: At this time TEXAS Grant funds are available only to students who qualify for renewal funding in accordance with state guidelines.

The **Texas Educational Opportunity Grant (TEOG)** may be available to students who are registered with Selective Service (or exempt); classified by the institution as a Texas resident, meet specified EFC limits, have not been convicted of a felony or crime involving a controlled substance, are enrolled at least half-time, and are within the first 30 hours of an associate degree or certificate program.

Student Loans

Students interested in qualifying for federal **Direct Student Loan Programs** may do so after eligibility levels have been determined through submission of the FAFSA. Students may be required to submit a Direct Loan Request Form to the Financial Aid Office to indicate interest in a Student Loan. These long-term loans with repayment scheduled after graduation, may be obtained under the William D. Ford Direct Loan Program, with Subsidized and/or Unsubsidized Loans available.

All required paperwork should already be completed for determination of eligibility for other types of aid. Direct Loan Request Forms will be accepted ONLY for those students who have successfully completed preliminary paperwork and satisfied the online **ENTRANCE** Counseling requirement.

Federal guidelines require a **mandatory 30-day delay** on the initial disbursement of any loan funds for first-time borrowers.

Entrance Counseling

FIRST-TIME borrowers will be required to attend a live **ENTRANCE** counseling presentation prior to the disbursement of any approved student loan funds. A schedule of these sessions will be available at the beginning of each term.

Exit Counseling

Students who have received student loans at **ANY TIME** during their college careers must complete Student Loan **EXIT** counseling during the semester they plan to graduate. Any student loan, regardless of where certification occurred (LIT or another college), and unless proof that all loans have been paid in full, will result in **EXIT** counseling requirements.

Graduating borrowers must visit www.studentloans.gov to complete the Student Loan **EXIT c**ounseling tutorial. Students log-in using their federal User ID and Password. Enter Lamar Institute of Technology as the college to receive results, our school code **036273**. Students should retain a copy of the confirmation page after completing the **EXIT** counseling session.

Additionally, all **GRADUATING borrowers** will be required to attend a live **EXIT** counseling presentation prior to attending the graduation ceremony. A schedule of these sessions will be available once graduation sign up begins. Students need to arrive fifteen (15) minutes early for registration, must present a valid Student ID, and printed confirmation of completed online **EXIT** counseling tutorial.

Student Employment

Employment opportunities under the Federal and/or State Work-Study programs allow students to secure part-time jobs to help defray the educational costs incurred during a student's college career. Positions are available on campus and through some federally approved not-for-profit agencies. The work-study program allows students to work around their class schedules and gain valuable on-the-job experience.

Summer Financial Aid

Summer is considered to be a "cross-over period" as related to the federal fiscal year and will be treated as a 'trailer' to the preceding academic year (Fall/Spring). The following steps must be completed:

- Current Year FAFSA in place and all required paperwork completed
- Upcoming Year FAFSA completed and processed prior to submission of "Summer Aid Request" form.

- Pre-register for a minimum of six (6) semester hours over the entire summer
- Completed registration by posted deadline for summer enrollment for a specific year.
- "Summer Aid Request" form submitted with summer schedules(s) attached prior to posted deadline for summer enrollment for a specific year. Summer Aid Request form available at www.lit.edu.

Satisfactory Academic Progress

Students seeking financial assistance for educational purposes must meet and maintain the **Satisfactory Academic Progress (SAP)** standards established by federal regulations and institutional policy for eligibility at Lamar Institute of Technology. Progress will be evaluated at the end of each financial aid payment period. Evaluation will be based on cumulative academic performance to determine if a student is eligible to continue receiving Title IV Student Financial Aid.

To comply with **SAP standards** and remain academically eligible for assistance, a student must:

- Be a regularly enrolled student in an approved degree or certificate program. Some certificate programs may not be approved for Title IV Funding. Students uncertain about declared majors should contact the LIT Student Financial Aid office.
- Enroll in courses specifically required for their declared degree or certificate program. Financial aid will not be approved for courses taken outside the approved program of study.
  - *A student may receive financial assistance for courses that must be retaken as a result of receiving less than a passing grade. A student may not receive financial assistance for coursework previously completed successfully, but repeated at the student's discretion for the purpose of increasing his/her grade point average.*
- Transfer credits that are accepted toward a student's declared program of study will be counted toward both attempted and completed hours.

SAP Standards Calculations

PACE is the rate at which a student is progressing toward declared program of study. This has formerly been referred to as "completion rate" and is calculated using the following formula:

$$\textbf{PACE} = \frac{\textbf{Total number of hours successfully completed}}{\textbf{Total number of hours attempted over career}}$$

Students with a calculated PACE of less than 75% are considered to be "off-pace" with regard to completing the declared program of study, and are no longer eligible for financial assistance.

NOTE: You DO NOT earn credit hours for the following grades: Q, W, U, F, or I

MAXIMUM TIME FRAME for an undergraduate program, credit hours cannot exceed 150% of the published length of the declared program of study (degree or certificate). To determine if a student has exceeded the maximum time frame allowed for receiving financial aid for the declared program of study the following formula is used:

MAX = Credit Hours Required X 1.50

Attempted Hours must be ≤ MAX for declared program

A student's academic history including transfer hours applicable to declared major will be considered when determining maximum timeframe for eligibility for financial assistance. SAP Status "W" (warning) is assigned for students whose attempted hours are approaching 130% of declared program. Students reaching the 150% maximum time frame are no longer eligible for financial assistance.

GRADE POINT AVERAGE represents the average of all grades for a particular semester(s) and when calculated cumulatively for all grades from all semesters based on courses completed up to a given academic term. LIT uses a 4-point scale for GPA and requires students to maintain a 2.0 cumulative GPA or better. GPA is calculated using the following formula:

$$\textbf{GPA} = \frac{\textbf{Total number of Grade Points Earned}}{\textbf{Total number of Semester Credit Hours Attempted}}$$

Students with a calculated GPA of less than 2.0 are not considered to be maintaining satisfactory progress and are no longer eligible for financial assistance.

Failure to achieve satisfactory academic progress based on any of the previously defined criteria will result in financial aid suspension and a loss of eligibility for all types of assistance.

Financial Aid Auto-Warning

Following the FIRST semester in which a student does not perform at a level equal to or above the LIT Satisfactory Academic Progress (SAP) standards, the student will be placed in "Auto-Warning" status.

- This status will be in effect for the next period of enrollment at LIT regardless of the student's course load or whether it is a long semester (Fall or Spring) or a summer session.
- A student placed on "Auto-Warning" who improves academic performance enough to cause his/her cumulative statistics to MEET/EXCEED LIT institutional SAP standards will be returned to good standing and may be eligible to continue to receive financial aid for the subsequent semester.
- A student placed on "Auto-Warning" who FAILS to obtain LIT institutional SAP standards will be placed on financial aid suspension and denied further funding until he/she meets the SAP standards.

Financial Aid Suspension

A student who does not meet one or all of the established standards for satisfactory academic progress will be placed on financial aid suspension. This "suspension" is separate from Academic standing and in no way prevents subsequent enrollment by a student at LIT. A student on financial aid suspension is not eligible for any type of financial assistance until such time as his/her cumulative statistics meet or exceed previously defined criteria (PACE, MAX, GPA), or until specific terms and conditions of any Financial Aid Suspension/Probation agreement are satisfied.

Appealing the Loss of Financial Aid

A student who has been placed on financial aid suspension based on failure to meet one or all of the established SAP standards may choose to submit a letter of appeal for any of the following reasons:

- The death of a relative
- An injury or illness of the student, or
- Other special circumstances.

To determine if a student qualifies to present "special circumstances" as the basis of appeal, a student must determine that mitigating circumstances existed that were so significant as to have caused an entire semester(s) of academic performance to fall below the acceptable SAP standards. Any such circumstances must be supported by separate written documentation and an explanation of what has changed in his/her situation that will allow for satisfactory progress at the next evaluation. Acceptable forms of documentation required to accompany a letter of appeal include: death certificates, court documents, affidavits, and physician statements.

Financial Aid Appeals Process

Academic progress decisions are made at the school level and cannot be appealed to the Department of Education. Deadline for submitting financial aid appeals are firm. Supplemental information will not be accepted after the initial submission. Appeal deadlines for each Academic Year can be obtained from LIT Office of Student Financial Aid, P. O. Box 10043, Beaumont, TX 77710.

A Letter of Appeal and all supporting documentation should be addressed to:

Lamar Institute of Technology
Financial Aid Appeals Committee
P.O. Box 10043
Beaumont, Texas 77710

Student appeals will be considered based on review of overall academic performance, previous appeal status and evidence of mitigating circumstances.

Appeal committee members will not be responsible for deciphering and/or interpreting large volumes of medical records, bills, insurance statements, depositions, or irrelevant paperwork.

Failure to present qualifying special circumstances and/or separate printed documentation to support the basis of an appeal will result in denial.

***All decisions made by the Financial Aid Committee are FINAL.**

Financial Aid Probation

If a letter of appeal is approved, the student will be placed on Financial Aid Probation. The terms of Financial Aid Probation will involve a Probation Plan designed to assist the student in his/her efforts to achieve appropriate academic standing, allowing the student to maintain some or all of the previously awarded financial assistance while demonstrating that he/she can satisfy a set of specific performance related criteria. The student will be required to acknowledge the conditions of their probation, and must agree to abide by all conditions prior to disbursement of any assistance.

Return of Title IV Funds

Students withdrawing during the first 60% of the semester may owe grant and/or loan funds to the government and/or Lamar Institute of Technology.

According to federal regulations (34 CFR 668.22):

Any student receiving federal funding who withdraws prior to completing 60% of the term must return the unearned portions of any aid disbursed. The applicable returns will be calculated by the school and returned to the proper source within 30 days of the withdrawal according to the following sequence:

1. Loans (Unsubsidized, then Subsidized)
2. Federal Grants (PELL, then SEOG)
3. State Assistance
4. Student (if any credit has been calculated)

THERE IS NO EXCEPTION TO THIS RULE AND YOU CANNOT APPEAL THIS DECISION TO LAMAR INSTITUTE OF TECHNOLOGY.

Students owing returns must clear balances to all agencies in order to enroll for future semesters, receive transcripts, and/or qualify for any type of financial assistance.

Students withdrawing before the first 60% of the semester at LIT may be responsible for a portion of their tuition and fees.

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 application for Title IV, H.E.A program assistance, the information will be referred to the appropriate college, state and/or federal authorities. These authorities may include, but are not limited to, College Discipline Officer, College Police, Municipal Police and the Office of the Inspector General of the U.S. Department of Education.

Scholarships

A wide variety of scholarships are offered each year to students at Lamar Institute of Technology. Scholarships are funds that cover all or a portion of the student's educational expenses. There are two types of scholarships awarded through the Institute: those administered solely by LIT and those administered by the Institute at the request of donors, who determine criteria and select recipients themselves. A complete listing of available scholarship funds may be found on the LIT website at www.lit.edu.

Funds administered by the Scholarship Committee are awarded on the basis of academic achievement, programs of study, or special skills demonstrated by students. Consideration is given to extracurricular activities such as leadership positions, career accomplishments, or honors and awards received. Departmental scholarships may also be available based on a student's chosen field of study.

Students applying for scholarships administered by Lamar Institute of Technology should apply online at www.lit.edu. An academic transcript must be uploaded with the scholarship applications if a student wishes to be considered for awards in the upcoming academic year.

Student Success

Vice President: Melissa Armentor
Office: Cecil Beeson Building, Room 228
Address: 855 E. Lavaca St., Beaumont, TX 77710
Phone: (409) 880-8853
E-mail: studentservices@lit.edu

The Office of Student Success provides services and programs to enhance the general education and development of students, enrich the quality of student life, and support the teaching and service mission of Lamar Institute of Technology. The Office of Student Success is located in the Cecil Beeson Building, Room 121.

Drug Free Schools and Communities Act

Student Success administers policies and procedures related to student life and to the rights and responsibilities that accompany student citizenship. It is the student's responsibility to be knowledgeable of established LIT policies and procedures and to comply with them.

Lamar Institute of Technology (LIT) is committed to providing a healthy and safe learning environment for all students and employees. LIT has established procedures to advise members of the campus community on the consequences of drug/alcohol use, possession, and distribution. Additionally, LIT is committed to providing important information on available substance abuse counseling, treatment, rehabilitation, or re-entry programs.

Drug Policy

Lamar Institute of Technology is committed to a healthy, safe, and drug-free community. Students found guilty of possession, use, or distribution of any drug, narcotic, or controlled substance, whether the infraction is found to have occurred on or off-campus may be suspended for a minimum of the remainder of the semester in which the infraction occurred plus the following long semester.

Intellectual Property

Lamar Institute of Technology (LIT) has an Intellectual Property Policy to safeguard the interests and mission of LIT while encouraging creative thinking and activity by employees and students. The term “intellectual property” refers to inventions, discoveries, patents, patent applications, scientific or technological developments, and copyrightable instructional materials, regardless of the mode of publication. Under Lamar Institute of Technology and Texas State University System policies, copyrightable materials created by students in fulfillment of academic or course requirements are considered the property of the student. Lamar Institute of Technology retains a license (permission) to mark, modify, handle, and retain the work as required for instructional or record-keeping purposes. Lamar Institute of Technology cannot use the work in other ways without the consent of the student. When the student collaborates with faculty or staff to create works as part of research or development activities Lamar Institute of Technology retains the rights to such intellectual property. See Texas State University System Rules and Regulations Chapter III, paragraphs 11 and 12 and Policy 4.34 in the Lamar Institute of Technology Policy and Procedure Manual for more information.

Limited English Proficiency (LEP)

Lamar Institute of Technology offers support services to students who are classified as Limited English Proficient (LEP). The LEP Coordinator acts as a liaison between students, faculty, administration, and outside agencies. Students should complete the needs assessment (LSQ) form to become eligible for services. Additional forms are located in the LEP office located in the Technology Center. Students are encouraged to become a member of Student Offered Services (SOS), an LEP student organization. Services include, but are not limited to, career counseling/advising, bilingual services, translations, CELSA (Combined English Language Skills Assessment) testing for English as a Second Language (ESL) classes, registration assistance, and GED and TSI tutoring. For more information, contact the LEP Coordinator in the Technology Center, Room 225, or call (409) 839-2094.

Major

Each student must select a major that reflects the program of study they plan to complete. Students may obtain a Change of Major Form from department offices or the Student Success Office. Change of majors must be requested and approved in writing on the Change of Major Form.

Students who want to change their major from a Texas Success Initiative (TSI) waived certificate program to an Associate of Applied Science Degree program must visit Student Success to have their TSI status changed.

Orientation

Student Orientation Sessions are planned every term to assist students in building a solid foundation for success at LIT. Orientation Sessions present valuable information to students. Information includes registration procedures, resources, and available services. Since the first semester at LIT is important to students' continued success, all students who are entering for the first time are required to attend orientation, effective January 2018. LIT also provides an online orientation for those students who are unable to attend in person. Visit www.lit.edu and click on online orientation.

Personal Information

Personal information, such as an address and telephone number, is used to communicate with students. Students are responsible for notifying Lamar Institute of Technology of any change of name, address, and/or telephone number. Changes must be updated on Self-Service Banner by the student. Students may request that directory information not be shared. To prevent the sharing of directory information, students must complete a Release of Information Form and deliver it to the Records Office. The Release of Information Form may be obtained in the Student Success office.

Change of name due to marriage or correction of name because of spelling errors may be made by completing a name change card. All name changes must be accompanied by a copy of the legal document making the name change official. Former student names will be displayed on all official transcripts.

Tobacco-Free Campus

Lamar Institute of Technology recognizes its commitment to the physical well-being of its students, faculty, and staff. Tobacco use is prohibited at all times in all facilities, grounds, and vehicles.

Special Populations

LIT offers support services to students who are classified as a Special Population student. Special Population students include: single parents, students with disabilities, displaced homemakers, students with majors nontraditional to their gender and students who are economically or academically disadvantaged. The Institute provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the American Disabilities Act of 1990, to students with a "diagnosed" disability.

Services provided include career counseling/advising, interpreter services, note takers, scribes, specialized testing arrangements, registration assistance, mobility/ accessibility accommodations, and procurement of assistive/adaptive equipment. Any student requiring a Sign Language Interpreter should notify the Special Populations Coordinator at least two months before the semester begins.

The Special Populations Coordinator acts as a liaison between students, faculty, administration, and outside agencies. Students that require an accommodation due to a physical and/or learning disability must request an accommodation in the Special Populations Office at least four weeks before classes begin for the semester. Appropriate documentations of a disability must be submitted before accommodations may be arranged. Applications are available in the Office of Student Success throughout the year. For assistance or information, contact the Special Populations Coordinator in the Cecil Beeson Building, Room 121 or call (409) 880-1737.

Student Identification Card (ID)

Students registered for classes at Lamar Institute of Technology must purchase a Student Identification Card (ID). The Student Identification Card must be carried by the student when on the LIT campus. The ID is required to allow LIT students to use LIT student services and campus facilities. LIT faculty and staff have the authority to ask a student to produce a valid Student Identification Card. If a student is unable to produce a current Student Identification Card, they may be required to leave the campus.

Student Identification Cards must be purchased during the registration period. Lost Student Identification Cards must be reported to Student Success and replaced.

Student Organizations

Student Government Association (SGA)

The Student Government Association serves as the representative voice of students. All LIT students are members of the Student Government Association (SGA), which affords each student an opportunity to promote, support, and participate in a well-rounded student life program.

The president, vice president, and secretary/treasurer are elected in a general student election in February. Student opinions may be expressed at meetings of the Association during open forums, or ideas, suggestions, and/or concerns may be submitted through the SGA office. The SGA encourages responsible student participation in the overall policy and decision making processes of LIT, investigates student problems and takes appropriate action, and provides the official voice through which student opinion may be expressed.

The Student Government Association will help students connect with the variety of student organizations on campus. Students are encouraged to attend meetings or stop by the SGA office to learn how to become involved. Membership of SGA consists of representatives of each of the departmental organizations as well as members at large.

Student Organizations

1. Student Chapter of the American Dental Hygiene Association (SADHA)
2. Action in the Community through Education and Service (ACES)
3. American Welding Society (AWS)
4. LIT Biology Association (LITBA)
5. Child Care Association
6. Computer Resource Association
7. Design Engineering Technologist Organization (DETO - Drafting Club)
8. Diagnostic Sonography Student Organization(DSSO)
9. Health Information Technology
10. Lamar Instrumentation Association (LIA)
11. LIT Hot Shots (Students of Utility Line)
12. LIT Multicultural Organization
13. Office Technology Association (OTA)
14. Operating Process Technology Club (OPT)
15. Phi Theta Kappa (PTK - National Honor Society)
16. Pulmonary Care Student Organization
17. Radiologic Technology Student Organization (RTSO)
18. Respiratory Care Student Organization
19. SkillsUSA (Leadership & Technical Skills Competition Group)
20. Students of EMS Club (SEMS Club)
21. Student Government Associate (SGA)

For more information about any of these organizations, visit the Student Government Association office located in the Cecil Beeson Building, Room 105 or call (409) 880-8894.

SkillsUSA

SkillsUSA is an international organization that serves students who are enrolled in training programs in technical, skilled, and service occupations.

SkillsUSA prepares America's high performance workers by providing quality educational experiences for students in leadership, teamwork, citizenship, and character development. Participation in SkillsUSA builds and reinforces self-confidence, work attitudes and communication skills while emphasizing total quality at work, high ethical standards, superior work skills, life-long education and pride in the dignity of work. SkillsUSA programs include local, state, national, and international competitions in which students demonstrate occupational and leadership skills.

Information Technology

Information Technology provides services to students who attend Lamar Institute of Technology. The services include student e-mail, internet connectivity from all the computer labs on campus, access to our learning management system, access to Self Service Banner, distance education support, registration, and additional services as needed.

Use of Information Technology Resources

Lamar Institute of Technology (LIT) provides information technology resources intended to support the academic mission and the administrative functions of the Institute. Staff, Faculty, Student, and Vendor users of LIT information technology resources and computing

facilities have no reasonable expectation of privacy and LIT reserves the right to access, at any time, computers and computing facilities, including any and all data and collective information contained therein.

Policies regarding the use of information technology resources by staff, faculty, students, and vendors are published in the LIT Policies and Procedures Manual found on the LIT website at www.lit.edu. Policies 2.11, 2.44, 2.45, and 2.46 govern the use of information technology resources that include any computer, computer-based network or system, computer peripheral, operating system, software or any combination thereof, owned by Lamar Institute of Technology or under the custody or control of Lamar Institute of Technology.

Maintaining, monitoring, and enforcing of the LIT information technology policies will reside with the LIT administrative body or State and Federal entity, with the support of the appropriate system administrative staff.

Any violation of information technology policies may result in disciplinary action in accordance with Institute policies or prosecution in accordance with State and Federal laws. Consequences for violation of information technology policies may include, but are not limited to, disciplinary actions, loss of privileges, termination of employment, or dismissal from the Institute. Any user found in violation of LIT information technology policies may be subject to prosecution in accordance with State and Federal laws.

By obtaining a User ID and password and logging onto any LIT centrally administered system, it is implied that the user will adhere to the LIT information technology resource policies as published in the LIT Policies and Procedures Manual.

Veterans' Affairs

Lamar Institute of Technology is a Servicemember Opportunity College (SOC). A Veterans' Affairs Office is located in Wimberly Student Services Building, Room 101 on the Lamar University campus to assist veterans in obtaining their educational benefits. Veterans are encouraged to complete admissions and testing requirements 90 to 120 days prior to the semester for which they wish to enroll. Additional information may be obtained by visiting the office or calling (409) 880-8437.

The Veterans Support Office of LIT is located in the Cecil Beeson Building Room 121. For questions contact 409-839-2007 or e-mail va@lit.edu

WiFi

WiFi hotspots are available on campus for LIT students. Hotspot locations include Megabytes and the patio located in front of the Multipurpose Building

Recreation

Athletic Events

LIT students are invited to attend Lamar University athletic events, except football games, free of charge by presenting their valid student IDs. Lamar University competes at the NCAA Division One level and is a member of the Southland Conference.

Fine Arts

LIT students are eligible to take full advantage of the visual and performing arts on the Lamar University campus. Students can visit the Dishman Art Museum, or attend one of many performances of the Lamar Theatre, Dance Company, and various bands.

Recreational Sports

LIT faculty, staff, and currently enrolled students with a valid student identification card have access to the recreational facilities and may participate in the wide variety of activities. The Recreation Sports Office is responsible for organizing the activities, which are arranged into three levels of involvement and competition.

The Recreation Program offers the use of Lamar University's facilities for free-time recreation for LIT students. Published schedules and reservations allow the student, faculty or staff member to exercise and enjoy competition with friends at a leisurely pace. Sports equipment is available to be checked out for overnight and weekend excursions or club activities.

The Intramural Program provides an opportunity to participate in supervised, competitive sports. Persons not involved in varsity athletics are given further opportunity to develop skills learned at the high school level. Organizations may place teams in the All-Sports Division, which consists of competition in 22 different sports, or choose the independent division in which specialization in one or more sports may be chosen. The stated purpose of the Intramural Program is to promote human understanding, fair play, and behavioral control through the interrelationships occurring in athletic competition.

Sports clubs are made up of individuals who are interested in a specific sport and who seek off-campus competition. Further information on any facet of the Recreational Sports Program may be obtained from the Sheila Umphrey Recreational Sports Center.

Setzer Student Center

The Richard W. Setzer Student Center provides facilities for leisure-time recreation and is the center for many extracurricular activities. The Setzer Center includes an information center, game areas, a TV room, snack bar, reservations office, video lounge, ballroom, reading room, and various meeting rooms and lounges. The Setzer Center also houses the offices of Lamar Alive!, student organizations, student publications, and various staff members. Various dining options are available at Mirabeau's and the Cardinal Nest.

The Lamar Alive! Student programming board is responsible for providing the campus with a diverse schedule of programs and extracurricular activities. The programming board of Lamar Alive! consists of student directors and committees that develop social, educational, and cultural experiences for Lamar Institute of Technology and Lamar University students. Dedicated volunteers and committee members plan traditional events such as a Mardi Gras Celebration, AIDS Awareness, Diversity Week, Lectures, Cardinal Comedy Corner, Poetry night, and other special events. For more information, contact the Director at (409) 880-8722

Other Services

Alumni Association

The Lamar Institute of Technology Alumni Association, which includes graduates of degree, certificate and non-credit curriculums, and former students and friends of the Institute, is active on a year-round basis. The Alumni Office is located in the Cecil Beeson Building, Room 205, at 855 East Lavaca, Beaumont, Texas (409)839-2983. The office coordinates all activities and events for alumni ranging from fund-raising to social events. Activities and events are designed to provide a connection between LIT students and alumni.

Membership and activities are coordinated by the Executive Director of the LIT Foundation in cooperation with a volunteer Advisory Board. Officers and new Advisory Board members are nominated and appointed annually. Officers serve for a one-year term beginning on installation.

Books

The Barnes and Noble Bookstore is located in the Setzer Student Center on the Lamar University campus. The Bookstore offers new and used textbooks for the current semester, course materials, school supplies, and officially licensed merchandise. Students also have the opportunity to sell books to the bookstore.

The bookstore is open Monday through Thursday, 8:00 a.m. to 4:00 p.m., and Friday, 8:00 a.m. to 2:00 p.m. during fall and spring semesters. Summer semester hours are Monday through Thursday, 8:00 a.m. to 4:00 p.m., and Friday, 8:00 a.m. to 2:00 p.m. Extended hours are posted during peak periods, usually at the beginning and end of each semester. Students may review the bookstore at www.Lamar.bkstore.com

Campus Ministries

Several campus ministries that provide fellowship, worship, and recreational activities for students have established student centers adjacent to campus. They include the Baptist Student Ministry, Church of Christ Bible Chair, Church of Jesus Christ of Latter-day Saints, Episcopal Center, Catholic Student Center, and Wesley Foundation (United Methodist).

Dental Hygiene Clinic

The Dental Hygiene Program manages a clinical facility located in the Multipurpose Building. Dental hygiene students provide dental hygiene services to the public. The services are provided under the supervision of licensed dental and dental hygiene faculty and include patient education, dental x-rays, cleaning, oral and dental examinations, periodontal examinations, polishing, fluoride treatments, pit and fissure sealants, and nutritional counseling.

Individuals interested in scheduling an appointment should call the Dental Hygiene Clinic at (409) 880-8860.

Eligibility for Extracurricular Activities

An extracurricular activity is understood to be an activity representing the student body, any student organization, any department or division organization or any general activity representing LIT.

Any student currently registered, not on disciplinary or scholastic probation, and who has a GPA of at least 2.0 for both the college work completed at LIT and that of the preceding semester is eligible to participate in extracurricular activities. Individual organizations may establish higher requirements for GPA and enrollment status.

Food Service

For the purpose of establishing eligibility, two six-week summer terms may count as one semester. Transfer students have the same eligibility as freshmen students until completion of one semester.

Megabytes, a snack bar, is located in the Beeson Building for the convenience of LIT students, faculty, and staff. Breakfast, lunch, and dinner are served Monday through Thursday, and breakfast and lunch are served on Fridays. Grill and "grab and go" items are available. Megabytes also offers catering services for special events. Please contact the director at (409) 880-2105 for catering details.

Health Center

The Student Health Center on the Lamar University campus offers various medical services to currently enrolled students. A physician and/or nurse practitioner is available to treat students for minor illnesses or injuries not requiring constant supervision. Students with chronic and/or serious conditions will require treatment off campus by their personal physician. Most health center services are available in the health center on a walk-in basis, and most of the medications prescribed are available in the health center pharmacy at a reduced cost. Students are charged only for medications, lab tests, and supplies, not for the office visit. All charges incurred are entered on the student account, thus no payment is required at the time of service.

Gynecological services and family planning are provided by female nurse practitioners at a reduced charge. There is a lab charge for most gynecological services. Licensed staff, in collaboration with student peer educators, offer health education to organizations, residence halls, classes, or individuals on a variety of health-related issues pertinent to the university population. The Health Center is also staffed with licensed counselors offering short-term psychological counseling, individual and group therapy, and mental health workshops at no charge. After hours, on weekends and when the university is not in session, healthcare becomes the individual student's responsibility. Any expenses incurred for ambulance service or off-campus medical needs are also the responsibility of the student. Students are encouraged to maintain some form of health insurance to cover these expenses, as they can be quite costly.

Foundation

The Lamar Institute of Technology Foundation is a private nonprofit corporation established under Section 501(c) (3) of the Internal Revenue Code of the State of Texas. The Foundation exists solely for the benefit of Lamar Institute of Technology and serves as the preferred channel for private gifts to all areas of the Institute. It supports and enhances the educational mission of the Institute. Located in the Cecil Beeson Building, 855 East Lavaca, Room 205, the Foundation is governed by an all-volunteer board of directors whose names and business affiliations may be found at http://www.lit.edu/foundation/FoundationBOD.aspx. The College President has oversight responsibility for the Foundation and serves on the Board of Directors as an ex-officio member.

Operating Hours

The official operating hours of the Institute are from 6:30 a.m. to 11:30 p.m. Monday through Friday. Select areas of the campus are open on Saturday from 8:00 a.m. until 3 p.m. The college is officially closed from 11:30 p.m. to 6:30 a.m. Any person not duly authorized, licensed, or invited by an official of the Institute to be on the premises or within any structure between 11:30 p.m. and 6:30 a.m. will be committing the offense of trespass, and local law enforcement officials will be notified.

The Student Success Office is open year-round on weekdays, Monday through Thursday, 8 a.m. to 6 p.m., and on Fridays from 8 a.m. to 5 p.m.

Parking

All faculty, staff and students are required to purchase a current parking permit and display it in their vehicle if they park a vehicle on campus. A copy of the parking and traffic regulations is issued at the time of permit purchase. Strict observance of traffic and parking regulations is necessary for the safe, orderly flow of vehicles in the campus area. Parking and traffic regulations are in effect 24 hours a day.

Students may park in handicap accessible parking spaces with the appropriate permit. Appropriate permits include a handicapped parking permit issued by the State or a parking permit issued by Lamar Institute of Technology. Students that park in a handicap accessible parking space must display a State issued handicap accessible parking permit and/or a LIT Parking Permit.

Students that require a permit that allows them to park in handicapped parking spaces must see the Special Populations Coordinator.

Police

The Police Department is on campus to serve students in the protection of their person, their property, and the Institute's property. The police department is also charged with the enforcement of campus regulations and all state, local and federal laws. Officers are licensed peace officers for the State of Texas.

Engravers are available at the police department should students wish to engrave their valuables to aid in recovery in the case of theft or loss. Emergency phones are located at LIT and Lamar for your safety.

The police department is located at 211 Redbird Lane and is open 24 hours a day, 7 days a week.

Emergency police response: (409) 880-8311.

Post Office

The campus Post Office, a contract facility, is officially designated as Lamar University 77710. The Post Office is located at 211 Redbird Lane in the Services Building. Hours of operation are 8 a.m. to 4:45 p.m. Monday through Friday for all window services.

Postal boxes are rented to students, staff and faculty by semester and/or year. The cost is $5 a semester, with Summer I/II considered as one full term, or $15 yearly, which includes spring, fall and summer. Box sharing is prohibited.

Mail is received by United States Postal Services at 6:45 a.m. daily Monday through Friday. Outbound stamped and metered mail is dispatched daily at 5:00 p.m. Express deliveries are accepted from Airborne, DHL, Federal Express, Federal USPS, Mail Express, Pony Express, RPS, and United Parcel Service. It is the student's responsibility to notify the post office of any change of address.

Shuttle

The Lamar University Office of Student Affairs in conjunction with Lamar University police offers a free shuttle service daily. Students utilizing this service must have a valid ID. The shuttle service provides transportation for students on campus and within the immediate vicinity of the campus. The pick-up point for students is located in front of the Mary and John Gray Library, beginning at 5:30 p.m. and stops running in correlation with the library hours. The shuttle does not run during holiday breaks. Students should call 880-2264 for this service and for more information. For emergency police response, call 880-8311. For all other police business, call 880-8305 or 911.

Student Employment Website and Events

Each semester, LIT Student Success will sponsor an event geared toward career development and networking for the student body. In the fall semester, students are encouraged to attend Project Interview where they are paired with a professional from their area of study. They participate in a variety of mock interview scenarios. Each spring, a Job Fair & Employer Exhibit is held on campus. This extensive networking experience allows students to shake hands with area professionals that often hire LIT graduates. An electronic career website is also available for students seeking employment. Students are encouraged to register as a user and upload resumes to the Eagle Jobs site which can be found at the following address: https://www.myinterFase.com/lit/student/.

Student Publications

Student publications include "The University Press", a campus student newspaper published weekly during the fall and spring semesters. "The University Press," with offices at 200 Setzer Student Center, serves as a training opportunity for students interested in journalism. The University Press is available in the Beeson Building outside the Student Success Office.

Student Rights and Responsibilities

Lamar Institute of Technology, an open door institution, recognizes the rights of its students guaranteed by the Constitution of the United States and the Constitution of the State of Texas. The Institute further recognizes and identifies students' rights to equal access to all programs, information, freedom of speech, inquiry and assembly, to the peaceful pursuit of an education, and to the reasonable use of services and facilities of the Institute.

As a dynamic, learning-centered educational institution, LIT is committed to serving the educational needs and interests of our community. As a teaching and learning community, relationships among students, faculty and staff are marked by mutual respect and appreciation for each other's roles and responsibilities.

Further, LIT strives to maintain an educational environment that supports the academic, professional, and/or personal development of all members of the community and identifies responsibilities assigned to students as members of the learning community.

Student Rights

LIT has established a "Statement of Student Rights" and a "Statement of Student Responsibilities" to educate students about the manner in which they are to pursue their own educational objectives as well as support the objectives of others. These statements identify the rights to which students are entitled through membership in the LIT learning community along with the responsible behaviors in which students should be engaged as members of the learning community.

As members of LIT's learning community, students are entitled to certain rights and provisions, including a quality education and quality services. In addition, students have the right to know:

- The Institute's admissions requirements.
- The degrees and certificates offered.
- The types of career and personal development resources available.
- Course offerings and requirements.
- Policy on class attendance and participation.
- Grading policies and procedures.
- The cost of attendance.
- Financial aid availability.
- How financial aid eligibility is determined.
- How financial aid is awarded.
- The Institute and financial aid satisfactory academic progress requirements and their implications.
- The Institute's refund policy.
- The Institute's policies and procedures.
- The availability of academic and other support services.
- Student activities availability.
- The campus crime statistics.
- Graduation rates.
- Job placement rates.
- Emergency procedures.
- Institute operational hours.
- The accommodations provided under the Americans with Disabilities Act (ADA) Section 504 of the Rehabilitation Services Act of 1973.
- Grievance procedures.

Student Responsibilities

Listed below are the responsibilities that LIT students accept through membership in the Institute's learning community. Each student should approach academic endeavors, relationships, and personal responsibilities with a strong commitment to personal integrity and mutual respect. As members of LIT's teaching and learning community, students have a responsibility to:

- Read the LIT Catalog and Student Handbook.
- Become knowledgeable about Institute policies and procedures.
- Provide accurate information on Institute forms and update that information when necessary.
- Meet financial obligations to the Institute.
- Attend regularly scheduled classes.
- Complete assignments and exams based upon course syllabus information.
- Participate in class.
- Fulfill their academic responsibilities in an honest and forthright manner.
- Utilize appropriate support services when needed.
- Abide by Institute policies and procedures.
- Abide by the established computer use procedures.
- Be aware of academic and graduation requirements.
- Seek help from faculty when needed.
- Seek out answers to questions.
- Abide by the equipment usage policy.
- Meet published deadlines.
- Notify Institute officials if a condition exists which is in violation of a student's rights, Institute policies, rules, standards, or procedures.
- Join/seek out groups and individuals who will help students achieve their goals.
- Abide by state and federal laws.
- Conduct themselves in a responsible manner in and out of the classroom.

- Protect, support, and contribute to a safe environment within the learning community.
- Show regard for the property of the Institute, its community members and visitors.

Sexual Misconduct Policy

TEXAS STATE UNIVERSITY SYSTEM

SEXUAL MISCONDUCT POLICY AND PROCEDURES

1. Introduction

1.1 Institutional Values. The Texas State University System, its colleges, and universities (collectively referred to as "System" and/or "Components" and used interchangeably herein) are committed to creating and maintaining educational communities in which each individual is respected, appreciated and valued. The System diligently strives to foster an environment that permits and encourages everyone to perform at their highest levels in academia. The System's focus on tolerance, openness, and respect is key in providing every member of the TSUS community with basic human dignity free from harassment, exploitation, intimidation or other sexual misconduct. Any report of behavior that threatens our institutional values, and breaches this Policy shall be promptly investigated and remediated in accordance with principles of law, fairness and equity to all parties involved.

1.2 Purpose of Policy. The Texas State University System and its Components are firmly committed to maintaining an educational environment free from all forms of sex discrimination. Sexual Misconduct, as defined in this Policy, is a form of sex discrimination and will not be tolerated. The System and Components will maintain an environment that promotes prompt reporting of all types of Sexual Misconduct and timely and fair resolution of Sexual Misconduct complaints. The Components will take prompt and appropriate action to eliminate Sexual Misconduct when such is committed, prevent its recurrence, and remedy its effects. This Policy defines and describes prohibited sexual conduct, establishes procedures for processing complaints of sexual misconduct, permits appropriate sanctions, and identifies available resources.

1.3 Notice of Nondiscrimination. The System complies with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act. Sexual misconduct, as defined in this Policy, constitutes a form of sex discrimination prohibited by Title IX and Title VII.

1.4 Applicability of this Policy. This Policy applies to all students, faculty, staff, and third parties within the System's or its Components' control. This Policy prohibits sexual misconduct committed by or against a student, faculty, staff, or third parties. This Policy applies to sexual misconduct:

1.41 on Component premises;

1.42 at Component-affiliated educational, athletic, or extracurricular programs or activities;

1.43 that has an adverse impact on the education or employment of a member of the Component community; or

1.44 that otherwise threatens the health and/or safety of a member of the Component community.

1.5 Extent of Authority. While the Texas State University System is committed to investigating all complaints of sexual misconduct and there is no geographical limitation to invoking this Policy, sexual misconduct that is alleged to have occurred at a significant distance from the Component and/or outside the Component property may be difficult for the Component to investigate. Additionally, the Component's disciplinary authority may not extend to third parties who are not students or employees of the Component.

1.6 Effect of Criminal Prosecution. Proceedings under this Policy will not be dismissed or delayed because criminal investigation or prosecution is pending or charges have been reduced or dismissed. Proceedings may also continue if a party is no longer employed with or currently enrolled as a student of the Component.

1.7 Supersedes Existing Policies. In the case of allegations of sexual misconduct, this Policy supersedes any conflicting procedures and policies set forth in other Component documents.

1.8 Campus Sexual Assault Policy. This Policy shall be adopted by each Component as its campus sexual assault policy. It shall be made available to students, faculty and staff by including it in the Component's student, faculty and personnel handbooks and by creating and maintaining a web page on the Component's website dedicated solely to the Policy.

2. DEFINITIONS

2.1 Complainant refers to the person making a complaint of sexual misconduct, and shall be referred to herein as either Complainant, Survivor, or Victim, and these terms may be used interchangeably throughout this Policy.

2.2 Component refers to all member institutions of the Texas State University System, including but not limited to, Lamar University, Lamar Institute of Technology, Lamar State College - Orange, Lamar State College - Port Arthur, Sam Houston State University, Sul Ross State University, Sul Ross State University Rio Grande College and Texas State University.

2.3 Component Affiliated Program or Activity refers to any program or activity, on or off campus, that is initiated, aided, authorized or supervised by the Component or by an officially-recognized organization of, or within, the Component.

2.4 Component Premises. Buildings or grounds owned, leased, operated, controlled or supervised by the Component including property that is within or reasonably contiguous to the premises owned by the Component but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

2.5 Consent is an informed and freely and affirmatively communicated willingness to participate in a particular sexual activity. Consent can be expressed either by words or by clear and unambiguous actions, as long as those words or actions create mutually understandable permission regarding the conditions of each instance of sexual activity. It is the responsibility of the person who wants to engage in the sexual activity to ensure that s/he has the consent of the other to engage in each instance of sexual activity. (The definition of consent for the crime of sexual assault in Texas can be found at Texas *Penal Code Section 22.011*.)
http://www.statutes.legis.state.tx.us/Docs/PE/htm/PE.22.htm#22.011

2.51 The Component will consider the following factors in determining whether consent was provided:

2.511 consent is a voluntary agreement or assent to engage in sexual activity;

2.512 someone who is incapacitated cannot consent;

2.513 consent can be withdrawn at any time;

2.514 past consent does not imply future consent;

2.515 silence or an absence of resistance does not imply consent;

2.516 consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another;

2.517 coercion, force, or threat invalidates consent; and,

2.518 being intoxicated or under the influence of alcohol, drugs, or any other substance is never an excuse for engaging in sexual misconduct.

2.6 Dating Violence is violence committed by a person:

2.61 who is or has been in a social relationship of a romantic or intimate nature with the Victim; and

2.62 where the existence of such a relationship shall be determined by the Victim with consideration of the following factors:

2.621 the length of the relationship;

2.622 the type of relationship; and

2.623 the frequency of interaction between the persons involved in the relationship (Texas *Family Code Section 71.0021*).http://www.statutes.legis.state.tx.us/Docs/FA/htm/FA.71.htm#71.0021

2.7 Dean of Student's Office includes the Student Affairs Office, the Student Services Office and the Dean of Student Life Office.

2.8 Family (Domestic) Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Victim, by a person with whom the Victim shares a child in common, by a person who is cohabitating with or has cohabitated with the Victim as a spouse or intimate partner or roommate, by a person similarly situated to a spouse of the Victim under the domestic or family violence laws of the State of Texas, or by any other person against an adult or youth Victim who is protected from that person's acts under the domestic or family violence laws of the State of Texas (Texas *Family Code Section 71.004*).

http://www.statutes.legis.state.tx.us/Docs/FA/htm/FA.71.htm#71.004

2.9 Incoming Student refers to a student in their first semester of enrollment.

2.10 New Employee refers to a faculty or staff member who has not been previously employed by the Component or whose previous employment with the Component was more than one year from his or her latest date of hire with the Component.

2.11 Parties refers to the Complainant and Respondent.

2.12 Preponderance of the Evidence means the greater weight and degree of credible evidence. Preponderance of the evidence is the standard for determining allegations of sexual misconduct under this Policy. Preponderance of the evidence is satisfied if the action is more likely to have occurred than not.

2.13 Respondent refers to the person accused of sexual misconduct and shall be referred to herein as either Respondent, Alleged Perpetrator, Accused, or Perpetrator, and these terms may be used interchangeably throughout this Policy.

2.14 Responsible Employee refers to a campus employee who has the authority to redress sexual misconduct; who has the duty to report incidents of sexual misconduct to the Title IX Coordinator or other appropriate designee, or whom a student could reasonably believe has this authority or duty. Responsible employees shall include all administrators, faculty, staff, student workers, except:

2.141 any employee with confidentiality obligations as described in Section 3 below;

2.142 cafeteria staff who are not assigned administrative duties;

2.143 custodial staff who are not assigned administrative duties;

2.144 groundskeeper staff who are not assigned administrative duties;

2.145 maintenance staff who are not assigned administrative duties;

2.146 ranch/agricultural staff who are not assigned administrative duties; or

2.147 staff of campus physical plant who are not assigned administrative duties.

2.15 Retaliation means any adverse action threatened or taken against a person because he or she has filed, supported, or provided information in connection with a Complaint of Sexual Misconduct, including but not limited to direct and indirect intimidation, threats, and harassment.

2.16 Sexual Assault means any form of *non-consensual* sexual activity representing a continuum of conduct from forcible rape to non-physical forms of pressure designed to compel individuals to engage in sexual activity against their will (Texas *Penal Code Section 22.011*).

http://www.statutes.legis.state.tx.us/Docs/PE/htm/PE.22.htm#22.011

2.161 Examples of sexual assault include, but are not limited to, the following non-consensual sexual activity:

2.1611 sexual intercourse (vaginal or anal);

2.1612 oral sex;

2.1613 rape or attempted rape;

2.1614 penetration of an orifice (anal, vaginal, oral) with the penis, finger or other object;

2.1615 unwanted touching of a sexual nature;

2.1616 use of coercion, manipulation or force to make someone else engage in sexual touching, including touching of breasts, chest, buttocks and genitalia;

2.1617 engaging in sexual activity with a person who is unable to provide consent; or

2.1618 knowingly transmitting a sexually-transmitted disease to another.

2.17 Sexual Exploitation occurs when a person takes non- consensual or abusive sexual advantage of another for his or her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited.

2.171 Examples can include, but are not limited to, the following behaviors:

2.1711 prostituting another;

2.1712 non- consensual electronically recording, photographing, or transmitting intimate or sexual utterances, sounds or images without the knowledge and consent of all parties involved;

2.1713 voyeurism (spying on others who are in intimate or sexual situations);

2.1714 going beyond the boundaries of consent (such as letting friends hide in a closet to watch another friend having consensual sex); or

2.1715 distributing intimate or sexual information about another person without that person's consent.

2.18 Sexual Harassment is any unwelcome verbal, nonverbal, written, electronic or physical behavior of a sexual nature directed at someone, or against a particular group, because of that person's or group's sex, or based on gender stereotypes, severe or pervasive, and where it meets either of the following criteria:

2.181 Submission, consent, or rejection of the behavior is believed to carry consequences for the individual's education, employment, on-campus living environment or participation in a Component affiliated activity.

2.1811 Examples of this type of sexual harassment include, but are not limited to:

2.18111 pressuring another to engage in sexual behavior for some educational or employment benefit; or

2.18112 making a real or perceived threat that rejecting sexual behavior will result in a negative tangible employment or academic consequence.

2.182 The behavior has the purpose or effect of substantially interfering with another's work or educational performance by creating an intimidating or hostile environment for employment, education, on-campus living or participation in a Component affiliated activity.

Examples of this type of sexual harassment can include, but are not limited to:

2.1821 persistent unwelcome efforts to develop a romantic or sexual relationship;

2.1822 unwelcome commentary about an individual's body or sexual activities;

2.1823 unwanted sexual attention;

2.1824 repeatedly engaging in sexually-oriented conversations, comments or horseplay, including the use of language or the telling of jokes or anecdotes of a sexual nature in the workplace, office or classroom, even if such conduct is not objected to by those present; or

2.1825 gratuitous use of sexually-oriented materials not directly related to the subject matter of a class, course or meeting even if not objected to by those present.

2.19 Sexual Intimidation includes but is not limited to:

2.191 threatening another with a non-consensual sex act;

2.192 stalking or cyber-stalking; or

2.193 engaging in indecent exposure as defined in Texas *Penal Code 21.08*.

http://www.statutes.legis.state.tx.us/docs/pe/htm/pe.21.htm#21.08

2.20 Sexual Misconduct is a broad term encompassing a range of non-consensual sexual activity or unwelcome behavior of a sexual nature. The term includes but is not limited to sexual assault, sexual exploitation, sexual intimidation, sexual harassment, domestic violence, dating violence, and stalking. Sexual misconduct can be committed by men or women, strangers or acquaintances, and can occur between or among people of the same or opposite sex.

2.21 Sexual Violence Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. All such acts are forms of Sexual Misconduct.

2.22 Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

2.221 fear for his or her safety or the safety of others; or

2.222 suffer substantial emotional distress (Texas *Penal Code Section 42.072*).

http://www.statutes.legis.state.tx.us/Docs/PE/htm/PE.42.htm#42.072

2.23 Student refers to any person who has been accepted for admission, or who is currently or was previously enrolled in the Component on either a full-time or part-time basis.

2.24 Third party refers to any person who is not a current student or employee of the Component, including but not limited to vendors and invited and uninvited visitors.

2.25 Third-Party Reporting refers to the submission of a complaint of sexual misconduct by a person on behalf of another person.

2.26 Title IX Coordinator is the person who has been designated by each Component to coordinate efforts to comply with and implement this Policy. The Title IX Coordinator is responsible for conducting the administrative investigation of reports of sexual misconduct and is available to discuss options, provide support, explain Component policies and procedures, and provide education on relevant issues. The Title IX Coordinator may designate one or more Deputy Title IX Coordinators. Each Component will identify and provide complete contact information for their Title IX Coordinator and all Deputy Coordinators in various locations, including but not limited to the Component's website; the student's handbook; the Dean of Student's Office; Human Resources; and Campus Police or Security; or their equivalents.

2.27 Title IX Investigator refers to the person who conducts the Title IX investigation.

3. Confidentiality

3.1 Limited Confidentiality of Reports to Employees. When considering reporting options, Victims should be aware that certain Component personnel can maintain strict confidentiality, while others have mandatory reporting and response obligations. Component personnel that are not confidential reporters as described in 3.4 and who receive a report of alleged sexual misconduct are required to share the information with appropriate administrative authorities for investigation and follow up. The Component will protect a Complainant's confidentiality by refusing to disclose his or her information to anyone outside the Component to the maximum extent permitted by law. As for confidentiality of information within the Component, the Component must balance a Victim's request for confidentiality with its responsibility to provide a safe and non-discriminatory environment for the Component community.

3.2 Confidentiality Requests and Interim Measures. The Component's inability to take disciplinary action against an alleged discriminator or harasser because of a Complainant's insistence of confidentiality, will not restrict the Component's ability to provide appropriate measures for the reasonable safety of the Component community. The Complaint may also be used as an anonymous report for data collection purposes under the Clery Act.

3.3 Victim Identity Protected from Open Records. The Texas Public Information Act permits the identity of Victims of sexual assault to be withheld from those seeking records under the Act (Texas *Attorney General Open Records Decision 339* (1982)). https://www.texasattorneygeneral.gov/opinions/openrecords/46white/ord/1982/pdf/ORD19820339.pdf

3.4 Employees Required to Maintain Confidentiality. The following individuals are required to maintain confidentiality and shall not report any information about an incident to the Title IX Coordinator without a Victim's permission:

3.41 physical and mental health professionals, including licensed counselors who provide mental health counseling to members of the school community, and those who act under the supervision of a health care employee; and

3.42 individuals whose scope of employment include confidentiality requirements under Texas law.

3.43 Each Component will identify and provide complete contact information of such individuals in various locations, including but not limited to the Component's website; the student's handbook; the Dean of Student's Office; and Campus Police or Security.

3.44 These individuals will maintain confidentiality in accordance with the law and their professional rules of conduct. They will assist in a crisis situation and provide information about possible resources, some of which may include law enforcement, medical assistance, psychological counseling, victim advocacy assistance, legal assistance, Component disciplinary action, immigration services and criminal prosecution. They will not reveal the Victim's identity to anyone without the Victim's permission except under very limited exceptions (e.g., if an immediate threat to the Victim or others is present, or if the Victim is a minor). Victims need not reveal their names if calling these individuals for information.

3.5 Employees Who Must Report – Responsible Employees. A responsible employee who receives a report of sexual misconduct must report to the Title IX Coordinator all relevant details about the alleged sexual misconduct shared by the Victim. A responsible employee should not share information with law enforcement without the Victim's consent, or unless the Victim has also reported the incident to law enforcement.

3.51 Before a Victim reveals any information to a responsible employee, the employee should ensure that the Victim understands the employee's reporting obligations - and, if the Victim wants to maintain confidentiality, direct the Victim to confidential resources.

3.52 If the Victim chooses to tell the responsible employee what happened but also states that she or he wants to maintain confidentiality or does not want the matter investigated, the employee should tell the Victim that the Component will consider the request but cannot guarantee that the Component will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will also inform the Title IX Coordinator of the Victim's request for confidentiality.

3.53 When weighing a Victim's request for confidentiality or that no investigation or discipline be pursued, the Component will consider a range of factors, including the following:

3.531 the increased risk that the Alleged Perpetrator will commit additional acts of sexual or other violence, such as:

3.532 whether there have been other sexual misconduct complaints about the same Alleged Perpetrator;

3.533 whether the Alleged Perpetrator has a history of arrests or records from a prior school indicating a history of violence;

3.534 whether the Alleged Perpetrator threatened further sexual misconduct or other violence against the Victim or others;

3.535 whether the alleged sexual misconduct was committed by multiple Perpetrators;

3.536 whether the alleged sexual misconduct was perpetrated with a weapon;

3.537 whether the Victim was a minor at the time of the alleged conduct;

3.538 whether the Component possesses other means to obtain relevant evidence of the alleged sexual misconduct (e.g., security cameras or personnel, physical evidence); or

3.539 whether the Victim's report reveals a pattern of conduct (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

3.6 Breaches of Confidentiality. Breaches of confidentiality or privacy committed by anyone receiving a report of alleged sexual misconduct or investigating the report of alleged sexual misconduct, may be considered a separate violation of this Policy and may result in disciplinary sanctions.

4. Reporting Policies and Protocols

4.1 Reporting Options. A Victim of sexual misconduct is encouraged to report to any of the sources below. Although the Victim of sexual misconduct may decline to report the incident, the Component supports, encourages and will assist those who have been the Victim of sexual misconduct to report the incident to any individual or entity listed in 3.4, 3.5 above and/or in this Section.

4.11 Local Law Enforcement. An individual may report an incident of sexual misconduct directly with local law enforcement agencies by dialing 911. Individuals who make a criminal complaint may also choose to pursue a complaint through the Title IX Coordinator.

4.12 A criminal investigation into the matter does not preclude the Component from conducting its own investigation. The result of a criminal investigation does not determine whether sexual misconduct, for purposes of this Policy, has occurred.

4.13 Component Police or Security. An individual may also report an incident of sexual misconduct to the Component police or security. Reporting to such officials helps protect others from future victimization; apprehend the alleged assailant; and maintain future options regarding criminal prosecution, Component disciplinary action and/or civil action against the alleged wrongdoer. For Components that employ sworn peace officers, a Victim may request that his or her identity be kept confidential when reporting sexual misconduct to a

sworn peace officer. Filing a police report does not obligate the Victim to continue with criminal proceedings or Component disciplinary action. Components shall provide the Victim contact information for their campus police or security personnel.

4.14 Title IX Coordinator. Any incident of sexual misconduct can be brought to the attention of the Title IX Coordinator. Although the Component strongly encourages reporting sexual misconduct to the police, a Victim may request administrative action by the Component with or without filing a police report.

4.15 Dean of Student's Office. Any incident of sexual misconduct can be brought to the attention of the Dean of Student's Office. Although the Component strongly encourages reporting sexual misconduct to the police, a Victim may request administrative action by the Component with or without filing a police report. The Dean of Students Office will promptly inform the Title IX Coordinator of the complaint.

4.16 Campus Security Authority. A complaint of sexual misconduct can be brought to a Campus Security Authority (CSA) as defined in each Component's Annual Security Report. The CSA will promptly inform the Title IX Coordinator of the complaint. Each Component will identify and provide complete contact information for their CSA in various locations, including but not limited to the Component's web page; the student's handbook; the annual security report; and the Dean of Student's Office.

4.17 Human Resources. A complaint of sexual misconduct may be brought to the Human Resources Department, which will promptly inform the Title IX Coordinator of the complaint.

4.18 Responsible Employee. An individual may report alleged sexual misconduct to a Responsible Employee, as that term is defined in 2.14 above. A faculty or staff member with any knowledge (including firsthand observation) about a known or suspected incident of sexual misconduct (other than those individuals identified in section 3.4 above) must report the incident to the Component police or security or the Component's Title IX Coordinator. No employee is authorized to investigate or resolve Complaints without the involvement of the Component's Title IX Coordinator.

4.19 Individuals may also file anonymous reports. Each Component shall provide the phone number and web address available for anonymous reports. Individuals who choose to file anonymous reports are advised that it may be very difficult for the Component to follow up and/or take action on anonymous reports, where corroborating information is limited. Anonymous reports may be used for Clery Act data collection purposes.

4.2 Preservation of Evidence. Preservation of evidence is critical in instances of sexual misconduct. Prompt reporting may preserve options that delayed reporting does not, including the preservation of physical evidence (which may be necessary to prove sexual misconduct or to obtain a judicial order of protection), the support of crisis counseling, and immediate police response.

4.3 Interim Measures. When an incident of sexual misconduct is formally reported, the Component will consider interim measures to protect the Alleged Victim while the incident is investigated and adjudicated through this Policy. The Title IX Coordinator and other appropriate Component administrators cooperate together to identify alternative arrangements to preserve the rights of both the Alleged Victim and the Accused, as well as provide a safe overall educational or working environment until (and perhaps after) the conclusion of the process.

4.31 Interim measures may include changing academic, living, transportation or working situations; and, any interim disciplinary action must comply with *System Rules and Regulations Chapters IV § 2.2(14), V § 2.141, and VI § 5.(14).*

4.32 Failure to adhere to the parameters of any interim measures may be considered a separate violation of this Policy and may result in disciplinary sanctions.

4.33 Component will honor any order of protection, no contact order, restraining order or similar lawful order issued by any criminal, civil or tribal court.

5. Retaliation

The Component takes reports of sexual misconduct very seriously and will not tolerate retaliation against those who make such reports or participate in the investigatory or adjudicatory process. Retaliation includes, but is not limited to, any adverse employment or educational action taken for making a report of sexual misconduct, or otherwise participating under this Policy. Any actual or threatened retaliation, or any act of intimidation to prevent or otherwise obstruct the reporting of sexual misconduct, or the participation in proceedings relating to sexual misconduct may be considered a separate violation of this Policy and may result in disciplinary sanctions. Any person who believes that she or he has been subjected to retaliation should immediately report this concern to their Title IX Coordinator.

6. Immunity

The Component considers the reporting and adjudication of sexual misconduct cases of paramount importance. The Component does not condone underage drinking, illegal use of drugs or other criminal behavior; however, the Component may extend limited immunity from punitive sanctions when appropriate for those reporting incidents and/ or assisting Victims of sexual misconduct, provided they are acting in good faith in reporting or participating in an investigation.

7. Prohibition on Providing False Information

Any individual who knowingly files a false Complaint under this Policy, or knowingly provides false information to Component officials, or who intentionally misleads Component officials who are involved in the investigation or resolution of a Complaint shall be subject to disciplinary action.

8. Risk Reduction Strategies

8.1 Purpose. The Component will engage in the risk reduction strategies outlined below to limit the risk of sexual misconduct for the campus community.

8.2 Training.

8.21 Primary Prevention Training. Every incoming student, including undergraduate transfer students, and new employee shall attend prevention and education training or orientation regarding sexual misconduct and the campus sexual assault policy during the first semester or term of enrollment or employment. The Component shall establish the format and content of the training or orientation. Primary prevention training programs shall be designed to promote awareness of sexual offenses and to incorporate risk reduction strategies to enable community members to take a role in preventing and interrupting incidents of sexual misconduct. The Component training will be based upon research and will be assessed periodically for effectiveness. Specifically, training will include:

8.211 awareness and prevention of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking;

8.212 definitions of sexual misconduct offenses which are prohibited by the Component as defined by Texas law;

8.213 definition of consent as defined by Texas law;

8.214 risk reduction, such as recognition of warning signs of possible sexual misconduct, situational awareness and safety planning;

8.215 bystander intervention to encourage identification of situations that might lead to sexual misconduct and promote safe intervention as a means to prevent the misconduct - bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;

8.216 procedures for reporting, investigating, and accessing possible sanctions for sexual misconduct as described in this Policy;

8.217 options for reporting sexual misconduct and the confidentiality that may attach to such reporting;

8.218 campus and community resources available to Complainants or Respondents;

8.219 interim safety measures available for Complainants; and,

8.21(10) descriptions of additional and ongoing sexual misconduct training.

8.3 Ongoing Sexual Misconduct Training. The Component's commitment to raising awareness of the dangers of sexual misconduct includes offering ongoing education in the form of annual training, lectures by faculty, staff, mental health professionals, and/or trained non-Component personnel. Ongoing training may include dissemination of informational materials regarding the awareness and prevention of sexual misconduct.

8.4 Training of Coordinators, Investigators, Hearing and Appellate Authorities. All Title IX Coordinators, Deputy Coordinators, Investigators, and those with authority over sexual misconduct hearings and appeals shall receive training each academic year including, knowledge of offenses, investigatory procedures, due process, and Component policy and procedures related to sexual misconduct.

9. Informal Resolution (Mediation)

9.1 Eligibility for Mediation. Informal resolution is available and appropriate for claims of Sexual Harassment, only if:

9.12 both parties are both willing to engage in mediation and consent to do so in writing;

9.13 the Complainant and the Respondent are both students or are both employees of the Component;

9.14 the Title IX Coordinator agrees that informal resolution is an appropriate mechanism for resolving the Complaint; and

9.15 the Complaint involves only Sexual Harassment as described in this Policy and does not involve any other sexual offense.

9.2 Mediation and Agreements. When the Title IX Coordinator determines informal resolution is appropriate and the parties consent in writing, the Title IX Coordinator will arrange or facilitate mediation in attempt to resolve the complaint. Agreements reached in mediation will be reduced to writing and signed by both parties. Agreements will be maintained by the Coordinator and shared only as necessary to implement the agreed resolution or as required by law.

9.3 Referral for Investigation. When mediation is not successful, or, if in the course of facilitating informal resolution the Title IX Coordinator learns of sexual offenses beyond sexual harassment, the informal resolution process will immediately terminate. The matter will then be referred for investigation in accordance with the procedures outlined below.

10. Investigation Procedures and Protocols

10.1 Actions Upon Receiving Report. Upon Component's receipt of a report of sexual misconduct:

10.11 Assignment. The Title IX Coordinator will review the complaint and investigate the matter. Alternatively, the Title IX Coordinator may assign the investigation to a Deputy Coordinator or Investigator and advise the Complainant of the name and contact information of the individual assigned. Subsequent references to Investigator in this section refers to the individual investigating the complaint, whether a Title IX Coordinator, Deputy Coordinator, or Investigator.

10.12 Initial Meeting with Complainant. As soon as is practicable, the Investigator shall contact the Complainant (subsequent references to Complainant in this section include the Alleged Victim if the original Complainant was not the Victim) and schedule an initial meeting. At the initial meeting the Investigator will:

10.121 provide an electronic and/or hard copy of this Policy which explains the process and rights of all parties;

10.122 request additional information regarding the reported incident;

10.123 explain the investigatory process;

10.124 explain the options for reporting to law enforcement authorities, whether on campus or local police;

10.125 discuss confidentiality standards and concerns with the Complainant and advise that confidentiality may impact the Component's ability to investigate fully;

10.126 determine whether the Complainant wishes to pursue a resolution (formal or informal) through the Component or seeks no resolution;

10.127 refer the Complainant, as appropriate, to the Counseling Center or other resources which may include law enforcement, medical assistance, psychological counseling, victim advocacy resources, legal resources, Component disciplinary action, immigration services, and criminal prosecution; and

10.128 discuss with the Complainant, as appropriate, possible interim measures as described herein.

10.13 Interim Measures. The Investigator will determine and implement interim measures as appropriate and necessary for the Complainant's safety and to limit potential retaliation. Such measures may include, but are not limited to:

10.131 campus no-contact orders;

10.132 reassignment of housing or work assignments;

10.133 temporary withdrawal or suspension from the Component, in accordance with *System Rules and Regulations Chapters IV § 2.2(14), V § 2.141, and VI § 5.(14);*

10.134 escort or transportation assistance;

10.135 modification of class schedules; or

10.136 restrictions from specific activities or facilities.

The Component shall maintain as confidential any measures provided to the Victim, to the extent allowed by law and to the extent that maintaining such confidentiality will not impair the ability to provide the measures.

Failure of any party to adhere to the parameters of any interim measure may be considered a separate violation of this Policy and may result in disciplinary sanctions.

10.2 Prompt, Fair, and Equitable Investigation.

10.21 Timing of Investigation and Resolution. The Component shall make every reasonable effort to ensure that the investigation and resolution of a Complaint occurs in as efficient a manner as possible, with an expectation that the process (exclusive of any appeal procedures) will generally be completed within sixty (60) calendar days of the Complaint, absent extenuating circumstances. The Title IX Coordinator may modify this and any other deadlines contained in this Policy as necessary to accomplish the purposes stated and for good cause, including, but not limited to, the complexity of the investigation and semester breaks.

10.22 Notice of Allegations to Respondent. At the outset of an investigation, the Investigator will provide the Respondent prompt notice of the allegations against him or her in writing together with a copy of this Policy. Written Notice of Allegations will be provided to the Complainant concurrently with Respondent.

10.23 Equitable Treatment.

10.231 Investigator will remain neutral throughout the investigation and provide both the Complainant and Respondent opportunities to respond in person and in writing, to submit relevant documents, and to produce relevant witnesses.

10.232 The Complainant and Respondent will receive a minimum of forty-eight hours' notice of any sanction meeting, due process hearing, or appellate meeting, if any.

10.233 Both Complainant and Respondent may have one representative and/or one advisor present at all meetings a party has with the Investigator, Title IX Coordinator, Deputy Coordinator or other Component administrator related to a complaint. The representative or

advisor may provide support, guidance or advice to the Complainant or Respondent, but may not otherwise directly participate in the meetings.

10.234 The Complainant, Respondent, and appropriate officials will, at least forty-eight hours' in advance, be provided access to any information that will be used after the investigation but during disciplinary meetings.

10.24 Investigation Activities. Investigator will gather and review information from Complainant, Respondent, and Witnesses. Investigator shall conduct site inspection, if necessary, and obtain other information from sources as appropriate given the nature of the complaint.

10.25 Report of Investigation. The Investigator will complete a written Investigative Report that includes summaries of interviews conducted; photographs, if any; documents and materials received; descriptions of relevant evidence; summaries of relevant electronic records; and a detailed report of the events related to the incident. When the Investigator is not the Title IX Coordinator the Investigative Report will be submitted to the Title IX Coordinator for review and finding.

11. Standard of Review and Finding

11.1 Review. The Title IX Coordinator will review the Report of Investigation under the "preponderance of the evidence" standard as defined in Section 2.12 of this Policy.

11.2 Finding. The Title IX Coordinator will make a written finding as to whether:

11.21 no reasonable grounds exist that the Sexual Misconduct Policy was violated and the matter is closed, or

11.22 it is more likely than not that Respondent violated the Sexual Misconduct Policy, and which specific sections of the Policy were violated.

11.3 Rationale and Recommended Sanctions. The finding shall include the Title IX Coordinator's basis for the decision and recommended sanctions, if any. The Title IX Coordinator will communicate the Finding in writing simultaneously to the Complainant, Respondent, and Component Administrator (as defined in 12.2 below) with authority to determine and issue appropriate sanctions, if any.

12. Sanctions

12.1. Possible Sanctions. Sanctions for a Finding of a Policy violation will depend upon the nature and gravity of the misconduct and/or any record of prior discipline for sexual misconduct. Sanctions may include:

12.11 withholding a promotion or pay increase;

12.12 reassigning employment;

12.13 terminating employment;

12.14 barring future employment;

12.15 temporary suspension without pay;

12.16 compensation adjustments;

12.17 expulsion or suspension from the Component and/or System;

12.18 no-contact orders,

12.19 probation (including disciplinary and academic probation);

12.20 expulsion from campus housing;

12.21 restricted access to activities or facilities;

12.22 mandated counseling (e.g. educational programs such as batterer's intervention);

12.23 disqualification from student employment positions;

12.24 revocation of admission and/or degree;

12.25 withholding of official transcript or degree;

12.26 bar against readmission;

12.27 monetary restitution; or

12.28 withdrawing from a course with a grade of *W, F,* or *WF*.

12.2 Sanction Decision. The responsible Component Administrator will issue a decision regarding sanctions simultaneously to the Complainant, Respondent, and Title IX Coordinator in writing within seven (7) class days of receipt of the Finding. Administrators responsible for imposing sanctions are:

12.21 Student Respondent Sanctions. The Dean of Students will issue sanctions for students.

12.211 Student Employees. Where the Respondent is both a student and an employee, the Title IX Coordinator will determine whether the Respondent's status is that of student, staff, or faculty for disciplinary purposes. When the Respondent's status is determined to be that of a student employed by the Component, the Dean of Students will consult with the AVP of Human Resources or their equivalent prior to issuing sanctions.

12.212 Due Process Hearing. Complainant or Student Respondent may elect to dispute the Finding and/or the sanction through a due process hearing. Procedures for the hearing are outlined in the *System Rules and Regulations, Chapter VI §§ 5.7-5.9* and the Component's Student Discipline Procedures, with exceptions as follows:

12.2121 The Component Representative for student due process hearings related to Sexual Misconduct shall be the Component's Title IX Coordinator or his or her designee;

12.2122 The role of the hearing adjudicator(s) is to review the investigation and the appropriateness of the sanction for significant procedural errors or omissions;

12.2123 Parties may question their own witnesses, but they shall not ask questions of each other or the other party's witnesses;

12.2124 Each party shall receive notice of the hearing and has a right to be present; however, neither party shall be compelled to attend any hearing; and

12.2125 When a finding of sexual misconduct is upheld, sanctions listed in section 12.1 of this policy shall be imposed.

12.213 Staff Employee Respondents. The Respondent's supervisor, or other authority within the Respondent's chain of command, will issue sanctions in consultation with Human Resources.

12.214 Faculty Employee Respondents. The Dean, who may consult with the Department Chair as appropriate, will issue sanctions in consultation with the Provost.

12.2141 Tenured Faculty Due Process Hearing. Tenured faculty receiving a sanction that impacts the faculty member's continued employment, full-time salary (not including administrative positions or summer teaching) or demotion in rank may elect to dispute the Finding and the sanction through a due process hearing.

12.2142 Non-Tenured Faculty Due Process Hearing. A non-tenured faculty member receiving a sanction impacting the faculty member's continued employment, full-time salary (not including possible summer teaching) or demotion in rank termination sanction before the expiration of the stated period of his or her appointment may elect to dispute the Finding and sanction through a due process hearing.

12.2143 Procedures for Faculty Due Process Hearing. Hearing procedures are outlined in the *System Rules and Regulations, Chapter V, § 4.54* and the Component's Faculty Grievance Procedures or its equivalent with the following exceptions:

12.21431 The role of the hearing adjudicator(s) is to review the investigations and the appropriateness of the sanction for significant procedural errors or omissions; and

12.21432 Complainant shall receive notice of the hearing and has a right to be present. Complainant shall neither be compelled to attend any hearing, nor be questioned by the Respondent.

12.215 In any situation where the responsible administrator has a conflict, the employee next in line in authority will impose sanctions.

13. Appeal of Finding or Sanctions

13.1 Right to Appeal. If either Complainant or the Respondent is dissatisfied with the Title IX Coordinator's Finding, sanction, and/or determination of a due process hearing, either party may appeal to the appropriate Component Appellate Authority as indicated below. References to "parties" in this section and in the *System Rules and Regulations* refer to the Respondent, Component Representative (Title IX Coordinator or designee), Component Administrator who imposed sanctions, and Complainant.

13.2 Grounds for Appeal. The grounds for any appeal are limited to the following:

13.21 previously unavailable relevant evidence;

13.22 substantive procedural error in the investigation or hearing; or

13.23 sanction is substantially disproportionate to the Finding;

13.24 the finding was not supported by the evidence.

13.3 Procedure for Appeal.

13.31 An administrator receiving notice of appeal will provide a copy of the notice to the parties concurrently with receipt.

13.32 Students. Any appeal of the finding, sanction or determination of a due process hearing is governed by the procedures outlined in the Student Conduct and Discipline Procedures in the *System Rules and Regulations, Chapter VI, § 5.(10)* and the Component's Student Code of Conduct. However, the appeal officer (Component Appellate Authority) may only approve, reject, or modify the decision and the appeal officer's decision is final.

13.33 Staff Employees. Any appeal of the Finding or sanction against a staff employee is governed by the procedures outlined in the *System Rules and Regulations, Chapter V, § 2.15* and the Component's Staff/Employee Grievance Procedures or its equivalent.

13.34 Non-Tenured Faculty.

13.341 Should the sanction against a non-tenured faculty member result in the termination of the faculty member during his/her contract period, the faculty member is entitled to a due process hearing pursuant to section 12.2152, and the faculty member may appeal the findings and/or sanctions resulting from such due process hearing. Such appeal is governed by the *System Rules and Regulations, Chapter V, § 4.5.*

13.342 Should the sanction against a non-tenured faculty member result in the non-reappointment or termination of the faculty member after expiration of his/her contract period, the faculty member is not entitled to a due process hearing pursuant to section 12.2152. However, the faculty member may appeal the findings and/or sanctions and such appeal is governed by the *System Rules and Regulations, Chapter V, § 4.4.*

13.343 All other appeals of the finding or sanction against a non-tenured faculty member is governed by the procedures outlined in the *System Rules and Regulations, Chapter V, § 2.15* and the Component's Staff/Employee Grievance Procedures or its equivalent.

13.35 Tenured Faculty

13.351 Should the sanction against a tenured faculty member result in revocation of tenure, termination of employment, and/or reduction of his/her academic year base salary (not including possible administrative roles or summer teaching) or demotion in rank, the faculty member shall be entitled to a due process hearing under the *System Rules and Regulations, Chapter V, § 4.5.*

13.352 All other appeals of a finding or sanction against a tenured faculty member are governed by the procedures outlined in the *System Rules and Regulations, Chapter V, § 2.15* and the Component's Staff/Employee Grievance Procedures or its equivalent.

13.4 Sanctions Pending Appeal. Any sanction(s) imposed will remain in place while any appeal is pending, unless, in the discretion of the Component Administrator imposing the sanction, good cause exists to stay the sanction.

14. Final Decision

14.1 No Appeal. Decisions and sanctions imposed under this Policy are final when the period for appeal under the rules and policies referenced in paragraph 13 above have expired without initiation of an appeal by either party.

14.2 Conclusion of Appeal. An appealed decision is final as outlined in the rules and polices referenced in section 13 above.

14.3. Notification of Outcomes.

14.31 The Title IX Coordinator will simultaneously notify the Complainant and the Respondent in writing of the outcome of the following stages of the process:

14.311 the Finding;

14.312 the sanction;

14.313 the outcome of a due process hearing, if any; and

14.314 the outcome of due process appeal, if any.

14.32 Any notice of outcome must include:

14.321 whether the alleged conduct occurred;

14.322 any sanctions imposed on the respondent that directly relate to the complainant,

14.323 and other steps the school has taken to eliminate the hostile environment, if the school finds one to exist, and prevent recurrence.

14.33 The Respondent should not be notified of the individual remedies offered or provided to the Complainant.

15. Biennial Policy Review

Grievance Procedure

Each biennium, this Policy shall be reviewed. Any revisions determined necessary shall be brought before the System's Board of Regents for approval.

1. Students should first attempt to resolve grievances locally and informally through discussion with campus officials. Students should first discuss grievances with the campus individuals with whom they have an unresolved issue. If the issue remains unresolved, the student should discuss the unresolved issue with the immediate supervisor.
    a. For Academic issues: The student should first discuss the issue with the instructor, then the department chair, Dean of Instruction and finally the Vice President for Student and Academic Success.

b. For Non-academic issues: The student should first discuss the issue with the campus individual they have an issue, then their immediate supervisor, Dean of Students and finally Vice President for Student and Academic Success.

2. Each official, upon receipt of an issue or concern, shall investigate the circumstances (to include interviews with the individuals involved where necessary) and shall attempt to resolve the problem. If unable to do so, the official will refer the matter to the next higher level of responsibility.
3. If the issue or concern is not settled at the departmental level within 10 working days, then the issue shall be referred in writing to a vice president. Regardless whether the unresolved issue is academic or non-academic in nature, the referral will be forwarded to the Vice President for Student and Academic Success.
4. The vice president will review the unresolved issue. If the issue remains unresolved, the vice president may recommend to the President the appointment of a Special Board to conduct a formal administrative hearing as the basis for final action by the President.
5. The basis on which a grade was awarded may not be challenged under this grievance procedure. The accuracy of recording the grade may, however, be challenged.

Code of Conduct and Disciplinary Policy

I. Code of Conduct

[**NOTE: The Code of Conduct and Disciplinary Policy is currently under review. Please refer to the Student and Academic Success departments for information concerning the most recent versions.**]

In accordance with Texas Statutes, no student attending LIT may participate in any activities that are disruptive to the normal, peaceful, and orderly operation of state institutions of higher learning.

The following acts of misconduct are prohibited at or on any campus, at any clinical or internship site, and at any Institute-sponsored or Institute-affiliated activity or event.

All formal complaints alleging a violation of this Rule shall be subject to the student disciplinary procedures established pursuant to the LIT "Code of Student Conduct and Student Disciplinary Policy," and set forth in "Student Disciplinary Procedures." Any student who is found to have committed an act of misconduct may be disciplined in accordance with this Rule. If the student is suspected of violating a State or Federal law, the incident may be reported to the appropriate law enforcement agency.

A. Level I Offenses

The following described acts of misconduct shall be referred to as "Level I Offenses." The potential sanctions for Level I offenses may include any one, a combination of two or more, or all of these sanctions: written warning, temporary loss of privileges, written reprimand, monetary restitution, and/or work/service restitution.

1. Use, possession, sale, attempted sale, barter, ex-change, gift or distribution of alcoholic beverages except as expressly permitted by law and Institute regulations; or public intoxication;
2. Attempted or actual theft of and/or damage to property of the Institute or property of a member of the Institute community or other personal or public property, the total value of which does not exceed $100;
3. Conduct which is disorderly, lewd, or indecent; breach of peace; aiding, abetting or procuring another person to breach the peace; and the use of indecent or abusive language;
4. Gambling, including unlawful games of chance for money or anything of value and the sale, barter, or other disposition of a ticket, order, or any interest in a scheme of chance by any name;
5. Unauthorized or fraudulent use of the Institute name, seal, emblem, nickname or motto;
6. Unauthorized use of Institute property.
7. Disruption or interference with teaching, administration, disciplinary proceedings, or other Institute functions, activities or operations;
8. Violation of an Institute rule, a county ordinance or a Federal or State misdemeanor offense involving no bodily injury to any person;
9. Unauthorized entry and/or occupancy of Institute facilities, including unauthorized possession, duplication, or use of keys to any Institute facility;
10. Trespass on Institute grounds;
11. Conspiracy or solicitation to commit an unlawful act or to violate any Institute rule;
12. At least three or more incidences of violation of traffic rules while on Institute property;
13. Failure to comply with the directions of Institute officers or law enforcement officers acting in the performance of their duties;
14. Participation in a campus demonstration or unauthorized assembly that disrupts the normal operations of the Institute and infringes on the rights of other members of the Institute community; leading or inciting others to disrupt scheduled activities in any campus building or area; or intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus;

15. Permitting another to use his or her Institute identification card, impersonating another, or mis-representing being authorized to act on behalf of another;
16. Knowingly instituting a false charge against another;

B. Level II Offenses

The following described acts of misconduct shall be referred to as "Level II Offenses." The potential sanctions for Level II Offenses may include any one, a combination of two or more, or all of these sanctions: written warning, temporary loss of privileges, written reprimand, monetary restitution, work/service restitution, probation, and/or permanent loss of privileges.

1. Physical abuse, verbal abuse, threats, intimidation, harassment, stalking, coercion and/or conduct (in-person or electronically) that threatens or endangers the health and safety of any person;
2. Use, possession, sale, attempted sale, barter, exchange, gift or distribution of narcotic or other controlled substances except as expressly permitted by law;
3. Attempted or actually theft of and/or damage to property of the Institute or property of a member of the Institute community or other personal or public property, the total value of which equals or exceeds $100;
4. Acts of dishonesty, including, but not limited to the following:
    a. Cheating, plagiarism, or other forms of academic dishonesty;
    b. Furnishing false information to an Institute official or faculty member.
    c. Forgery, alteration, or misuse of any Institute document, record, or instrument of identification;
    d. tampering with the election of any Institute-recognized student organization;
5. Violation of a county ordinance or Federal or State misdemeanor offense law which results in minor bodily injury;
6. Violation of a federal or state felony offense law;
7. Theft or abuse of computer time, including but not limited to:
    a. Unauthorized entrance into a file to intentionally damage, disable, or impair computing or telecommunications equipment or software,
    b. Acquisition or use of software that does not adhere to applicable software licenses and copy- right laws or is not consistent with Institute computer use policies.
    c. Introduction of viruses or other destructive software in Institute computer facilities,
    d. Use of computing facilities to interfere with the work of another student, faculty member or Institute official,
    e. Use of computing facilities to send obscene or abusive messages,
    f. Use of computing facilities to interfere with the normal operation of the Institute computing systems;
8. Illegal or unauthorized possession of firearms, fireworks, explosives, chemical agents, or other weapons or dangerous materials;
9. A second violation of any Level I Offense by the same student.

C. Level III Offenses

The following described acts of misconduct shall be referred to as "Level III Offenses." The potential sanctions for Level III Offenses may include any one, a combination of two or more, or all of these sanctions: temporary loss of privileges, written reprimand, monetary restitution, work/service restitution, probation and permanent loss of privileges, suspension (including specific conditions for readmission), and expulsion (no readmission permitted). Some programs have identified acts of misconduct and sanctions that exceed the sanctions described.

1. Illegal or unauthorized use of firearms, fireworks, explosives, chemical agents, or other weapons or dangerous materials;
2. Any action that causes or attempts to cause a fire, explosion, including bomb threats, or any intentionally false reporting of a fire, or any tampering with the safety devices or the failure to leave Institute buildings during a fire alarm;
3. The denial of services or access to activities to an individual because of his or her race, religion, age, national origin, gender, marital status, or disability;
4. Battery or physical abuse of any person resulting in bodily injury;
5. Sexual assault in any form, including attempted or acquaintance rape, exploitative behavior, obtaining sexual favors through psychological coercion, attempts to embarrass or intimidate, or to obtain sexual favors through the inducement of alcohol or chemical drugs;
6. Any Level I Offense or Level II Offense that-results in death or bodily injury to any person;
7. A second violation of any Level II Offense by the same student;
8. A third violation of any Level I offense by the same student.

II. Disciplinary Policy

All allegations of violations of the Code of Student Conduct as established shall be investigated and determined in accordance with procedures published in the LIT Catalog and Student Handbook. The procedures established shall, as a minimum, ensure that the student is

given an opportunity to be heard before a final determination regarding any allegations hereunder and shall provide the opportunity for appeal. Further, these procedures shall detail the reporting and investigative process to be followed by Institute officials and the student. The administration shall be authorized to provide for the immediate, temporary imposition of sanctions in appropriate circumstances.

Academic Dishonesty

In an attempt to clarify possible misunderstandings, Institute faculty and staff have developed some definitions and examples of two types of academic dishonestly: cheating and plagiarism. Cheating is defined as the giving or taking of information or material with the purpose of wrongfully aiding oneself or another person in academic work that is to be considered in determining a grade.

Plagiarism, or literary theft, is defined as appropriating the literary composition of another person, including the parts, passages, or language of that writing, and passing off the appropriate material as one's own. Plagiarism is the failure to give proper credit or citation to one's sources(s) of information. It includes the failure to use conventional methods of documentation for material quoted or paraphrased. Additionally, plagiarism includes allowing someone else to compose or rewrite an assignment for a student. Some examples of cheating and/or plagiarism include, but are not limited to, the following items:

1. Asking for or giving another student information during a test;
2. Copying answers from another student's paper or intentionally allowing someone to copy from one's own paper during a test;
3. Using materials prohibited by the instructor during a test;
4. Either impersonating another student during a test or having another person assume one's identity during a test.
5. Changing answers on a previously graded test in order to have a grade revised;
6. Stealing examination materials.
7. Copying material, either exactly or in essence, and not providing appropriate documentation;
8. Copying or falsifying a laboratory or clinical project/assignment, including computer programs, in either disk or hard copy form;
9. Allowing someone else to compose or rewrite a student's assignment;
10. Stealing, buying, selling, or otherwise providing research papers.

As with other violations of student conduct, cheating and/or plagiarism may result in disciplinary action.

Campus Carry

Campus Carry Policy, (Texas Senate Bill 11)

Lamar Institute of Technology recognizes the right of individuals licensed to carry concealed handguns to do so on campus.

A handgun license holder is permitted to carry a concealed handgun anywhere on Lamar Institute of Technology campus, including buildings, unless prohibited by state or federal law, or college rule associated with changes in the law.

1. Lamar Institute of Technology permits their faculty, staff, students and visitors holding a valid Handgun License (HL) to carry a concealed handgun anywhere on the Lamar Institute of Technology campus.
2. Students, faculty, staff and visitors from Lamar Institute of Technology attending classes, clinics, internships, co-ops, seminars and other Lamar Institute of Technology programs/events shall be subject to the laws, rules, regulations and policies addressing concealed handgun carry for that agency or site.
3. Students, faculty, staff and visitors from Lamar Institute of Technology utilizing services and programs at Lamar University shall be subject to the policy of the university addressing concealed handgun carry at the university.

Hazing

The Institute shall not tolerate hazing, as defined below, at or on any Institute property or at any Institute-sponsored or affiliated event, either on or off campus.

1. Hazing means any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of the Institute, hereafter referred to as "Institute organization." Hazing shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced coalitionist, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual. Hazing shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual. For purposes of this rule, any activity as described above upon which the initiation or admission into or affiliation with a college organization is directly or indirectly conditioned shall be presumed to be a forced activity, the willingness of an individual to participate in such activity notwithstanding.

2. This rule shall apply to students and Institute organizations, including acting through other persons associated with an Institute organization who are not students.
3. Violations of this rule by individual students shall be enforced in accordance with the Institute's Disciplinary Policy.
4. Violations of this rule may subject an individual student to the following penalties: a. Minor violations disciplinary probation; and b. Major or repeated minor violations suspensions or dismissal.
5. Any Institute organization, as an organization or through any person associated with an Institute organization, which authorizes or participates in hazing in blatant disregard of his rule shall be penalized as follows: a. Minor violations probation from operation as an Institute organization; and b. Major or repeated violations suspension or rescission of the authority for such organization to operate on college property or operate under the sanction of the college. Organizational violations shall be handled by the Dean of Student Services. In addition, hazing may subject an individual or organization to criminal penalties under Texas law.
6. In determining whether a hazing violation is "minor" or "major" in scope, the primary consideration will be the presences of or potential for serious physical or emotional harm to the victim of the hazing.
7. All Institute organizations are required to include the above anti-hazing rule in the bylaws of such organization.

Official Summons

An official summons takes precedence over other LIT 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.

Travel Policy

1. Policy Statement/Definition
   a. LIT sanctioned travel is defined as travel more than 25 miles away from campus, which occurs when any of the following applies:
      i. An LIT student organization or sponsored program plans to travel and the travel related event is representative of LIT.
      ii. The travel is required by a student organization registered at LIT;
      iii. A faculty or staff member serving in his or her official capacity super vises the travel; or
      iiii. Institutional, departmental or organizations resources are used (includes vehicles as well as financial resources.
2. Procedures

   The appropriate forms as well as accident and breakdown guidelines are available in the Student Government Association office.

1. Students, student organizations, and individuals participating in LIT sponsored travel programs should take the following steps:
   a. Complete the Student Travel Form or the Student Group Travel List.
   b. All travelers must complete the Trip Release and Indemnity Form.
   c. Obtain photocopies of drivers' licenses and proof of liability insurance for all intended drivers and the Travel Checklist.
   d. Complete the Authorization for Medical Treatment Form for any travelers under 18 years of age.
   e. Complete and submit copies of all forms listed above to the appropriate office:
      i. Academic (course related) field trips should be forwarded to the appropriate department chair.
      ii. Student organization travel should be forwarded to the business office via the Office of Student Services or designee. Student organizations should also maintain copies of each of these forms.
   f. All items listed above should be placed in the glove compartments of travel vehicles before departure.
2. Driver Requirements and Vehicle Use Guidelines
   a. Drivers
      i. Drivers must be at least 18 years of age, with a valid driver's license and valid liability insurance or lease policy insurance. If an LIT vehicle is used, all drivers must be LIT-approved drivers (for more information contact the Vice President for Finance and Operations).
      ii. No driver shall have consumed any alcoholic beverages or ingested any chemical substance (prescription or over- the-counter) that would impair his or her ability to operate a motor vehicle within 12 hours of operating a vehicle.
      iii. Drivers must carry copies of pertinent LIT travel documents listed in section 2.
   b. Vehicle Use
      i. Smoking is not permitted in any LIT vehicle.
      ii. The transporting or consumption of alcoholic beverages is prohibited during LIT sanctioned travel.
      iii. No student shall be required to use his or her personal vehicle to perform LIT related activities.
      iiii. Use of rental or institutional vehicles is encouraged. Contact the Student Government Association for information/ guidelines for rentals. If students use their own vehicles to drive themselves or transport other students as passengers to LIT-

related activities, they should be aware that their personal insurance will be responsible for any liability that may arise from the trip.

c. Other Modes of Travel

Any LIT students or student organizations approved for LIT-sanctioned travel by modes of transportation other than cars, vans or personally operated vehicles (i.e., bus, train, airplane, etc.) must comply with all rules, regulations and requirements of the organizations, industries or groups providing such means of travel.

3. Standard Of Conduct During LIT Sanctioned Travel

a. Any LIT student traveling off campus to LIT related functions or activities is expected to be fully acquainted with the guidelines of this LIT Student Travel Policy and Procedure Statement as well as The Student Code of Conduct which is available to each student for review online and in The LIT Catalog and Student Handbook. Additionally, students are expected to comply with all federal, state and local laws as well as LIT policies, in addition to the policies of any agency or organization to which the student travels.

b. Any student involved in LIT sanctioned travel who violates the LIT travel policy is subject to disciplinary action not withstanding any action taken by appropriate authorities because of the violations. This includes conduct which is likely to have an adverse effect on LIT.

4. Safety Guidelines

a. This section contains specific safety guidelines for student travelers. This information is intended to assist students during travel in an effort to encourage the safest possible travel.

i. The mode of transportation will be determined by the sponsoring department or student organization taking into consideration a combination of three primary factors: (1) number of participants traveling; (2) distance to be traveled; and (3) time-frame of the event.

ii. A vehicle should not be loaded beyond its capacity to supply one seat belt for every person in the vehicle. On extended travel trips, vehicles should be under loaded. Loading of the vehicle shall be done in accordance with vehicle manufacturer recommendations. Particular attention should be paid in loading the large 15-passenger (3/4-ton) vans. No more than 12 passengers should be transported and even with a reduced load the driver must remain cautious when maneuvering or making quick turns in order to avoid a rollover.

iii. The majority of driving should be during daylight hours. Night driving from midnight to 6 a.m. is discouraged.

iiii. If travel time is to exceed 12 hours, two or more persons must share the driving responsibility and rotate time behind the wheel in accordance with the section below. Trips exceeding 14 hours should be completed in two days and have no less than three drivers.

iiiii. Drivers must take a “safety break” after three hours behind the wheel.

iiiiii. If inclement weather occurs, travel should be delayed until conditions are more suitable for travel. To check road and weather conditions in the state of Texas, call (800) 452-9292.

iiiiiii. Road flares, cellular phones, reflectors and first aid kits, flashlight, water and a state map of Texas should be in every vehicle transporting students for college sanctioned activities.

iiiiiiii. Drivers will comply with all applicable traffic laws and regulations.

iiiiiiiii. All occupants must use seat belts and appropriate safety devices when the vehicle is in motion.

iiiiiiiiii. All occupants must remain seated when the vehicle is in motion.

iiiiiiiiiii. The following activities are prohibited for drivers while driving:

1. Operating a vehicle exceeding the maximum number of occupancy regulations.
2. Driving while under the influence of impairing drugs or alcohol.
3. Using radar/laser detection devices.
4. Use of headphones or earphones.
5. Use of cell phones.
6. Eating, smoking or drinking.

Academic Policies

Academic Performance

Academic performance is a measure of a student's performance. Student performance is assessed by 1) grade point average (GPA); and 2) course completion. Academic performance is calculated beginning with the first semester that a student enrolls and all subsequent semesters.

The levels of academic performance include 1) good standing, 2) academic warning, 3) academic probation, and 4) academic suspension. Students who do not maintain a minimum GPA of 2.0 will be placed on academic warning, academic probation, or academic suspension.

Students may view their academic record online at www.lit.edu or by requesting a copy of their transcript from the Records Office (Wimberly Building).

Standards of Academic Progress

Good Standing. Acceptable academic performance, also known as Good Standing, is based upon student academic progress toward successful course and program completion. Good Standing is earned by students who maintain a cumulative GPA of 2.0 or higher and who complete at least one course each semester/session of enrollment.

A student will be considered to be in good academic standing when a student earns both a semester and a cumulative GPA of at least 2.0.

A student will be considered to be making academic progress when a student earns a semester GPA of at least 2.0 but has a cumulative GPA less than 2.0.

Academic Warning. A student will be considered to be on academic warning each time his or her semester GPA falls below a 2.0. Students who have experienced a low semester GPA for the first time are expected to take advantage of the many college resources. A student on academic warning will not be allowed to register for more than twelve (12) semester credit hours of coursework.

Academic Probation. A student will be considered to be on academic probation if he or she meets the following criteria:

Level One Probation

Semester GPA:	Less than 2.0
Cumulative GPA:	Greater than or equal to 2.0.
Maximum number of SCH a student will be allowed to enroll:	10 SCH.

Level Two Probation

Semester GPA:	Less than 2.0
Cumulative GPA:	Less than 2.0
Maximum number of SCH a student will be allowed to enroll:	7 SCH.

Students on academic probation must see an advisor in the Department Office for their major.

Academic Suspension. A student with a continuing history of low academic performance is placed on academic suspension when both the semester GPA and cumulative GPA are below a 2.0 (Academic Probation, Level Two). An academic suspension will result in a student being denied enrollment for a minimum of one long semester. Students placed on academic suspension will be reinstated on academic probation. A student may appeal an academic suspension by following the Appeal for Academic Suspension Guidelines.

Appeal of Academic Suspension

Students placed on Academic Suspension may appeal the suspension. To appeal a suspension, the student must request an exemption from the Academic Standing Policy. The form, Request for Exemption from Academic Standing Policy, requires the student to provide current information that includes 1) name, 2) student identification number, 3) address, 4) current telephone number, and 5) a written statement that includes the reason(s) for the academic performance. The appeal will be evaluated by the Vice President for Student and Academic Success and the student will be notified of the decision of the appeal. Decisions of the Vice President for Student and Academic Success are final.

Guarantee

Lamar Institute of Technology guarantees that students who successfully complete a two-year program of study will have the job skills for entry-level employment in the occupational field for which they have been trained. Students with an Associate of Applied Science Degree who are judged by their employers to lack these basic skills will be entitled to up to twelve (12) additional semester credit hours of tuition-

free training in their field of study. This guarantee does not apply to license examinations. Requests for retraining must occur within 90 days of the graduate's initial employment.

Academic Advising

Academic advising is integral to the progression of a student through the curriculum. Academic advising is carried out by a vast number of individuals, including faculty and staff members. Students should regularly meet with an academic advisor within their program of study.

Attendance

Regular attendance in class is important to achieve the educational objectives of the student and the Institute. The instructor must keep attendance records and formulate an attendance policy consistent with departmental policies. The instructor's attendance policy must be documented in the course syllabus and explained in detail to the class at the beginning of the semester.

Class attendance is restricted to those students registered for the course and to the guests invited by the instructor. Persons not properly registered for a course will not be permitted to attend class. Students are not permitted to bring any children to class. Children must not be left unattended on campus.

Absences on Religious/Holy Days

In accordance with the Texas Education Code 51.911, a student who plans to be absent from classes in observance of a religious holy day must notify the instructor of each class no later than the 15th day of the semester. Approved absences allow students to complete an assignment or to take an examination. "Religious holy day" means a holy day observed by a religion whose places of worship are exempt from property taxation under Section 11.20, Tax Code.

Notifications of planned absences must be in writing and must be delivered by the student either (a) personally to the instructor of each class, with receipt of the notification acknowledged and dated by the instructor, or (b) by certified mail, return receipt requested, addressed to the instructor of each class. A form, Notification of Planned Absence for Religious Holy Days, may be obtained from the Records Office. The completed form must be delivered by the student to the instructor of each class affected by the absence. Upon review of the notification form, instructors will sign and date the receipt of the notice, retaining a copy for the instructor and returning one copy to the student.

Instructors may refer any questions regarding the qualification of the absence to the Records Office.

Advanced Standing

LIT students may earn college credit or advanced standing by successfully completing several testing programs. The testing programs include 1) Advanced Placement, 2) Experiential Credit, 3) College Level Examination Program®, 4) Credit by Examination and 5) Transfer of Military Credit.

Advanced Placement by the College Board

Students may earn advanced placement by successfully completing the Advanced Placement (AP) by the College Board. The Advanced Placement exams are offered at area high schools. Some of the most common subject matter areas and the basis for granting credits are listed below:

Exam Title	Minimum Score Required	Equivalent Course
Biology	3	BIOL 1406, BIOL 1407
Chemistry	3	CHEM 1411
English Lang Comp	3	ENGL 1301
English Lang Comp	4or 5	ENGL 1301 & ENGL 1302
English Lit Comp	3	ENGL 1302
Macroeconomics	3	ECON 2301
Microeconomics	3	ECON 2302
Psychology	3	PSYC 2301
Statistics	3	MATH 1342
United States History	3	HIST 1301

Other Subject tests may also be submitted for credit. Contact the Dean of Instruction for additional information. For a list of tests and registration information, go to: http://www.collegeboard.com/student/testing/ap/about.html/.

College Level Examination Program®

CLEP Examination	LIT Equivalent Course	Minimum Score	Credit Granted
Principles of Macroeconomics	ECON 2301	50	3 SCH
Principles of Microeconomics	ECON 2302	50	3 SCH
American Literature	ENGL 2326	50	3 SCH
College Composition	ENGL 1301	50	3 SCH
English (British) Literature	ENGL 2321	50	3 SCH
Humanities	HUMA 1315	50	3 SCH
History of the United States I	HIST 1301	50	3 SCH
History of the United States II	HIST 1302	50	3 SCH
American Government	GOVT 2305	50	3 SCH
Introductory Psychology	PSYC 2301	50	3 SCH
Introduction to Sociology	SOCI 1301	50	3 SCH
College Mathematics	MATH 1332	50	3 SCH
College Algebra	MATH 1314	50	3 SCH
Information Systems	COSC 1301	50	3 SCH

The College Level Examination Program® (CLEP) gives you the opportunity to receive college credit for prior knowledge by earning qualifying scores on select examinations. Credit will not be awarded by examination to students who have prior credit for the same course or its equivalent. Grades will not be assigned, nor will hours be used in the computation of grade point average.

The essay sections of the English Composition examinations are required and the final determination for the awarding of equivalent English credit is based solely upon the strength of the written essays.

For more information about the CLEP Examinations, go to: http://www.collegeboard.com/student/testing/clep/about.html/ or contact the Testing Center at (409) 839-2027 or email the Testing Center at Testing@lit.edu.

Competency Based Education

Experiential Credit

Professional certification/licenses may entitle a student to receive up to twenty four (24) semester credit hours of coursework. Interested students should consult the program coordinator/director and/or the department chair for additional information.

Credit by Examination

Students enrolled at LIT may earn college credit by examination. Eligible students must: 1) be officially enrolled in a course at LIT, 2) have the approval of the department chair, Dean of Instruction and the Vice President for Student and Academic Success, 3) complete the Credit by Examination form, 4) pay the necessary advanced standing testing fee, and 5) successfully complete a comprehensive examination that includes the learning outcomes for the course. Students are not eligible if they are enrolled in the course they want to earn credit by examination.

Credit by Examination is intended for students who have completed formal or informal training in topics presented at the rigor of a college level curriculum. Credit is awarded to students that pass an advanced standing examination with a ‘C’ or better.

Students seeking to earn credit by examination should contact the instructor for the course.

Students must apply to earn credit by examination. Application includes the approval of the department chair responsible for the course, the Dean of Instruction and the Vice President for Student and Academic Success. The Credit by Examination form is available in departmental offices.

A fee of $25 per semester credit hour is assessed for each advanced placement examination. Fees are paid at the LIT Cashier's Office located in the Cecil Beeson Building.

Transfer of Military Credit

Credit may be granted for military experience. Credit will be evaluated based upon the evaluation recommendations outlined in the American Council on Education (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services manual. Students must submit one of the following documents: Form DD214 or Form DD256 and SMART transcript. Transcripts can be downloaded from www.acenet.edu.

American Council on Education (ACE) Credit

Lamar Institute of Technology accepts all transfer credits meeting the American Council on Education (ACE) Guidelines. Students enrolled in programs that grant ACE credit must submit official ACE transcripts. Non-equivalent credit is granted by the Institute; however, equivalent credit may be granted by department chairs for use on degree plans.

Transfer Coursework Policy

Lamar Institute of Technology accepts transfer coursework from regionally accredited college and universities, non-regionally accredited colleges and universities, military educational training facilities, foreign educational institutions, and limited non-collegiate training facilities.

1. Regionally accredited colleges and universities. Students must submit all official transcripts from all colleges attended.
2. Non-regionally accredited colleges and universities. Students must submit all official transcripts from all colleges attended. Additional documentation may be required prior to acceptance of credit. Coursework will be evaluated in terms of level, content, quality, comparability, and degree program relevance.
3. Military educational training programs. Evaluation of military credit is based upon the evaluation recommendations outlined in the American Council on Education (ACE) Guide to Evaluation of Educational Experiences in the Armed Services manual. Students must submit both a form DD214 or Form DD256, and a Military Transcript Summary.
4. Foreign educational institutions. Students wishing to transfer college level work to Lamar Institute of Technology from foreign educational institutions must have their official transcripts evaluated by an evaluation service approved by Lamar Institute of Technology. Credit for courses taken at foreign institutions will be awarded according to policies outlined for transfer students.
5. Non-collegiate training facilities. Credit may be awarded for successful completion of learning acquired from participation in formal courses sponsored by associations, business, government, industry, and unions to the extent that the material is applicable and official certification and/or documentation of skills or competencies achieved is provided. Transfer credit for work accomplished in a non-collegiate setting may also be granted upon individual review only for the programs listed and under the provisions expressed in the LIT Catalog and Student Handbook. Many of the recommendations in the American Council on Education (ACE) publication “The National Guide to Educational Credit for Training Programs” and “Transfer Credit Practices of Designated Educational Institutions” are used to determine the award of credit.

College Success Skills Course (DORI 0200)

Students registering at LIT for the first time are required to enroll in the College Success Skills Course. Some students may be exempt from the requirement. Exemptions include students who have one of the following qualifications: 1) completed 15 SCH of coursework with a minimum 2.0 GPA, only non-developmental coursework is used in the calculation of the GPA; 2) enrolled in the Police Academy, Fire Academy, or Nurse Aid Program; 3) dual enrolled student; or, 4) Lamar Institute of Technology faculty or staff. The College Success Skills Course is a graduation requirement. For more information regarding exemptions, see the General Education and Developmental Studies Department Chair.

Grades

Grade Assignment

LIT faculty award grades of A, B, C, D, F, I, W, and Q.

Standard Grade Scale		Grade Scale for Developmental Courses	
A:	Excellent	DA:	Excellent
B:	Good	DB:	Good
C:	Average	DC:	Satisfactory
D:	Poor*	DF:	Failure

F:	Failure	S:	Satisfactory
AU:	Audit	U:	Unsatisfactory
I:	Incomplete		
W:	Withdrawn		
Q:	Course dropped without grade		
QL:	Drop subject to Six Drop Limit Rule		

**A grade of "D" is not issued in developmental courses.*

The grade of "W" or "Q" is recorded if a student withdraws or drops before the penalty date or the student is passing at the time of withdrawal or drop.

The grade of "I" may be assigned at the discretion of the instructor when appropriate guidelines are met. A grade of "I" is intended to be assigned when the student is unable to complete some course work as a result of unusual circumstances. An "I" is not intended to allow a student to repeat a course. Plans to complete deficiencies in a course should be made with the instructor. Incomplete course work must be finished during the following long semester. If course work is not completed during the long semester, the Office of Records will change the "I" grade to the grade of "F." The course must then be repeated if credit is denied. An "I" grade also automatically becomes an "F" if the student re-registers 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 Office of Records. A grade may not be recorded for a student not officially enrolled in a course. A grade may not be corrected or changed without the written authorization of the instructor that assigned the grade. The written instruction for a grade change should be accompanied by a statement explaining the reason for the change.

Grade Replacement

The Grade Replacement Policy allows students to replace a grade on their academic record. A student may replace a grade by repeating a course. When a course is repeated, the most recent grade earned is the official grade. In the case of repeated courses, all grades will remain on the transcript, however, only the most recent grade will be used to calculate the grade point average. Once a degree has been conferred, a student may not use the Grade Replacement Policy for any courses used to award the degree or calculate the cumulative grade point average.

A student who wishes to replace a grade in a course must repeat the course by registering and completing the course at Lamar Institute of Technology. Courses completed at other institutions may not be used to replace a grade earned at Lamar Institute of Technology.

Grade Point Average (GPA)

A grade point average is a measure of the student's overall academic performance and is used to determine academic standing, eligibility for graduation, and honors status.

Grade points are assigned to letter grades. An 'A' is assigned 4 points; a 'B' is assigned 3 grade points; a 'C' is assigned 2 grade points; a 'D' is assigned 1 grade point. A grade of 'F' is assigned zero (0) grade points. Course grades of 'I', 'NG', 'W', and 'Q' are not used in the calculation of a Grade Point Average.

The grade points earned in a course are determined by multiplying the number of semester credit hours by the number of grade points assigned to the grade. The grade point average is calculated by dividing the total number of grade points earned by the total number of semester credit hours attempted. Only semester credit hours for which grades are awarded are used in calculating the grade point average (GPA).

This policy refers to the calculation of a grade point average at Lamar Institute of Technology. Other institutions may calculate the grade point average differently.

Semester Grade Point Average

The Semester Grade Point Average (GPA) is calculated for LIT college-level courses with grades of A, B, C, D, and F recorded during a specific term.

Cumulative Grade Point Average

The Cumulative Grade Point Average is calculated and used to qualify students for graduation and graduation honors status. The Cumulative GPA is calculated using LIT college-level courses with grades of A, B, C, D, and F recorded during all semesters enrolled at LIT. Courses transferred to LIT from other postsecondary institutions are excluded from the Cumulative GPA calculation. The Cumulative GPA is recorded on the LIT official transcript.

Audit a Course

A student may register for a course and petition to audit the course. An audit allows the student to attend and participate in all class activities; however, the student will receive a "No Grade" on their transcript for the audited course.

In order to audit a course, the student must have the written approval of the department chair for their major and the course instructor. The student requesting the audit is responsible for completing and filing a Petition for an Audit or No Grade with the Records Office. The deadline each semester for filing the Petition for an Audit or No Grade with the Records Office is the same as the deadline for dropping or withdrawing from a course without penalty.

Student semester credit hours attempted will be reduced by the appropriate number of hours.

Grade Report

Students must view their academic record, including grades on-line at www.lit.edu. Academic records on-line reflect the student's grade, semester grade point average, and cumulative grade point average. Any errors or discrepancies in a student academic record must be reported to their departmental office. Grade Reports are not mailed to students.

Honors

President's List

Lamar Institute of Technology recognizes students that achieve academic excellence. Full-time students who have earned a 4.0 grade point average for the fall or spring semester are included on the President's List. Developmental courses are not included in this honor. The President's List is announced by the President.

Vice President's List

Full-time students who complete twelve (12) or more semester credit hours and have earned a 3.40 to 3.99 grade point average for the fall or spring semesters are included on the Vice President's List. Developmental courses are not included in this honor. The Vice President's List is announced by the Vice President for Student and Academic Success.

Phi Theta Kappa Honor Society

Phi Theta Kappa Honor Society recognizes and encourages the academic achievement of two-year college students and provides opportunities for individual growth and development through honors, leadership and service programs. The American Association of Community Colleges recognizes Phi Theta Kappa as the official honor society for two-year colleges. The complement of services, innovative programs, and membership benefits offered by Phi Theta Kappa today is unequaled among honor societies. The programs focus on the Society's Hallmarks of Scholarship, Leadership, Service and Fellowship.

Students eligible for membership must 1) be in their second semester at LIT, 2) have completed a minimum of twelve semester credit hours (12 SCH) of associate degree course work, 3) have a cumulative GPA of 3.00 and 4) earn a grade point average of 3.5 or higher in the previous semester. Eligible students receive invitations to join by mail in the fall and spring semesters. Once a student becomes a member of Phi Theta Kappa, they must maintain a high academic standing throughout their enrollment in the two-year college.

Student Records

Major

Each student must select a major that reflects the program of study they plan to complete. If a student wants to change their major they must have the approval of the department chair of their future major. Students may obtain a Change of Major Form from department offices or the Student Success Office. Change of majors must be requested and approved in writing on the Change of Major Form.

Students who want to change their major from a Texas Success Initiative (TSI) waived certificate program to an Associate of Applied Science Degree program must visit Student Success to have their TSI status changed.

Academic Records and Transcripts

The Academic Record is that internal document or electronic image maintained by the Office of the Registrar that reflects the unabridged academic history of the student at the institution. It is a chronological listing of the student's total quantitative and qualitative learning experiences and achievements and may include any information pertinent to the evaluation thereof.

Institute student records are in the permanent custody of the Lamar University Records Office. Transcripts of academic records may be secured by an individual personally or will be released on the student's written authorization. The Records Office maintains records for Lamar Institute of Technology.

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

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 a 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, can be punished by a fine of not more than $1,000 and/or confinement in the county jail for a period not to exceed one year.

Personal Information

Personal information, such as an address and telephone number, is used to communicate with students. Students are responsible for notifying Lamar Institute of Technology of any change of name, address, and/or telephone number. Changes must be reported to Student Success. Students may request that directory information not be shared. To prevent the sharing of directory information, students must complete a Consent for Access to Educational Records and deliver it to the Records Office. The Consent for Access to Educational Records may be obtained in the Student Success office.

Change of name due to marriage or correction of name because of spelling errors may be made by completing a name change card. 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 confidential folder. Former student names will be displayed on all official transcripts.

Family Education Rights and Privacy Act of 1974 (FERPA)

The following information concerning student records maintained by LIT is published in compliance with the Family Education Rights and Privacy Act of 1974 (PL 93-380).

Access to educational records directly related to a student will not be granted unless disclosure of the type of record is authorized to be disclosed under the provision of the law. The types, locations, and names of custodians of educational records maintained by the Institute 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.

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 Institute of Technology as directory information and which will be routinely released. The student may request that any or all of this information be withheld from the public by making written request to the Student Success Office. Forms for submitting the written request to withhold director information are available in the Office of Student Success. The request must be made by the last official day to register for a given session and applies until a written release is received. Directory information includes name, current and permanent address, E-mail, telephone listing, date and place of birth, major and minor, semester hour load, classification, participation in officially recognized activities, dates of attendance, degrees and awards received with dates, and the last educational agency or institution attended.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Lamar Institute of Technology or the Texas State University System Administrative Office in an administrative, supervisory, academic research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the Institute has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon request, the Institute discloses education records without consent to officials of another school, in which a student seeks or intends to enroll.

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 procedures to be followed in a formal hearing are available in the Office of Student Success. The right of parental access to student records may be established by either of two methods: first, by the student's filing a written consent statement, or second, by the parent validating the student's dependency as defined by the Internal Revenue Service.

Retention and Disposal of Records

In accordance with Texas Government Code section 441.158, Lamar Institute of Technology has developed a Records Retention Schedule, which adheres to the Texas State Records Retention Schedule. The retention periods on the schedule apply to the "record copies" of materials. These records may be in hard copy, electronic, microfilm/fiche or any other form for storage. Records listed on the schedule are to be discarded or destroyed upon expiration of the required retention period. Final disposition of state records must ensure that records scheduled for destruction are disposed of in a manner that ensures protection for any sensitive to confidential information and that the final disposition of records is documented. Recommended changes to the schedule must be submitted to the Records Management Office for

submission to the State Librarian and the State Auditor for approval. The LIT Records Retention Schedule is in the Registrar's Office for reference.

Course Information and Registration

Students may register for classes in person or online. Students registering for the first time or students with registration holds should contact Student Success for assistance in registering. Students must register for courses before the deadline published in the Academic Calendar.

Academic Courses

Academic courses are used to satisfy the requirements of the Associate of Arts and Associate of Science degrees. Academic courses are listed in the Lower Division Academic Course Guide Manual (ACGM) published by the Texas Higher Education Coordinating Board.

Lower Division Academic Course Guide Manual (ACGM)

The Lower-Division Academic Course Guide Manual (ACGM) is the official list of approved courses for general academic transfer to public universities that may be offered for state funding by public community and technical colleges in Texas. The ACGM lists courses alphabetically by discipline.

Technical Courses

Technical courses form the foundation of the Associate of Applied Science Degree. Technical courses are program specific and are listed in the Workforce Education Course Manual (WECM).

Workforce Education Course Manual (WECM)

The Workforce Education Course Manual (WECM) is a web-based inventory of current workforce education courses available for use by two-year public colleges. WECM courses are not generally transferrable.

Types of Courses

Lecture Course

Time used to present new material with additional cognitive and/or affective learning outcomes is classified as lecture. For lecture/classroom instruction per 16-week semester, a ratio of one SCH to one contact hour (1:1) must be used. If the instruction is compressed into less than a 16-week semester, the course must still require the same number of contact hours as it would in a long semester.

Laboratory Course

Time used by college personnel providing direct supervision of skill development, application and practice of knowledge is classified as laboratory. Also activities conducted in simulation facilities to develop or practice skills are classified as laboratory activities.

Non-Course Based Options (NCBO)

The non-course based options are a pathway to accelerate developmental education. They are subject specific courses and offered in a variety of formats. Students should consult the current class schedule for non-course based options.

Internship and Clinical Courses

Clinical and internship experiences provide workplace settings in which students learn and apply program theory and management of the work flow. Clinical experiences must take place in a health care setting and students must not be paid for the learning experiences. Internship experiences take place in any setting outside of health care and students may or may not be paid for the learning experiences.

Hybrid or Blended Course

Hybrid or blended courses are designed so the student attends class in a traditional face to face format and an online format. Greater than 50% of the course is offered in a traditional format.

Online

The entire class is taught online. Students should have good computer skills and be very self-disciplined to be successful in online courses. For more information see Distance Learning. Online courses may require a student to visit a certified testing center in their geographical area.

Practica and Cooperative Education

Practica and cooperative education provide workplace settings in which students gain practical experience in a discipline, enhance skills, and integrate knowledge.

New Courses

To meet changing educational requirements, the Institute of Technology reserves the right to add, change, delete or modify any course and/or degree plan at any time without regard to the listing of such courses in the catalog. It is expected that a listing of these courses will appear in the next catalog issue.

Course Offerings

Courses taught are described in the Course Descriptions. Some courses are offered frequently; however, some courses may not be offered each semester. Lamar Institute of Technology reserves the right to modify course offerings.

Course Numbering

Most courses meet three hours each week and have a credit value of three semester hours (3 SCH). Lamar Institute of Technology has converted to the Texas Common Course Number prefixes and numbers. Each course has an individual alpha-numeric code (such as CDEC 1311). The alpha rubric indicates the subject area. Each number contains four figures. The first digit generally indicates the level of the course: 0 means a developmental level, 1 means it is freshman level, and 2 is sophomore level. The second figure indicates the number of semester credit hours. The third figure indicates the type of course. The fourth figure is a unique identifier for the course.

In the Course Descriptions, each course title is followed by three digits separated by colons (such as 3:2:2). This provides the following information: The first number is the semester hours of credit for the course. The second number is the hours of lecture, recitation or seminar meetings per week. The third number represents the required laboratory hours per week.

Semester Credit Hour

The unit of measure for college credit is the semester credit hour (SCH). Fifty minutes of lecture per week is equal to one semester credit hour. For laboratory courses, one semester credit hour may range from two to four clock hours and equal one semester credit hour. For each classroom hour, two hours of outside study are expected.

Semester Length

There are several semester lengths including sixteen (16), twelve (12), eight (8), six (6), and three (3) week semesters. Most courses are taught in a sixteen (16) week semester, however, some courses are taught in a non-semester length. Non-semester length courses allow a course to be taught in a compressed time line. Classes taught in a non-semester length have the same instructional time, are taught by qualified faculty, offer an approved curriculum, and utilize the same educational facilities.

Traditional Semester (16 weeks)

Traditional instruction occurs in a classroom setting. Students attend class 2-3 times per week for 16 weeks. Classroom lectures, demonstrations, and homework assignments are common in this type of class.

Late Start Semester (12 weeks)

Some classes are scheduled to begin one month after the first day of class for the Traditional Semester. Classes scheduled in the Late Start Semester will meet four days per week Monday thru Thursday for approximately twelve weeks.

1st 8 weeks/2nd 8 Weeks

Students have the opportunity to complete two classes in one semester with the eight week semester. Classes are taught during a short, intensive eight week term. The class meets four or five times a week for eight weeks. To be successful, students must be disciplined about attending class and completing assignments.

Summer Semesters (6 or 12 weeks)

During the summer semesters courses are offered in both six week and twelve week options. Summer classes meet multiple days a week. Completing assignments and attending class is crucial for successful completion of summer courses.

Mini Semesters (3 weeks)

The May Mini and Winter Mini offer students the chance to complete courses by attending class for three short weeks. Meeting four days a week for 3-4 hours, the concentrated instruction allows students to complete a course quickly.

Evening Classes

LIT schedules classes during the day and evening. Classes scheduled after 5 p.m. are considered evening classes. Classes taught during the day or evening do not differ. Classes are taught by qualified faculty, offer an approved curriculum, and utilize the same educational facilities. Students employed during the day may attend classes in the evening and study to obtain a degree or to expand their knowledge in a special field of interest as non-degree students.

Full Time Status

Twelve semester credit hours (12 SCH) is the minimum full-time load in the Fall and Spring terms. Four semester credit hours (4 SCH) is the minimum full-time load in each summer term. Students that want to enroll in more than a full time load must request that they be allowed to register for more than a full time load. Requests must be made to the department chair of their respective major.

Overload

Students are considered full time if they are registered for more than twelve semester credit hours (12 SCH) during the fall or spring semester and in excess of four semester credit hours (4 SCH) in each summer semester. To register for an overload the student must demonstrate the capability of maintaining a high performance level in all classes. Students may register for more than a full time schedule with the approval of the department chair. A grade point average of 3.5 is required to approve semester hours beyond 12 semester credit hours (12 SCH) in the fall and spring semesters.

Repeated Courses

Students may choose to repeat a course because they did not make a passing grade in a previous course or they want to improve their grade for a particular course. If a student repeats a course, the Texas Administrative Code §13.105 allows institutions to charge a higher tuition rate to a student who 1) repeats a course more than twice or 2) enrolls for the second time in a completed course.

In accordance with State law, additional tuition will be charged when a student enrolls in the same course. The tuition rate will be equal to three times the resident undergraduate tuition rate. This includes transferred courses and dropped courses.

A student is exempted from payment of higher tuition for any course repeated in the final semester or term before graduation, if the course(s) is taken for the purpose of receiving a grade that will satisfy a degree requirement. This exemption applies for only one semester. A student is exempted from the payment of the higher tuition rate if the payment of the higher tuition rate will result in an economic hardship for the student. An economic hardship may be demonstrated if the student has been approved to receive financial aid.

The following types of hours are exempt and not subject to a higher tuition rate under the Repeated Course Policy:

1. Hours for remedial and developmental courses;
2. Hours for special topics courses;
3. Hours for courses that involve different or more advanced content each time they are taken, including but not limited to, workforce education courses and manual special topics courses; and
4. Hours for continuing education courses that must be repeated to retain professional certification.

Repeating a course may affect a student's financial aid award. Students receiving financial aid should consult the Financial Aid Office to determine the effect of a course repeat on their financial aid.

Six Drop Rule

Under section 51.907 of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." This statute was enacted by the State of Texas in spring 2007 and applies to undergraduate students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later. Any course that a student drops after the census date is counted toward the six-course limit if "(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student's transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution."

Schedule Changes

All schedule changes, including but not limited to, section changes, adds, and drops should be approved by the department chair of the student's major field. All changes are initiated by the completion of the proper forms available in the departmental office. Usually, a course may not be added after the first two days of the semester. Schedule changes made without departmental approval may result in a student being dropped from other courses.

Drop a Course

Students may drop a course and receive a grade of "Q" during the first six weeks (two weeks in a summer session) of the semester after consultation with their advisor and/or department chair. Classes dropped after the 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 or Web for Students. 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.

Withdrawal

Students who want to withdraw during fall, spring, or summer semesters must complete a Withdrawal Petition. 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 Institute and files 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 the Institute of Technology as a

student 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 by the student.

The Finance Office, on application before the end of the fall, spring, or summer semesters 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) of if the student is passing at the time of withdrawal after the sixth week, a grade of "W" is issued for each course affected. A grade of "F" should be issued for all courses not being passed at the time of withdrawal after the penalty-free period.

A student may not withdraw within fifteen (15) class days prior to the beginning of final examinations during the fall or spring semesters or five class days prior to the end of a summer semester. A student who leaves without withdrawing officially will receive a grade of "F" in all courses and forfeit all returnable fees. Students should review the published schedule for specific dates for withdrawals.

Forced Withdrawal by Administrator

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

Educational Services

Lamar Institute of Technology has several services that are available to LIT students. Services such as internet access, tutoring, and mentoring are available in the Learning Lab. Students are required to present a current Student Identification Card prior to requesting services.

Learning Lab

Lamar Institute of Technology has a Learning Lab located in the Technology Center building. The goal of the Learning Lab is to provide computer-based assistance for the TSI Assessment or Texas Success Initiative (TSI) objectives of reading, writing, and mathematics. Personal tutoring is available for developmental classes as well as other subjects offered at the Institute. The Lab may be used for testing by the Developmental Math classes and also by students taking Web-based courses.

The Learning Lab provides computer access to Institute students. Computers are equipped with instructional software and standard commercial software packages, as well as Internet access.

The Learning Lab offers access through computers to the Mary and John Gray Library. Research may be done online, and if books or other materials are needed, they may be checked out through the Inter-Library Loan System.

The Learning Lab may also be used for study. Tables are set up for individuals or study groups. The hours of operation during the Fall and Spring semesters are 7:30 a.m. to 9 p.m., Monday through Thursday, and 7:30 a.m. to 4:30 p.m. on Friday. The hours of operation for the summer semesters are 7:30 a.m. to 7 p.m., Monday through Thursday, and 7:30 a.m. to 1 p.m. on Fridays.

Library

The Mary and John Gray Library serves as the principle library for Lamar Institute of Technology students. LIT students have full access to the entire range of services offered by the library. The library occupies seven floors of the eight-story building, with a fully computerized online system providing access to more than 1,000,000 volumes and 75 electronic indexes and full-text periodical databases. Seating accommodates 860 students and faculty, including 17 study rooms for large group study and a 'quiet' floor.

The first floor service areas include circulation, reference, and interlibrary loans. The second floor houses reserve reading, current periodicals and government documents, and a section of leisure reading. Three floors provide stacks for books and periodicals shelved in the Library of Congress classification sequence.

The seventh floor houses the library administrative offices, Special Collections, Media Services, and the PC lab. The 120-computer lab is open-access and offers students the opportunity to use word processing, database, and spreadsheet software as well as some software purchased to support specific classes.

The eighth floor currently serves as a Reception Center. This spacious and elegant floor, furnished by community donors, is available as a center for meetings, conferences, and social functions.

Expanding library collections support continuously evolving academic and technical programs. In addition to a strong collection of books and periodicals, the Library provides access to state and federal government documents and participates in the library networks that extend access to information resources. LIT students can access the library online system PCs located in the Learning Lab.

Testing Center

Lamar Institute of Technology provides a full service Testing Center for LIT students and the community. Assessments, both in the electronic and paper/pencil format, are offered in a comfortable, secure testing environment. Exams range from student placement exams, national licensures/certificates and state certifications. LIT partners with ACT, Prometric, PearsonVUE, ESCO Group, NATE (North American Technician Excellence), Certiport, local industry and the State of Texas to offer exams such as A+, Microsoft, COMPASS, College Level Examination Program (CLEP), TSI Assessment, WorkKeys, Fire Academy and Police Officer exams.

Information about exams, hours of operation, and test center location can be found at www.lit.edu or by contacting the Testing Center at 409-839-2027 or 409-880-8687 or testingcenter@lit.edu.

Tutoring

Instructors provide tutoring for students. Faculty are available during their office hours and by appointment. The Learning Lab (Room 112, Technology Center Building) provides other tutoring resources, both in person and online, in a variety of subject areas, on a first-come, first-served basis.

Individualized tutoring is available in writing, math, reading, computer science, and other subjects requested by students.

During the fall and spring semesters, the hours of operation for the Learning Lab are 7:30 a.m. to 9 p.m., Monday through Thursday, and 7:30 a.m. to 4:30 p.m. on Friday. The summer hours of operation are from 7:30 a.m. to 7 p.m., Monday through Thursday, and 7:30 a.m. to 1 p.m. on Friday.

Mentoring Program

LIT's Mentoring Program helps students meet the challenges of college and take advantage of the Institute's many resources. This program will serve to connect students with LIT by providing them with a role model with whom they can consult about campus decisions. The Mentoring Program will help promote students' self-confidence by humanizing the campus and guiding them through college life, thereby making the always difficult first year less challenging. The mentor can listen to problems and offer solutions in regards to time management, study skills, curricular choices and the like.

Mentors are faculty members or staff volunteers who are willing to donate attention and guidance to an assigned student. Any currently enrolled LIT student is eligible to participate in the Mentoring program. To enhance the Mentoring Program's effectiveness, students are required to agree to the rules and conditions of the program. For an application or more information, students can visit the LIT webpage, contact Leigh Smith at 839-2095, or email at mentoring@lit.edu.

Educational Degrees and Programs

Lamar Institute of Technology offers Academic Associate Degrees and Associate of Applied Science Degrees.

Academic Associate Degree

The Academic Associate Degree serves as the foundation for the Bachelor's degree in institutions of higher education in Texas. Students are able to complete an Associate Degree and transfer to a Texas institution of higher education to complete a bachelor's degree.

Associate Degrees

The Associate degrees offered at LIT are restricted to sixty (60) semester credit hours. Of the sixty (60) semester credit hours, forty two (42) semester credit hours must be completed to satisfy the Core Curriculum requirements and an additional eighteen (18) semester credit hours are required to meet the maximum sixty (60) semester credit hours for the Associate degree.

The Institute awards Associate Degrees in the following areas:

Department of Allied Health and Sciences

- Associate of Science in Biological Sciences

Department of Business Technologies

- Associate of Arts in Business
- Associate of Sciences in Computer Information Systems

Department of General Education and Developmental Studies

- Associate of Arts in General Studies
- Associate of Science in Mathematics

Department of Public Service and Safety

- Associate of Science in Criminal Justice

Core Curriculum

Students that make the decision to complete an Academic Associate Degree must complete the Texas Core Curriculum. Through the Texas Core Curriculum, students will gain a foundation of knowledge of human cultures and the physical and natural world, develop principles of personal and social responsibility for living in a diverse world, and advance intellectual and practical skills that are essential for all learning.

Any student who first enrolled in an institution of higher education following high school graduation in Fall 2014 or later is subject to the current Texas Core Curriculum requirements. Any student who is admitted under the terms of the Academic Fresh Start program and who first enrolls under that admission in Fall 2014 or later shall be subject to the current Texas Core Curriculum requirements.

The Texas Core Curriculum includes forty two semester credit hours (42 SCH) from nine (9) categories of courses. Students must complete the SCH requirement listed for each category. Once the courses are completed, a student is identified as 'core complete'. If a student successfully completes the forty two semester credit hour (42 SCH) core curriculum at a Texas public institution of higher education, that block of courses may be transferred to any other Texas public institution of higher education and must be substituted for the receiving institution's core curriculum. A student shall receive academic credit for each of the courses transferred and may not be required to take additional core curriculum courses at the receiving institution. Texas Administrative Code, Chapter 4, Subchapter B, Rule §4.28.

The Texas Core Curriculum requirements by category are:

1. Communication (6 SCH)
2. Mathematics (3 SCH)
3. Life and Physical Sciences (6 SCH)
4. Language, Philosophy, and Culture (3 SCH)
5. Creative Arts (3 SCH)
6. History (6 SCH)
7. Government (6 SCH)
8. Social and Behavioral Sciences (3 SCH)
9. Component Area Option (6 SCH)

Academic Certificate Program

Students completing the 42 hour Texas Core Curriculum are eligible for the Academic Studies Certificate.

Associate of Applied Science Degree

Lamar Institute of Technology offers more than 50 programs in fields that include allied health, business, industry, and public service and safety. Each program is designed to give students the skills necessary for meaningful employment.

Programs are designed to give the student training prior to entry into a career. Successful completion of one of these programs should provide the student with sufficient knowledge, skill and confidence to enter and advance in a selected field.

Programs are offered on the campus in Beaumont, Texas. Classes are also offered in other locations throughout the service area.

The Institute awards the Associate of Applied Science degrees in the following areas:

Associate of Applied Science Degree

Department of Allied Health and Sciences

- Child Care and Development
- Dental Hygiene
- Diagnostic Cardiac Sonography
- Diagnostic Medical Sonography
- Health Information Technology
- Occupational Safety and Health
- Radiologic Technology
- Respiratory Care

Department of Business Technologies

- Accounting Technology
- Computer Networking and Troubleshooting Technology
- Management Development
- Office Technology Administration
- Real Estate
- Software Applications
- Web Design

Department of Public Service and Safety

- Criminal Justice Security Threat Groups
- Criminal Justice Crime Scene Technician
- Emergency Medical Technician (EMT) Paramedic
- Homeland Security

Department of Technology

- Advanced Engine Technology
- Computer Drafting Technology
- Heating, Ventilation and Air Conditioning
- Industrial Mechanics Technology
- Instrumentation Technology
- Process Operating Technology
- Welding Technology

Certificate Programs

In addition to degree programs, Lamar Institute of Technology offers the following Certificates:

Department of Allied Health and Sciences

- Diagnostic Cardiac Sonography
- Diagnostic Medical Sonography
- Medical Coding Specialist
- Health Informatics
- Occupational Safety and Health
- Pharmacy Technician

Department of Business Technologies

- Accounting Technology
- Computer Support Technology
- Management Development
- Office Technology-Clerical
- Office Technology-Medical Records
- Real Estate
- Software Programs
- Web Development

Department of Public Service and Safety

- Criminal Justice Security Threat Groups
- Emergency Medical Technician (EMT) Paramedic
- Emergency Medical Technician
- Homeland Security (available online)
- Regional Fire Academy
- Regional Police Academy

Department of Technology

- Advanced Engine / Diesel
- Air Conditioning
- Electronic Instrumentation
- Industrial Mechanics
- Utility Line Technology
- Welding

Continuing Education

Department of Workforce Training (non-credit)

- Truck Driving

Institutional Award

Department of Allied Health and Sciences

- Nurse Assistant/Aide

Dual Enrollment Program

Coordinator of Dual Enrollment & Grant Development: Ken Lamartiniere

Office: Technology Center, Room 220

Phone: (409) 839-2909, (409) 880-8114

FAX: (409) 839-2910

E-mail: kolamartiniere@lit.edu

The Dual Enrollment Program allows high school students to enroll in college courses. Students must have a "B" average in high school coursework or show other evidence of special qualifications. Students who plan to enter the Dual Enrollment Program must have the permission of a parent or guardian and the high school principal or designee. Students must also meet TSI requirements prior to enrollment in a degree program.

To enroll in dual enrollment courses, students must apply using www.ApplyTexas.org and select certificate programs as your first choice school and high school co-enrollment as your first choice major. Students also must submit an official high school transcript, and a copy of their TAKS, STAAR, TSI, and/or PSAT scores.

High school students attending Lamar Institute of Technology are subject to all requirements regarding assessment, admissions, academic standards, and conduct.

Degree Requirements

Associate Degrees

Students seeking an Associate (AA/AS) degree must complete the Recommended Program of Study. The program of study includes sixty (60) semester credit hours.

Students must satisfy the following requirements to earn an Academic Associate Degree:

1. Meet all admission requirements.
2. Complete the Core Curriculum.
3. Complete a Recommended Program of Study.
4. Complete twenty-five percent of coursework in the Recommended Program of Study at Lamar Institute of Technology.
5. Earn at least a 'C' in all courses in the Recommended Program of Study.
6. Earn a minimum of a 2.0 Cumulative Grade Point Average for all courses within the Recommended Program of Study.
7. Complete the College Success Skills Course (DORI 200) or be exempt.
8. Successfully complete all Texas Success Initiative (TSI) requirements.

Core Curriculum

Students seeking an Associate Degree must complete the Core Curriculum. The Core Curriculum is required by the Texas Higher Education Coordinating Board. Students are required to complete 42 SCH from nine different component areas. Once complete, a student is considered 'Core Complete'.

The courses listed below may be used to satisfy the requirements of the Core Curriculum.

Communication (6 SCH)

ENGL 1301	Composition I	3:03:00

SPCH 1315	Public Speaking	3:03:00

Mathematics (3 SCH)

MATH 1314	College Algebra	3:03:00
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	3:03:00
MATH 1342	Elementary Statistical Methods	3:03:00

Life and Physical Sciences (6 SCH)

BIOL 1306	Biology for Science Majors I	3:03:00
BIOL 1307	Biology for Science Majors II	3:03:00
BIOL 2301	Anatomy and Physiology I	3:03:00
BIOL 2302	Anatomy and Physiology II	3:03:00
BIOL 2320	Microbiology for Non-Science Majors	3:03:00
CHEM 1306	Introduction to Chemistry I	3:03:00
CHEM 1311	General Chemistry I	3:03:00
CHEM 1312	General Chemistry II	3:03:00

Language, Philosophy, and Culture (3 SCH)

ENGL 2321	British Literature	3:03:00
ENGL 2326	American Literature	3:03:00
PHIL 1301	Introduction to Philosophy	3:03:00

Creative Arts (3 SCH)

ARTS 1301	Art Appreciation	3:03:00
HUMA 1315	Fine Arts Appreciation	3:03:00

History (6 SCH)

HIST 1301	United States History I	3:03:00
HIST 1302	United States History II	3:03:00

Government (6 SCH)

GOVT 2305	Federal Government	3:03:00
GOVT 2306	Texas Government	3:03:00

Social and Behavioral Sciences (3 SCH)

ECON 2301	Principles of Macroeconomics	3:03:00
ECON 2302	Principles of Microeconomics	3:03:00
PSYC 2301	General Psychology	3:03:00
PSYC 2314	Lifespan Growth & Development	3:03:00
SOCI 1301	Introduction to Sociology	3:03:00
SOCI 1306	Social Problems	3:03:00

Component Area Option (6 SCH)

BIOL 1106	Biology for Science Majors I Lab	1:00:02
BIOL 1107	Biology for Science Majors II Lab	1:00:02
BIOL 2101	Anatomy and Physiology I Lab	1:00:02
BIOL 2102	Anatomy and Physiology II Lab	1:00:02
BIOL 2120	Microbiology for Non-Science Majors Lab	1:00:02
CHEM 1112	General Chemistry II Lab	1:00:03
ENGL 1302	Composition II	3:03:00
SPCH 1318	Interpersonal Communication	3:03:00
PSYC 1100	Learning Framework	1:01:00

Associate of Applied Science Degrees

In each Associate of Applied Science degree program, Lamar Institute of Technology requires the completion of general education or academic courses at the college level that ensures breadth of knowledge, and is based on a coherent rationale. Students who plan to complete an Associate of Applied Science degree must complete a minimum of fifteen semester credit hours (15 SCH) of general education courses. These courses are to be drawn from and include at least one course from each of the following areas: **humanities/fine arts**, **social/behavioral**

sciences, and **natural science/mathematics**. Students completing a program of study that results in the award of a certificate may not be required to complete general education courses.

Students must satisfy the following requirements to be awarded an Associate of Applied Science Degree:

- Meet all admission requirements.
- Complete a Recommended Program of Study.
- Complete a minimum of fifteen semester credit hours (15 SCH) of general education courses in humanities/fine arts, social/behavioral sciences, and natural science/mathematics.
- Demonstrate competencies in reading, writing, and oral communication. Courses that satisfy the competencies include Composition I (ENGL 1301) and Public Speaking (SPCH 1315).
- Twenty-five percent of coursework in the Recommended Program of Study must be completed at Lamar Institute of Technology.
- Earn at least a 'C' in Composition I (ENGL 1301) and Contemporary Mathematics I (MATH 1332) or College Algebra (MATH 1314) courses used to satisfy the Recommended Program of Study.
- Earn at least a 'C' in all courses in the Recommended Program of Study.
- Earn a minimum of a 2.0 Cumulative Grade Point Average for all courses within the Recommended Program of Study.
- Complete additional requirements of individual programs.
- Complete the College Success Skills Course (DORI 200).
- Successfully complete all Texas Success Initiative (TSI) requirements.

Acceptable academic college level courses may be used to meet degree requirements. The following table should serve as a guideline to make the determination if academic college level courses may be used to meet the requirements of an Associate of Applied Science Degree.

Humanities/ Fine Arts	**Social/ Behavioral Science**	**Natural Science & Math**
Classical Languages	Anthropology	Biology
Cultural Studies	Economics	Chemistry
Drama/ Art/ Music	Government	Computer Science
Ethics	History	Geology
Humanities	Psychology	Math
Journalism	Sociology	Physics
Literature		
Philosophy		

Texas Success Initiative (TSI) Requirements

A degree seeking student who has not passed all portions of the Texas Success Initiative (TSI) Assessment must enroll and regularly attend at least one developmental class each semester until they satisfy the Texas Success Initiative (TSI) requirements.

Certificate

Students must complete the following requirements to receive a Certificate:

1. Meet all admission requirements.
2. Complete a Recommended Program of Study for a certificate award.
3. Earn at least a 'C' in all courses used to satisfy the Recommended Program of Study.
4. Complete additional requirements of individual programs.
5. Complete the College Success Skills Course (DORI 200) if required for the certificate.

Additional Associate Degree

When another associate degree is completed simultaneously or has been taken previously, the second associate degree may be granted upon the completion of all required work for the second degree. A minimum of an additional fifteen semester credit hours (15 SCH), as specified by the department granting the second degree, must be completed at Lamar Institute of Technology.

Graduation under a Particular Catalog

A student must satisfy the degree requirements published in the catalog in effect at the time they registered for the first time. Students that enroll and have a break in enrollment of one sixteen week semester must re-apply. When the student is re-admitted they must meet the degree requirements in effect at the time of their re-admission.

Exceptions include:

1. A catalog more than seven years old shall not be used;
2. The student who interrupts enrollment for involuntary military service may 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.

If a student changes their major, the degree requirements and program requirements in effect at the time of the change of major must be satisfied by the student. At the discretion of the appropriate departmental chair, students may be required to comply with all changes in the curriculum made subsequent to the year in which they were initially enrolled.

Graduation

Graduation marks the point when a student has completed all of the requirements to earn a degree or certificate. Graduation candidates must notify the degree department, early in their final semester, of their intent to graduate. To graduate, the student must notify the department office, apply for graduation at the Graduation Office or online, and pay a graduation fee at the LIT Cashier's Office. Students who do not complete the process will not graduate nor receive a diploma.

If a student fails to complete the graduation process, LIT reserves the right to award a degree or certificate when the requirements have been met.

Graduation Ceremony

Graduation ceremonies are scheduled in May and December. To participate in the Graduation Ceremony, students must have completed the application for graduation and be eligible to graduate the current or following fall or spring semester. Participation in the Graduation Ceremony should not be considered evidence that the student has satisfied all graduation requirements.

Candidates for graduation are required to wear the graduation regalia designated by LIT during the commencement ceremonies.

Graduating With Honors

Students that achieve academic excellence are recognized as honor graduates. Honor graduates are identified by meeting several criteria. The criteria include: (1) completion of at least twenty four semester credit hours (24 SCH) at Lamar Institute of Technology, (2) have a minimum grade point average of 3.5 GPA for all courses that apply to the program of study and (3) cannot have used the grade replacement policy.

There are three levels of honors. The levels are Summa Cum Laude (highest honors), Magna Cum Laude (high honors), and Cum Laude (honors). Students earn honor status based upon their Cumulative Grade Point Average.

Honor Category	Grade Point Range
Summa Cum Laude (highest honors)	3.80 to 4.00
Magna Cum Laude (high honors)	3.65 to 3.79
Cum Laude (honors)	3.50 to 3.64

Online Learning

Program Director: Jason Woodall
Office: Technology Center, Room 224
Office: 855 E. Lavaca St., Beaumont, Texas 77710
Phone: (409) 981-6817
FAX: (409) 839-2919
E-mail: jlwoodall@lit.edu

Lamar Institute of Technology offers programs and courses online for students requiring a flexible schedule and/or are located outside LIT's geographical area. Students can earn a high-quality online degree over the internet from the comfort of their home or office during the time of day that works best for their schedule. High speed internet access is required, basic computer skills are necessary, and a student must be self-motivated.

Online programs may require a visit to a certified testing center, an on ground lab, and/or a work practicum in the student's geographical area. Reference the program description for specific requirements.

Students in an online course will be required to show proof of identification through the following means: (1) a secure login and pass code for all courses, (2) proctored examinations for some courses, (3) other technology and practices identified for a specific course. A photo identification is required. Students who enroll in distance education course(s) may be assessed charges associated with the verification of student identity.

The Office of Distance Learning complies with the Family Education Rights and Privacy Act (FERPA) in protecting the confidentiality of student records. In addition, Distance Education protects the privacy of students enrolled in online courses by following LIT campus wide processes and procedures to ensure protection of security, confidentiality, and integrity of its student records. For additional information reference the LIT Policies and Procedures Manual.

Individual courses may be offered face-to-face (on ground), as a hybrid or as an online course.

Face-to-face or 'On ground': 100% of the course is offered on campus.

Hybrid: Greater than 50% of the course is offered on campus

Online: Course is offered fully online. A fully online course does not require a visit to the LIT campus. It may require a visit to a certified testing center within the student's geographical area. Admissions, curriculum, and graduation requirements for online courses are the same as classes taught on campus.

Prior to registering for an online program and/or course, complete the orientation "Is Distance Learning Right for Me?"

For more information, send an e-mail to the online.advisor@lit.edu or contact the "Office of Distance Learning" distanceed@lit.edu.

Online Programs

Lamar Institute of Technology offers the following online programs:

Programs Offered Online

- Associate of Applied Science Degree in Homeland Security
- Certificate in Homeland Security
- Certificate in Security Threat Groups
- Associate of Applied Science Degree in Health Information Technology
- Certificate in Health Informatics
- Medical Coding Specialist Certificate

Homeland Security Program

The Homeland Security Program prepares public servants and individuals for a career in the field of Homeland Security. The program offers an Associate of Applied Science degree and a Certificate of Completion.

The Associate of Applied Science in Homeland Security and the Certificate in Homeland Security provides a standardized education with real-world solutions for Homeland Security and National Defense. The Associate of Applied Science in Homeland Security combines

disciplines in criminal justice, intelligence, operations, communications management, contingency planning, critical infrastructure, emergency management, fire technology and private security.

The Homeland Security Program includes topics such as hazard and risk assessment, crime scene preservation, chemical agents, biological agents, radiological agents, explosive devices, detection-sampling and plume models, and personal protection methods. The critical role of first responders in weapons of mass destruction, mitigation and survival are also included in the curriculum.

The program has *open enrollment* and is accessible to all students. The student will take an entrance assessment (i.e. TSI Assessment Exam) to be appropriately placed in general education classes (i.e. Math). Each student will also be registered in an online version of "College Success Skills".

The program may be completed online without visiting the LIT campus. Individual courses may require a visit to a "Certified Testing Center" within your geographical area.

Criminal Justice Security Threat Groups

The Criminal Justice Security Threat Groups program educates individuals about the world of street gangs, military gangs, drug cartels, and their relationships with organized crime and terrorist groups. The program offers an Associate of Applied Science in Criminal Justice Security Threat Groups and a Certificate in Security Threat Groups. The Associate degree is more than 50% online and the certificate program may be obtained online.

The program has *open enrollment* and is accessible to all students. The student will take an entrance assessment (i.e. TSI Assessment Exam) to be appropriately placed in general education classes (i.e. Math). Each student will also be registered in an online version of "College Success Skills".

The certificate may be completed online without visiting the LIT campus. Individual courses may require a visit to a "Certified Testing Center" within your geographical area.

Health Information Technology Program

The Health Information Technology Program prepares students for employment in multiple workplace settings in the healthcare industry including hospitals, physicians' offices and clinics, long-term care facilities, insurance companies, government agencies, and home care provider fields. The Health Information Technology Program provides academic instruction and professional training to prepare students to pass the Registered Health Information Technicians examination and function as an entry level Health Information Management Technician. The program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education.

LIT offers an Associate of Applied Science in Health Information Technology, A certificate in Medical Coding and a Certificate in Health Informatics.

The program is a limited access program. Students must apply for the program one semester before they begin the program. Students are accepted into the program in the fall each year. The following are requirements for admissions into the Health Information Technology program:

- Applicants must have met all requirements of the Texas Success Initiative (TSI).

There are preparatory courses available to help the student pass this requirement.
To identify a testing location within your area visit the web site: http://www.actstudent.org/regist/centers.html

- Applicants are required to complete a phone interview of a health information professional prior to acceptance into the program (written documentation required).
- Applicants must authorize a criminal background screening and must meet acceptable established criteria.
- Additional information on selection criteria for admission is available from the Health Information Program Office (phone number: 409-839-2918).

The program includes a combination of online instruction and workplace experience. Work experience may be obtained from a setting in the learners' geographical location.

Additional Online Programs will be coming soon!

Online Courses

Lamar Institute of Technology has several online courses. New online courses continue to be developed. Contact the program director or coordinator for a comprehensive list of all online courses within a program.

Allied Health and Sciences Department

Courses

BIOL 2301	Anatomy and Physiology I	3:03:00

BIOL 2101	Anatomy and Physiology I Lab	1:00:02
BIOL 2302	Anatomy and Physiology II	3:03:00
BIOL 2102	Anatomy and Physiology II Lab	1:00:02
HITT 1211	Computers in Health Care	2:01:03
HITT 1213	Coding & Insurance	2:01:02
HITT 1253	Legal and Ethical Aspects of Health Information	2:02:00
HITT 1255	Health Care Statistics	2:01:03
HITT 1266	Practicum I - Health Information/Medical Records Technology/Technician	2:00:16
HITT 1301	Health Data Content and Structure	3:02:04
HITT 1305	Medical Terminology I	3:02:02
HITT 1341	Coding and Classification Systems	3:02:04
HITT 1345	Health Care Delivery Systems	3:03:00
HITT 2239	Health Information Organization and Supervision	2:02:01
HITT 2246	Advanced Medical Coding	2:01:02
HITT 2249	RHIT Competency Review	2:01:03
HITT 2266	Practicum I	2:00:16
HITT 2267	Practicum II - Health Information/Medical Records Technology	2:00:16
HITT 2335	Coding and Reimbursement Methodologies	3:02:04
HITT 2343	Quality Assessment and Performance Improvement	3:03:00
HITT 2471	Pathophysiology and Pharmacology	4:03:03
HPRS 1201	Introduction to Health Professions	2:02:00

HITT 1266, HITT 2266, HITT 2267: Includes a work experience within your local area

Business Technologies Department

Courses

ACNT 1311	Introduction to Computerized Accounting	3:02:02
BCIS 1305	Business Computer Applications	3:03:00
BMGT 1341	Business Ethics	3:03:00
BUSI 1301	Business Principles	3:03:00
BUSI 1307	Personal Finance	3:03:00
BUSG 2309	Small Business Management/Entrepreneurship	3:03:00
COSC 1301	Introduction to Computing	3:03:00
ECON 2301	Principles of Macroeconomics	3:03:00
ECON 2302	Principles of Microeconomics	3:03:00
HRPO 2301	Human Resources Management	3:03:00
ITSC 2335	Application Software Problem Solving	3:02:02
ITSE 2313	Web Authoring	3:02:02
ITSW 1304	Introduction to Spreadsheets	3:02:02
ITSW 1307	Introduction to Database	3:02:02
MRKG 1311	Principles of Marketing	3:03:00
POFT 2312	Business Correspondence & Communication	3:03:00
RELE 1301	Principles of Real Estate I	3:03:00
RELE 1309	Real Estate Law	3:03:00
RELE 1315	Property Management	3:03:00
RELE 1338	Principles of Real Estate II	3:03:00

General Education and Developmental Studies Department

Courses

DORI 0200	College Success Skills	2:02:00
ENGL 1301	Composition I	3:03:00
ENGL 2311	Technical and Business Writing	3:03:00
HIST 1301	United States History I	3:03:00
HIST 1302	United States History II	3:03:00
HUMA 1315	Fine Arts Appreciation	3:03:00

INRW 0100	'JumpStart' Integrated Reading/Writing	1:01:00
MATH 1314	College Algebra	3:03:00
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	3:03:00
PSYC 2301	General Psychology	3:03:00
SOCI 1301	Introduction to Sociology	3:03:00
SPCH 1315	Public Speaking	3:03:00
TECM 1349	Technical Math Applications	3:03:00
TMTH 0114	'JumpStart' Algebra	1:01:00
TMTH 0132	'JumpStart' Math	1:01:00
ARTS 1301	Art Appreciation	3:03:00
ENGL 1302	Composition II	3:03:00
ENGL 2321	British Literature	3:03:00
ENGL 2326	American Literature	3:03:00
SPCH 1318	Interpersonal Communication	3:03:00

Public Service and Safety Department

Courses

CJSA 1308	Criminalistics I	3:03:00
CJSA 1371	Introduction to Security Threat Groups	3:03:00
CJSA 2335	First Line Police Supervision	3:03:00
CJSA 2371	Globalization of Security Threat Groups	3:03:00
CRIJ 1301	Introduction to Criminal Justice	3:03:00
CRIJ 1310	Fundamentals of Criminal Law	3:03:00
CRIJ 2314	Criminal Investigation	3:03:00
CRIJ 2323	Legal Aspects of Law Enforcement	3:03:00
FIRT 1347	Industrial Fire Protection	3:03:00
HMSY 1337	Introduction to Homeland Security	3:03:00
HMSY 1338	Homeland Security Emergency Communications Management	3:03:00
HMSY 1339	Homeland Security Emergency Contingency Planning	3:03:00
HMSY 1340	Homeland Security Intelligence Operations	3:03:00
HMSY 1341	Critical Infrastructure Protection	3:03:00
HMSY 1342	Understanding and Combating Terrorism	3:03:00
HMSY 1343	Weapons of Mass Destruction	3:03:00
HMSY 2337	Managing a Unified Incident Command	3:03:00
SLPS 1391	Security Loss Prevention	

Technology Department

Courses

PTAC 1302	Introduction to Process Technology	3:03:00
PTAC 1354	Industrial Processes	3:03:00
PTAC 1408	Safety, Health, and Environment I	4:04:00
PTAC 2314	Principles of Quality	3:03:00
PTAC 2371	Advanced Industrial Processes	

Students interested in registering for online courses must have computer skills and have a "High Speed Internet" connection.

Prior to registering for an online course, take the "Is Distance Learning Right for Me?" orientation.

Online Academic Advisors

LIT recognizes that online students have unique challenges. To assist the online learner with success in their online learning experience, LIT has program advisors and an online academic advisor dedicated to fully online students. The "Online Academic Advisor" serves as a single point of contact for answering questions and providing student support. Students who would like to talk to an online advisor should email online.advisor@lit.edu.

Department of Allied Health and Sciences

Department Chair: R. Peter Whittaker
Office: Multipurpose Building, Room 220
Address: 802 E. Lavaca St., Beaumont, TX 77705
Phone: (409) 880-8845
E-mail: ahsc@lit.edu

The Allied Health and Sciences Department houses educational programs that include Child Care and Development,

Dental Hygiene, Diagnostic Medical Sonography, Diagnostic Cardiac Sonography, Health Information Technology, Occupational Health and Safety, Pharmacy Technician, Radiologic Technology, and Respiratory Care. A Nurse Aide curriculum is also offered by the department. The department provides academic science courses such as Anatomy and Physiology, Biology, Chemistry, and Microbiology as well as technical courses in Physics and Chemistry.

The department also offers an Associate of Science in Biological Sciences. This fully transferable academic degree is for students who wish to transfer to a four year institution and pursue a degree in one of the biological sciences.

Graduates of programs within the department provide specific services to people in a variety of health care settings, industries and private businesses. Graduates describe pleasant working conditions and competitive salaries following their education.

The goal of delivering services through a team of dedicated specialists working cooperatively characterizes each Allied Health and Sciences program. Each educational program strives to give the student a quality education with the use of innovative teaching tools, clinical and job experiences and state-of-the-art equipment and facilities. The department offices are located in the Multipurpose Building.

Lamar Institute of Technology also requires students to register for the College Success Skills Course (DORI 200) in their first semester. The course is designed to provide students with a thorough orientation to the campus, postsecondary education, and the classroom skills necessary for success. Students that transfer fifteen semester credit hours of college level courses (15 SCH) from an accredited postsecondary institution with a GPA of 2.0 may be exempt from the College Success Skills Course.

Admission to Selective Allied Health and Sciences Programs

Students interested in programs including Dental Hygiene, Health Information Technology, Radiologic Technology, Diagnostic Medical Sonography, Diagnostic Cardiac Sonography, and Respiratory Care must apply to the program. Interested students must 1) complete an Application for Admission to an Allied Health and Sciences program; 2) submit required official transcripts; 3) submit test scores; and 4) submit other documents on specific dates (see program statement). Students will not be considered for admission, if they do not complete specific program application procedures. Applicants must pass all sections of the TSI or an approved test to be admitted to a program.

Applicants are urged to follow application instructions carefully to ensure processing by program admission committees. Enrollment is based on availability of clinical sites.

Applicants for Admission are evaluated on the following:

1. Admission to Lamar Institute of Technology;
2. SAT or ACT scores (if required by program); and
3. Transcripts and grades in high school and previous college work.

Additional costs above tuition and fees are required in all Allied Health and Sciences programs. Uniforms, equipment and instruments, liability insurance, health examinations, immunizations, licensure/registration examination fees, and transportation to clinical facilities are the responsibility of the student. Financial aid is available to eligible students. Liability insurance and health examinations are required each year of the program. Students may be assigned to clinical experiences during day, evening, night and weekend hours. Clinical agencies may require additional health examinations, dress codes or conformity with other policies. Students will be informed in advance of each requirement.

The Child Care and Development program, Occupational Safety and Health program and the Pharmacy Technician program have no special admissions procedures or requirements.

Associate of Science in Biological Sciences

The 60 SCH Associate of Science in Biological Sciences is designed for those students who wish to take courses for academic transfer in Biology. Students seeking an Associate of Science in Biological Sciences must complete 60 SCH of coursework including the 42 SCH Core Curriculum which will transfer to four year institutions.

Recommended Degree Plan

Core Curriculum

Students seeking an Associate Degree must complete the Core Curriculum. The Core Curriculum is required by the Texas Higher Education Coordinating Board. Students are required to complete 42 SCH from nine different component areas. Once complete, a student is considered 'Core Complete'.

The courses listed below may be used to satisfy the requirements of the Core Curriculum.

Communication (6 SCH)

ENGL 1301	Composition I	3:03:00
SPCH 1315	Public Speaking	3:03:00

Mathematics (3 SCH)

MATH 1314	College Algebra	3:03:00
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	3:03:00
MATH 1342	Elementary Statistical Methods	3:03:00

Life and Physical Sciences (6 SCH)

BIOL 1306	Biology for Science Majors I	3:03:00
BIOL 1307	Biology for Science Majors II	3:03:00
BIOL 2301	Anatomy and Physiology I	3:03:00
BIOL 2302	Anatomy and Physiology II	3:03:00
BIOL 2320	Microbiology for Non-Science Majors	3:03:00
CHEM 1306	Introduction to Chemistry I	3:03:00
CHEM 1311	General Chemistry I	3:03:00
CHEM 1312	General Chemistry II	3:03:00

Language, Philosophy, and Culture (3 SCH)

ENGL 2321	British Literature	3:03:00
ENGL 2326	American Literature	3:03:00
PHIL 1301	Introduction to Philosophy	3:03:00

Creative Arts (3 SCH)

ARTS 1301	Art Appreciation	3:03:00
HUMA 1315	Fine Arts Appreciation	3:03:00

History (6 SCH)

HIST 1301	United States History I	3:03:00
HIST 1302	United States History II	3:03:00

Government (6 SCH)

GOVT 2305	Federal Government	3:03:00
GOVT 2306	Texas Government	3:03:00

Social and Behavioral Sciences (3 SCH)

ECON 2301	Principles of Macroeconomics	3:03:00
ECON 2302	Principles of Microeconomics	3:03:00
PSYC 2301	General Psychology	3:03:00
PSYC 2314	Lifespan Growth & Development	3:03:00
SOCI 1301	Introduction to Sociology	3:03:00
SOCI 1306	Social Problems	3:03:00

Component Area Option (6 SCH)

BIOL 1106	Biology for Science Majors I Lab	1:00:02
BIOL 1107	Biology for Science Majors II Lab	1:00:02

BIOL 2101	Anatomy and Physiology I Lab	1:00:02
BIOL 2102	Anatomy and Physiology II Lab	1:00:02
BIOL 2120	Microbiology for Non-Science Majors Lab	1:00:02
CHEM 1106	Introductory Chemistry I Lab	1:00:02
CHEM 1111	General Chemistry I (lab)	1:00:03
CHEM 1112	General Chemistry II Lab	1:00:03
ENGL 1302	Composition II	3:03:00
SPCH 1318	Interpersonal Communication	3:03:00
PSYC 1100	Learning Framework	1:01:00

+ To fulfill Core Curriculum requirements, students must take:

MATH 1314 to satisfy the Mathematics component

Biological Sciences Requirements

To full the requirements of the Associate of Science degree in Biological Sciences students must complete:

8 SCH of Life or Physical Sciences	May include any combination of science courses not used to satisfy the core curriculum.
6 SCH of Mathematics	Mathematics SCH should include MATH 2313 Calculus I.
4 SCH of Approved Electives	May be any course(s) not used to satisfy the core curriculum.

Child Care and Development

Program Director: Gail Williams
Office: Multipurpose Building, Room 231
Address: 802 E. Lavaca St., Beaumont, TX 77705
Phone: (409) 880-2223
E-mail: childcare@lit.edu

The 60 SCH Child Care and Development Program prepares individuals for employment in the field of early childhood care. The care giver of young children works with young children in a child care setting, observing, overseeing, interacting and teaching, which includes setting up curriculum and activities. The care giver is aware of and attends to the physical, emotional, social and cognitive needs of the individual child.

The Day Care/Child Care Center Director supervises and oversees the training of care givers, may work directly with children, and works with budgeting and financing. The director knows the minimum standards to remain in compliance with state licensing practices. The director works with parents and oversees the food program and curriculum.

The Child Care Director/Quality Care giver can perform the duties of a care giver and director. In addition, the care giver may go into the home of children, develop programs to educate parents with parenting skills and other life skills, assess families and individual children, train care givers, and demonstrate child care center equipment.

The courses may be used as academic instruction in working toward National Child Development Associate requirements, but do not provide Child Development Associate certification by themselves.

Students complete classes on the LIT campus and observation requirements at an approved child care facility. Students enrolled in child care and development classes must supply 1) a complete criminal background check, and 2) a State approved fingerprint requirement. Students must have access to transportation to child care facilities in the region.

A minimum grade of "C" must be earned in all courses required in the Recommended Programs of Study.

A graduate of the two-year instructional program is awarded the Associate of Applied Science Degree.

Child Care and Development, Associate of Applied Science

Requirements

General Education Courses

COSC 1301	Introduction to Computing	3:03:00
ENGL 1301	Composition I	3:03:00
HUMA 1315	Fine Arts Appreciation	3:03:00
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	3:03:00
SOCI 1301	Introduction to Sociology	3:03:00

Program Courses

TECA 1303	Families, School & Community	3:03:00
TECA 1311	Educating Young Children	3:03:00
CDEC 1313	Curriculum Resources for Early Childhood Programs	3:03:00
TECA 1318	Wellness of the Young Child	3:03:00
CDEC 1319	Child Guidance	3:03:00
CDEC 1339	Early Childhood Development: 0-3 Years	3:03:00
TECA 1354	Child Growth & Development	3:03:00
CDEC 1359	Children with Special Needs	3:03:00
CDEC 1358	Creative Arts for Early Childhood	3:02:02
CDEC 2304	Child Abuse and Neglect	3:03:00
CDEC 2315	Diverse Cultural/Multilingual Education	3:03:00
CDEC 2326	Administration of Programs for Children I	3:03:00
CDEC 2328	Administration of Programs for Children II	3:03:00
CDEC 2386	Internship-Child Care Provider/Assistant	3:00:09
CDEC 2387	Internship - Child Care Provider/Assistant	3:00:09

CDEC 1313: Capstone course.

TECA 1311, TECA 1318: These classes are recommended during the first fall semester of enrollment.

For course descriptions, see Child Care and Development Courses (CDEC and TECA)

Dental Hygiene

Program Director: Deborah Brown
Office: Multipurpose Building, Room 216
Address: 802 E. Lavaca St., Beaumont, TX 77705
Phone: (409) 880-8867/880-8846
E-mail: dentalhygiene@lit.edu

Dental hygienists provide dental health services that include cleaning (prophylaxis), oral cancer screenings, x-rays, pit and fissure sealants, patient education, and nutritional counseling. The traditional workplace setting for dental hygienists is a private dental office; however, hygienists also provide dental hygiene care in other settings such as prisons, public health facilities, schools, and long-term care facilities. The role of the Dental Hygiene Program is to prepare highly competent dental hygienists to meet the oral health care needs of the public.

The 68 SCH Dental Hygiene Program is accredited by the Commission on Dental Accreditations, American Dental Association, 211 East Chicago Avenue, Chicago, Illinois 60611, 312/440-4653, www.ada.org.

The Dental Hygiene Program has a limited capacity and selects students based upon defined criteria. Students must take pre-enrollment courses and are encouraged to take general education courses and support courses prior to applying to the program. Application forms, selection criteria and admission procedures are available online and from the Dental Hygiene Program office in the Multipurpose Building, Room 223. Applications to the Dental Hygiene Program are due on February 1st of each year.

Once accepted into the Dental Hygiene Program, the curriculum is two years in length beginning in July and ending in May. During enrollment, students attend lecture, laboratory, and clinical courses. Clinical practice occurs in the Dental Hygiene Clinic on the LIT campus.

Dental hygiene students must 1) maintain a minimum of a 'C' in all courses; 2) maintain a 2.3 GPA; 3) complete a portfolio; 4) complete the Recommended Program of Study; 5) complete community service requirements; and 6) satisfy LIT graduation requirements. Each of the requirements must be satisfied for a student to graduate with an Associate of Applied Science in Dental Hygiene.

Graduates must successfully pass the Dental Hygiene National Board Examination, a regional or state clinical exam, and a state jurisprudence exam in order to apply for a license to practice.

Dental Hygiene, Associate of Applied Science

Requirements

Pre-Requisites for Admission

BIOL 2301	Anatomy and Physiology I	3:03:00
BIOL 2101	Anatomy and Physiology I Lab	1:00:02
BIOL 2302	Anatomy and Physiology II	3:03:00
BIOL 2102	Anatomy and Physiology II Lab	1:00:02

General Education Courses

BIOL 2320	Microbiology for Non-Science Majors	3:03:00
BIOL 2120	Microbiology for Non-Science Majors Lab	1:00:02
CHEM 1306	Introduction to Chemistry I	3:03:00
CHEM 1106	Introductory Chemistry I Lab	1:00:02
ENGL 1301	Composition I	3:03:00
HUMA 1315	Fine Arts Appreciation	3:03:00
SOCI 1301	Introduction to Sociology	3:03:00
PSYC 2301	General Psychology	3:03:00

Summer II

DHYG 1301	Orofacial Anatomy, Histology & Embryology	3:02:03

Fall 1

DHYG 1431	Preclinical Dental Hygiene	4:02:06
DHYG 1304	Dental Radiology	3:02:03
DHYG 1227	Preventive Dental Hygiene Care	2:02:00

Spring 1

DHYG 1219	Dental Materials	2:01:03
DHYG 1235	Pharmacology for the Dental Hygienist	2:02:00
DHYG 2301	Dental Hygiene Care I	3:03:00
DHYG 1207	General and Dental Nutrition	2:02:00
DHYG 1260	Clinical - Introductory	2:00:08

Fall 2

DHYG 1311	Periodontology	3:03:00
DHYG 2261	Clinical - Intermediate	2:00:12
DHYG 2331	Dental Hygiene Care II	3:03:00
DHYG 1339	General and Oral Pathology	3:03:00

Spring 2

DHYG 2153	Dental Hygiene Practice	1:01:01
DHYG 2262	Clinical - Advanced	2:00:12
DHYG 1315	Community Dentistry	3:02:03

DHYG 2153: Capstone course

Note: All non-dental hygiene science courses should have 4 hours of credit (3 hours of lecture and 1 hour of laboratory credit).

For course descriptions, see (DHYG) Dental Hygiene

Diagnostic Cardiac Sonography

Program Director: Judy Tinsley

Office: Multipurpose Building, Room 208

Address: 802 E. Lavaca St., Beaumont, TX 77705

Phone: (409) 839-2923 / 839-2924

E-mail: medicalsonography@lit.edu

The 65 SCH Diagnostic Cardiac Sonography Program prepares individuals for a career as a Diagnostic Cardiac Sonographer (Echocardiographer) through classroom study and supervised clinical experience. The cardiac sonographer performs cardiovascular examinations to produce a picture of the heart and great vessels using high frequency sound waves. These examinations are used to diagnose congenital heart disease, valvular disease, pericardial disease, cardiomyopathy, and other cardiovascular diseases. Types of examinations include 2D and 3D Echo, M-Mode, color flow and spectral Doppler, as well as Transesophageal and Stress studies. The Cardiac Sonographer may work in hospitals, clinics, and physician's offices.

The Diagnostic Cardiac Sonography Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC/DMS).

Commission on Accreditation of Allied Health Education Programs,
1361 Park Street, Clearwater, FL 33756, 727-210-2350.

www.caahep.org

Individuals interested in enrolling in the Diagnostic Cardiac Sonography Program must apply to the program. Diagnostic Cardiac Sonography application form, criteria and admission procedures are available from the Diagnostic Cardiac Sonography Program Director or by visiting the program webpage. Applications are due by April 1st of each year. Admission to the program is based upon academic success. The number of students accepted into the program is limited to the space available in the clinical agencies. Applicants to LIT must pass all sections of the TSI Assessment Test. Those students not selected for admission into the Cardiac Sonography Program may reapply the following year during normal admission times. Applicants selected to enroll in the program will begin classes in the Summer I Semester.

Students applying to the program must complete a background screening as part of the application process.

A minimum grade of 'C' must be earned in all courses in the recommended program of study. Students that successfully complete the recommended program of study will earn an Associate of Applied Science Degree in Diagnostic Cardiac Sonography. Applicants may obtain additional information by contacting the program director.

Also available is an Advanced Technical Certificate in Diagnostic Cardiac Sonography. The advanced technical certificate is **limited to graduates of an accredited two year allied health patient care program.**

Upon completion of the Diagnostic Cardiac Sonography Program or the Advanced Technical Certificate in Diagnostic Cardiac Sonography, graduates are eligible to take the certification examinations (RDCS) in the specialty area of Adult Echocardiography (AE) administered by the American Registry of Diagnostic Medical Sonographers (ARDMS) or through Cardiovascular Credentialing International (CCI).

*MATH 1314 is a pre-requisite for SCIT 1320

Diagnostic Cardiac Sonography, Associate of Applied Science

Requirements

Pre-requisites for Admission

BIOL 2301	Anatomy and Physiology I	3:03:00
BIOL 2101	Anatomy and Physiology I Lab	1:00:02
BIOL 2302	Anatomy and Physiology II	3:03:00
BIOL 2102	Anatomy and Physiology II Lab	1:00:02
ENGL 1301	Composition I	3:03:00
HPRS 1204	Basic Health Profession Skills	2:01:02
MATH 1314	College Algebra	3:03:00
SCIT 1320	Physics for Allied Health	3:03:00

MATH 1314 is a pre-requisite for SCIT 1320

General Education Courses

HUMA 1315	Fine Arts Appreciation	3:03:00
SOCI 1301	Introduction to Sociology	3:03:00
	or	
PSYC 2301	General Psychology	3:03:00

Summer I

DMSO 1302	Basic Ultrasound Physics	3:03:00
DMSO 1110	Introduction to Sonography	1:01:01
DSAE 1303	Introduction to Echocardiography Techniques	3:02:02

Fall 1

DMSO 1342	Intermediate Ultrasound Physics	3:03:00
DSAE 2403	Cardiovascular Concepts	4:03:02
DSAE 1340	Diagnostic Electrocardiography	3:02:02

Spring 1

DMSO 2351	Doppler Physics	3:03:00
DSAE 2404	Echocardiographic Evaluation of Pathology I	4:03:04
DSVT 1103	Introduction to Vascular Technology	1:01:01
DSAE 1364	Practicum I	3:00:24

Summer II

DSAE 2437	Echocardiographic Evaluation of Pathology II	4:03:04
DSAE 1264	Practicum II	2:00:20

Fall 2

DSAE 2335	Advanced Echocardiography	3:03:00
DSAE 2365	Practicum III	3:00:24

DSAE 2365: Capstone course.

For course descriptions, see Diagnostic Medical Sonography Cardiac Courses (DMSO).

Diagnostic Cardiac Sonography, Advanced Technical Certificate (43 SCH)

Requirements

Pre-requisites for Admission

SCIT 1320	Physics for Allied Health	3:03:00

Summer I

DMSO 1302	Basic Ultrasound Physics	3:03:00
DMSO 1110	Introduction to Sonography	1:01:01
DSAE 1303	Introduction to Echocardiography Techniques	3:02:02

Fall 1

DMSO 1342	Intermediate Ultrasound Physics	3:03:00
DSAE 2403	Cardiovascular Concepts	4:03:02
DSAE 1340	Diagnostic Electrocardiography	3:02:02

Spring 1

DMSO 2351	Doppler Physics	3:03:00
DSAE 2404	Echocardiographic Evaluation of Pathology I	4:03:04
DSVT 1103	Introduction to Vascular Technology	1:01:01
DSAE 1364	Practicum I	3:00:24

Summer II

DSAE 2437	Echocardiographic Evaluation of Pathology II	4:03:04
DSAE 1264	Practicum II	2:00:20

Fall 2

DSAE 2335	Advanced Echocardiography	3:03:00
DSAE 2265	Practicum III	2:00:20

DSAE 2365: Capstone course

For course descriptions, see Diagnostic Medical Sonography Cardiac Courses (DSAE and DMSO)

Diagnostic Medical Sonography

Program Director: Judy Tinsley
Office: Multipurpose Building, Room 208
Address: 802 E. Lavaca St., Beaumont, TX 77705
Phone: (409) 839-2923 / 839-2924
E-mail: medicalsonography@lit.edu

The 65 SCH Diagnostic Medical Sonography program prepares individuals for a career as a Diagnostic Medical Sonographer through classroom study and a supervised clinical experience. The medical sonographer performs ultrasound examinations to produce a picture of organs and muscles using high frequency sound waves. These examinations are used to diagnose fetal abnormalities, congenital disorders, cancers and benign tumors, as well as other diseases and disorders. Types of examinations include obstetrical, female and male reproductive organs, abdominal, thyroid, and vascular exams that include color and spectral Doppler. The Medical Sonographer may work in hospitals, clinics and physician's offices.

The Diagnostic Medical Sonography Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC/DMS).

Commission on Accreditation of Allied Health Education Programs,
1361 Park Street, Clearwater, FL 33756, 727-210-2350.
www.caahep.org

Individuals interested in enrolling in the Diagnostic Medical Sonography Program must apply to the program. Diagnostic Medical Sonography application form, criteria and admission procedures are available from the Diagnostic Medical Sonography Program director or by visiting www.lit.edu. Applications are due by April 1st of each year. Admission to the program is based on academic success. Applicants to Lamar Institute of Technology must pass all sections of the TSI assessment test. Those students not selected for admission into the sonography program may reapply the following year during normal admission times. Applicants selected to enroll in the program will begin classes in the Summer I semester.

Students applying to the program must complete a background screening as part of the application process.

A minimum grade of "C" must be earned in all courses in the recommended program of study. Students successfully completing the program will be awarded the Associate of Applied Science Degree in Diagnostic Medial Sonography. Applicants may obtain additional information by contacting the program director.

Also available is an Advanced Technical Certificate in Diagnostic Medical Sonography. This Advanced Certificate is **limited to graduates of an accredited two year (AAS) allied health patient care program** .

Upon completion of the Diagnostic Medical Sonography Program or the Advanced Technical Certificate in Diagnostic Medical Sonography, graduates are eligible to take the certification examinations (RDMS) in the specialty areas of Abdomen (AB) and/or Obstetrics/Gynecology (OB/GYN) administered by the American Registry of Diagnostic Medical Sonographers (ARDMS).

The number of students accepted into the program is limited to the space available in the clinical agencies.

*MATH 1314 is a pre-requisite for SCIT 1320

Diagnostic Medical Sonography, Associate of Applied Science

Requirements

Pre-requisites for Admission

BIOL 2301	Anatomy and Physiology I	3:03:00
BIOL 2101	Anatomy and Physiology I Lab	1:00:02
BIOL 2302	Anatomy and Physiology II	3:03:00
BIOL 2102	Anatomy and Physiology II Lab	1:00:02
ENGL 1301	Composition I	3:03:00
HPRS 1204	Basic Health Profession Skills	2:01:02
MATH 1314	College Algebra	3:03:00
SCIT 1320	Physics for Allied Health	3:03:00

MATH 1314 is a pre-requisite for SCIT 1320

General Education Courses

HUMA 1315	Fine Arts Appreciation	3:03:00
SOCI 1301	Introduction to Sociology	3:03:00
	or	
PSYC 2301	General Psychology	3:03:00

Summer I

DMSO 1302	Basic Ultrasound Physics	3:03:00
DMSO 1110	Introduction to Sonography	1:01:01
DMSO 1251	Sonographic Sectional Anatomy	2:02:01

Fall 1

DMSO 1342	Intermediate Ultrasound Physics	3:03:00
DMSO 1341	Abdominopelvic Sonography	3:02:02
DMSO 1101	Techniques of Medical Sonography	1:00:04
DMSO 1355	Sonographic Pathophysiology	3:03:00

Spring I

DMSO 2351	Doppler Physics	3:03:00
DMSO 2341	Sonography of Abdominopelvic Pathology	3:03:01

DMSO 2405	Sonography of Obstetrics/Gynecology	4:03:02
DMSO 1366	Practicum I	3:00:24

Summer II

DMSO 1267	Practicum II	2:00:20
DMSO 2342	Sonography of High Risk Obstetrics	3:02:03

Fall 2

DMSO 2230	Advanced Ultrasound and Review	2:02:01
DSVT 1103	Introduction to Vascular Technology	1:01:01
DMSO 2366	Practicum III	3:00:24

DMSO 2366: Capstone course

For course descriptions, see Diagnostic Medical Sonography (DMSO).

Diagnostic Medical Sonography, Advanced Technical Certificate (43 SCH)

Requirements

Pre-requisites for Admission

SCIT 1320	Physics for Allied Health	3:03:00

Summer I

DMSO 1302	Basic Ultrasound Physics	3:03:00
DMSO 1110	Introduction to Sonography	1:01:01
DMSO 1251	Sonographic Sectional Anatomy	2:02:01

Fall 1

DMSO 1342	Intermediate Ultrasound Physics	3:03:00
DMSO 1341	Abdominopelvic Sonography	3:02:02
DMSO 1101	Techniques of Medical Sonography	1:00:04
DMSO 1355	Sonographic Pathophysiology	3:03:00

Spring I

DMSO 2351	Doppler Physics	3:03:00
DMSO 2341	Sonography of Abdominopelvic Pathology	3:03:01
DMSO 2405	Sonography of Obstetrics/Gynecology	4:03:02
DMSO 1366	Practicum I	3:00:24

Summer II

DMSO 1267	Practicum II	2:00:20
DMSO 2342	Sonography of High Risk Obstetrics	3:02:03

Fall 2

DMSO 2230	Advanced Ultrasound and Review	2:02:01
DSVT 1103	Introduction to Vascular Technology	1:01:01
DMSO 2366	Practicum III	3:00:24

DMSO 2366: Capstone course

Health Information Technology

Program Director: Staci Waldrep
Office: Multipurpose Building, Room 247
Address: 802 E. Lavaca St., Beaumont, TX 77705
Phone: (409) 839-2918
E-mail: healthinfotech@lit.edu

Health Information Technology professionals play a critical role in maintaining, collecting, and analyzing the data that doctors, nurses and other healthcare providers rely on to deliver quality healthcare. They are experts in managing patient health information and health records, administering computer information systems, coding the diagnoses and procedures for healthcare services provided to patients, preparing health-care statistics, and providing continuous quality improvement.

The Health Information Technology Program (HITT) is a two year program. The 60 SCH HITT Program prepares students for employment in multiple workplace settings in the healthcare industry including hospitals, physicians' offices and clinics, long-term care facilities, insurance companies, government agencies, cancer registries, and home care providers. Graduates are prepared to serve as health information technicians and coding professionals. Practicums are non-paid and require attendance at select health care facilities. Upon successful completion of the program, students earn an Associate of Applied Science degree.

The program now offers a Medical Coding Specialist Certificate (HICC). The 40 SCH Coding Certificate prepares students to sit for the Certified Coding Associate (CCA) Credential. Graduates are prepared to work as a coder/biller in physician's offices, outpatient clinics, emergency centers and day surgery centers. Students will be instructed under ICD-10 coding guidelines and rules. The practicum is non-paid and offered online but also requires attendance at select health care facilities.

Also available is a Certificate in Health Informatics. The 17 SCH Certificate of Completion in Health Informatics is designed to prepare students for employment as entry level Health Informatics personnel or to provide supplemental training for persons previously or currently employed in related health record occupations. Students will learn the fundamentals of healthcare informatics by focusing on resources, devices, and methods used to acquire, store, retrieve, and utilize electronic health records.

The Health Information Technology Program, the Medical Coding Specialist Certificate and the Health Informatics Certificate are selective enrollment programs. Students must apply and be accepted into the program to register for classes. The Health Information Technology program and the Health Informatics certificate begin in the fall each year while the Medical Coding Specialist Certificate begins in the spring of each year. The number of students is limited to space available in clinical agencies. Admission to the program is based on academic success, ability to meet physical requirements, completion of a phone interview of a health information professional and past medical experiences. It is highly recommended but not required for applicants to complete all the requirements of the Texas Success Initiative to be accepted into the Health Information Technology Program. In addition, students are required to obtain a criminal background screening and must meet acceptable established criteria.

Applications and information for selection criteria for admission are available in the Health Information Program office. Applications and supporting documentation are due either April 15 or October 15 of each year. Students are encouraged to take supporting courses prior to applying to the program. Each semester all courses in the curriculum must be completed with a grade of "C" or better to progress in the program. Health Information Technology (HITT) courses must be taken in the order listed in the program of study.

At this time each program is available in an on-line format and students who apply for the program should have excellent computer skills and be disciplined to complete coursework. Future options may include traditional classes, as demand necessitates.

The program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education. (http://cahiim.org). Students enrolled in their final term of study are eligible to apply for admission to the national examination administered by the American Health Information Management Association (http://www.ahima.org).

Students who complete their Associate Degree may continue their education to acquire a Bachelor's Degree in Health Information Management (HIM) through a progression agreement established with Texas State University.

Health Information Technology, Associate of Applied Science

Requirements

General Education Courses

BIOL 2101	Anatomy and Physiology I Lab	1:00:02
BIOL 2102	Anatomy and Physiology II Lab	1:00:02
BIOL 2301	Anatomy and Physiology I	3:03:00
BIOL 2302	Anatomy and Physiology II	3:03:00
COSC 1301	Introduction to Computing	3:03:00
ENGL 1301	Composition I	3:03:00
HUMA 1315	Fine Arts Appreciation	3:03:00
SOCI 1301	Introduction to Sociology	3:03:00

Fall 1

HITT 1305	Medical Terminology I	3:02:02
HITT 1345	Health Care Delivery Systems	3:03:00
HITT 1301	Health Data Content and Structure	3:02:04

Spring 1

HITT 1211	Computers in Health Care	2:01:03

HITT 1213	Coding & Insurance	2:01:02
HITT 1253	Legal and Ethical Aspects of Health Information	2:02:00
HITT 2471	Pathophysiology and Pharmacology	4:03:03

Fall 2

HITT 1255	Health Care Statistics	2:01:03
HITT 1341	Coding and Classification Systems	3:02:04
HITT 2266	Practicum I	2:00:16
HITT 2343	Quality Assessment and Performance Improvement	3:03:00

Spring 2

HITT 2335	Coding and Reimbursement Methodologies	3:02:04
HITT 2239	Health Information Organization and Supervision	2:02:01
HITT 2246	Advanced Medical Coding	2:01:02
HITT 2249	RHIT Competency Review	2:01:03
HITT 2267	Practicum II - Health Information/Medical Records Technology/Technician	2:00:16

HITT 2267: Capstone course

For course descriptions, see Health Information Technology Courses (HITT).

Medical Coding Specialist

Requirements

General Education Courses

BIOL 2301	Anatomy and Physiology I	3:03:00
BIOL 2302	Anatomy and Physiology II	3:03:00
BIOL 2101	Anatomy and Physiology I Lab	1:00:02
BIOL 2102	Anatomy and Physiology II Lab	1:00:02
COSC 1301	Introduction to Computing	3:03:00

First Semester

HITT 1305	Medical Terminology I	3:02:02
HITT 1345	Health Care Delivery Systems	3:03:00
HITT 1301	Health Data Content and Structure	3:02:04
HITT 1213	Coding & Insurance	2:01:02

Second Semester

HITT 1211	Computers in Health Care	2:01:03
HITT 1253	Legal and Ethical Aspects of Health Information	2:02:00
HITT 1341	Coding and Classification Systems	3:02:04
HITT 2471	Pathophysiology and Pharmacology	4:03:03

Third Semester

HITT 2246	Advanced Medical Coding	2:01:02
HITT 2267	Practicum II - Health Information/Medical Records Technology/Technician	2:00:16
HITT 2335	Coding and Reimbursement Methodologies	3:02:04

Health Informatics, Certificate

Program Courses (20 SCH)

Semester I

HITT 1305	Medical Terminology I	3:02:02
HITT 1345	Health Care Delivery Systems	3:03:00
HITT 1301	Health Data Content and Structure	3:02:04
COSC 1301	Introduction to Computing	3:03:00

Semester II

HITT 1211	Computers in Health Care	2:01:03
HITT 1213	Coding & Insurance	2:01:02
HITT 1253	Legal and Ethical Aspects of Health Information	2:02:00
HITT 1266	Practicum I - Health Information/Medical Records Technology/Technician	2:00:16

HITT 1266: Capstone course.

Nurse Aide

Course Contact: Tonia Johnson, R.N.
Office: Multipurpose Building, Room 215
Address: 802 E. Lavaca St., Beaumont, TX 77705
Phone: (409) 839-2008
E-mail: nurseaide@lit.edu

Certified Nurse Aides are professionals who work beside physicians, nurses, and other healthcare professionals to provide direct patient care in a variety of healthcare environments. They play a vital role in the healthcare delivery setting, often having more patient contact than any other team member including doctors and nurses. Certified Nurse Aides help patients with many tasks that they cannot do for themselves while they are in hospitals, rehabilitation clinics, assisted living facilities, nursing homes, home health, or long-term care facilities.

Nurse Aide courses include both hands-on experience at healthcare facilities, basic biology, and health course work with an emphasis on areas such as safety regulations, infection control, and patient care. The classes include communication, vital signs, personal hygiene, basic nutrition and activities of daily living.

According to the Bureau of Labor Statistics (www.bls.gov), employment of Certified Nurse Aides is expected to grow by 20% from 2010 to 2020, faster than the average for all occupations. Because of the growing elderly population, many nurse aides will be needed in long term care facilities. This career will be a good choice if you are interested in medicine and enjoy caring for others.

Requirements to enter this course of study are a high school diploma or a GED, current negative TB Test, and a criminal background screening. Nurse aide students should be aware that there are certain expenses that will be incurred throughout the course, in addition to tuition, fees, and textbooks. These expenses may include, but are not limited to, liability insurance, TB test, CPR certification, uniforms, equipment, and examination/application fee for the State of Texas Nurse Aide Certification Exam.

Upon completion of the 5 SCH Nurse Aide classes, students are eligible to take the State of Texas Nurse Aide Certification Examination. Upon passing the exam, students' names are added to the Texas Nurse Aide Registry.

Nurse Aide Certification

Requirements

Courses

NURA 1260	Clinical - Nursing Assistant/Aide and Patient Care Assistant/Aide	2:00:10
NURA 1301	Nurse Aide for Health Care	3:02:02

For course descriptions, see Nurse Aide Courses (NURA).

Occupational Safety and Health

Program Director: Joy Griffin
Office: Multipurpose Building, Room 240
Address: 802 E. Lavaca St., Beaumont, TX 77705
Phone: (409) 880-8850 / 880-8845
E-mail: safetyprogram@lit.edu

The 60 SCH Occupational Safety and Health Program is designed to prepare individuals for employment as a safety specialist with additional emphasis on industrial hygiene and environmental management. Courses may be taken individually to upgrade the skills of individuals employed as safety specialists. There is an Occupational Safety and Health Associate of Applied Science degree and a Certificate in Occupational Safety and Health.

The safety certificate will meet the needs of growing general industry and petrochemical expansion. This certificate will allow students to seek an entry-level position in the field of safety. The certificate will also allow students to continue their education and begin the

Occupational Safety and Health Associate Degree program, so they can become a safety professional at a later date. Students that successfully complete all courses required for the certificate will receive a Certificate in Occupational Safety and Health Technology.

Most Occupational Safety and Health courses are taught in the evening hours to accommodate those employed during the day. A minimum grade of "C" must be earned in all courses in the program. In addition, a grade point average of 2.0 must be maintained in all courses to receive an Associate of Applied Science degree.

In addition, Lamar Institute of Technology's Occupational Safety and Health Program and Lamar University Department of Industrial Engineering have an agreement to facilitate the opportunities for students who wish to transfer from the Occupational Health and Safety Program to the Lamar University Bachelor of Science Industrial Technology Degree Program. This agreement specifies the conditions and requirements necessary for students to transfer to Lamar University.

Occupational Safety and Health, Associate of Applied Science

Requirements

General Education Courses

COSC 1301	Introduction to Computing	3:03:00
ENGL 1301	Composition I	3:03:00
HUMA 1315	Fine Arts Appreciation	3:03:00
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	3:03:00
	or	
MATH 1314	College Algebra	3:03:00
SOCI 1301	Introduction to Sociology	3:03:00
	or	
PSYC 2301	General Psychology	3:03:00

Program Courses

EPCT 1305	Environmental Regulations Overview	3:03:00
EPCT 1311	Introduction to Environmental Science	3:03:00
EPCT 1341	Principles of Industrial Hygiene	3:03:00
EPCT 2331	Industrial Hygiene Applications	3:03:00
EPCT 2335	Advanced Environmental Instrumental Analysis	3:02:02
OSHT 1191	Special Topics in Occupational Safety and Health Technology/Technician	1:01:00
OSHT 1209	Physical Hazards Control	2:02:01
OSHT 1305	OSHA Regulations - Construction Industry	3:02:02
OSHT 1313	Accident Prevention, Inspection and Investigation	3:02:02
OSHT 2305	Ergonomics and Human Factors in Safety	3:03:00
OSHT 2309	Safety Program Management	3:02:02
OSHT 2320	Safety Training Presentation Techniques	3:03:00
	or	
OSHT 1380	Cooperative Education - Occupational Safety and Health Technology/Technician	3:01:19
OSHT 2401	OSHA Regulations - General Industry	4:04:00
SCIT 1418	Applied Physics I	4:03:02
SCIT 1494	Special Topics in Chemistry, General	4:03:02

OSHT 2320: Capstone course.

For course descriptions, see Occupational Safety and Health Technology Courses (OSHT)

Occupational Safety and Health, Certificate

Requirements

Program Courses (24 SCH)

EPCT 1311	Introduction to Environmental Science	3:03:00

EPCT 1341	Principles of Industrial Hygiene	3:03:00
OSHT 1305	OSHA Regulations - Construction Industry	3:02:02
OSHT 1209	Physical Hazards Control	2:02:01
OSHT 1313	Accident Prevention, Inspection and Investigation	3:02:02
OSHT 2305	Ergonomics and Human Factors in Safety	3:03:00
OSHT 2309	Safety Program Management	3:02:02
OSHT 2401	OSHA Regulations - General Industry	4:04:00

EPCT 1341: Capstone course.

For course descriptions see Occupational Safety and Health Technology Courses (OSHT)

Pharmacy Technician

Program Director: Shunetta Lewis
Office: Multipurpose Building, Room 204
Address: 802 E. Lavaca St., Beaumont, TX 77705
Phone: 409-951-5702
E-mail: pharmacytechnology@lit.edu

According to the Bureau of Labor Statistics (www.bls.gov), advancement opportunities are available in large pharmacies and health systems. Pharmacy Technicians with significant training and experience can be promoted to supervisory positions, inventory control, and purchasing processes. Opportunities exist for advancement into specialty positions such as chemotherapy technician or nuclear pharmacy technician, and others may move into sales.

With a substantial amount of formal training, some technicians go on to become pharmacists. Employment for Pharmacy Technicians is expected to increase and job opportunities to be good, especially for those with formal education and a certification.

The goal of the 25 SCH Pharmacy Technician Program is to assist licensed pharmacists in the preparation and distribution of prescription medications in a variety of healthcare settings, including hospital, community pharmacies, home health pharmacies, and specialty pharmacies. Duties of the Pharmacy Technician can include data entry, providing customer service, counting, packaging and labeling pharmaceutical products, sterile product preparation, and inventory management.

Applicants must have a high school diploma or GED and must pass all sections of the TSI assessment and pass a criminal background check. Students that complete Introduction to Pharmacy Technology (PHRA 1301) and Pharmacy Technician Certification Review (PHRA 1243) are eligible to apply to take the Pharmacy Technician Certification Exam, a national certification test administered by the Pharmacy Technician Certification Board (PCTB).

Students must 1) maintain a 'C' or better in all courses in the Pharmacy Technician Program, 2) maintain a 2.0 GPA in all courses in the Pharmacy Technician Program and 3) successfully pass a Criminal Background Screen 4) complete the Recommended Program of Study in order to earn a Certificate in Pharmacy Technician.

Interested individuals are encouraged to contact the department for additional information.

Pharmacy Technician, Certificate

Program Courses (25 SCH)

Semester I

PHRA 1160	Clinical-Pharmacy Technician/Assistant	1:00:04
PHRA 1202	Pharmacy Law	2:02:00
PHRA 1209	Pharmaceutical Mathematics I	2:02:00
PHRA 1240	Pharmacy Third Party Payment	2:02:00
PHRA 1301	Introduction to Pharmacy	3:03:00
PHRA 1313	Community Pharmacy Practice	3:02:02

Semester II

PHRA 1243	Pharmacy Technician Certification Review	2:02:00
PHRA 1345	Compounding Sterile Preparations and Aseptic Technique	3:02:02
PHRA 1349	Institutional Pharmacy Practice	3:02:02
PHRA 1247	Pharmaceutical Mathematics II	2:02:00
PHRA 1260	Clinical-Pharmacy Technician/Assistant	2:00:08

PHRA 1243: Capstone course.

For course descriptions, see Pharmacy Technician Courses (PHRA).

Radiologic Technology

Program Director: Brenda A. Barrow
Office: Multipurpose Center, Room 232
Address: 802 E. Lavaca St., Beaumont, TX 77705
Phone: (409) 880-8848
E-mail: radiologictechnology@lit.edu

The 63 SCH Radiologic Technology Program prepares students for entry-level positions in hospitals, clinics and doctors' offices performing procedures that produce images of patients for diagnosis by physicians. Each student will be assisted in the pursuit of technical competence through lectures, demonstrations, supervised study and practical experience. A graduate of the program is awarded an Associate of Applied Science degree.

The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 N. Wacker Dr., Suite 2850, Chicago, IL, 60606-3182, (312) 704-5300, www.jrcert.org. Graduates are eligible to apply for admission for the certification exam administered by the American Registry of Radiologic Technologists.

Students are accepted into the Radiologic Technology Program in the spring semester of each year. Admission to the program is based upon evidence of intellectual characteristics which are assumed to be consistent with a successful career in radiologic technology. Students are required to obtain a criminal background screening and must meet acceptable established criteria. The number of students admitted into the program is limited to the space available in clinical agencies. The Radiologic Technology program begins in the Summer II semester.

Students are encouraged to take supporting courses prior to admission into the program. Supporting courses include all courses other than those designated with an "RADR" preceding the course number. Radiology courses must be taken in the order listed.

Radiologic Technology admission forms, criteria and admission procedures are available from the Radiologic Technology Program Director, located in the Multipurpose Center. Applications to the Radiologic Technology Program are due by April 15 of each year. Applicants must pass all sections of the TSI Assessment Exam, an approved alternative test, or be exempted from the test. Those failing one or more sections may reapply after passing the test. A minimum grade of "C" must be earned in all courses required on the Recommended Program of Study. Students must maintain a 2.0 cumulative grade point average while enrolled in the Radiologic Technology Program.

Radiologic Technology, Associate of Applied Science

Requirements

Pre-requisites for Admission

BIOL 2301	Anatomy and Physiology I	3:03:00
BIOL 2101	Anatomy and Physiology I Lab	1:00:02
HPRS 1201	Introduction to Health Professions	2:02:00
MATH 1314	College Algebra	3:03:00
	or	
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	3:03:00

General Education Courses

ENGL 1301	Composition I	3:03:00
HUMA 1315	Fine Arts Appreciation	3:03:00
PSYC 2301	General Psychology	3:03:00
	or	
SOCI 1301	Introduction to Sociology	3:03:00

Summer II

RADR 1309	Introduction to Radiography and Patient Care	3:02:03

Fall 1

RADR 1313	Principles of Radiographic Imaging I	3:03:00
RADR 1411	Basic Radiographic Procedures	4:03:04
RADR 1366	Radiographic Practicum I	3:00:24

Spring 1

RADR 2217	Radiographic Pathology	2:01:02
RADR 2401	Intermediate Radiographic Procedures	4:03:02
RADR 2309	Radiographic Imaging Equipment	3:03:00
RADR 1367	Radiographic Practicum II	3:00:24

Summer III

RADR 1266	Radiographic Practicum III	2:00:20

Fall 2

RADR 2333	Advanced Medical Imaging	3:02:02
RADR 2305	Principles of Radiographic Imaging II	3:03:00
RADR 2366	Radiographic Practicum IV	3:00:24

Spring 2

RADR 2335	Radiologic Technology Seminar	3:03:00
RADR 2313	Radiation Biology and Protection	3:03:00
RADR 2367	Radiographic Practicum V	3:00:24

RADR 2335: Capstone course

For course descriptions, see Radiologic Technology Courses (RADR).

Respiratory Care

Program Director: Gwen Walden
Office: Multipurpose Building, Room 239
Address: 802 E. Lavaca St., Beaumont, TX 77705
Phone: (409) 880-8852
E-mail: respiratorycare@lit.edu
Medical Director: N. Jeff Alford, M.D.

Respiratory therapists provide hands-on care that helps people recover from a wide range of medical conditions. Respiratory Therapists are employed in hospitals where they provide breathing treatments, manage ventilators for the critically ill in intensive care units, deliver lifesaving treatments in emergency rooms, and neonatal and pediatric intensive care units. Respiratory therapists also provide home care in patients' homes, assist with diagnosing sleep disorders, work to provide care for patients undergoing pulmonary rehabilitation, and assist in emergency transports.

The purpose of the 66 SCH Respiratory Care Program is to prepare graduates with demonstrated competence in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains of Respiratory Care practice as performed by Registered Respiratory Therapist. The students of this program will prepare for careers in Respiratory Care through lectures, laboratories, and clinical experience aimed at qualifying the student for certification and registration by the National Board for Respiratory Care. A graduate of this two year instructional program is awarded the Associate of Applied Science degree.

The Respiratory Care Program is accredited by the Commission on Accreditation for Respiratory Care (CoARC), 1248 Harwood Rd., Bedford, Texas 76021-4244, 817-283-2835, www.CoARC.com.

The program has a limited capacity and selects students based upon defined criteria. Students who are interested in applying to the Respiratory Care Program must complete an application to 1) Lamar Institute of Technology and 2) the Respiratory Care Program. Individuals interested in applying must also complete all Texas Success Initiative Requirements. Students are expected to complete the pre-admission courses prior to admission into the program.

Applications and selection criteria are available from the Respiratory Care Program office in the Multipurpose Building. Completed application forms, transcripts and a criminal background screen are to be submitted to the Director of Respiratory Care Program by April 15. Applicants will be notified of a mandatory orientation session after the application deadline of April 15.

Specific graduation requirements for the Respiratory Care Program are:

1. A minimum grade of "C" must be earned in all courses outlined in the program of study.
2. A grade point average of 2.0 must be maintained in all courses submitted on the degree plan
3. Take and pass the NBRC Secured Comprehensive Therapist Multiple Choice, and the Clinical Simulation Self-Assessment Examination.
4. Satisfy LIT graduation requirements.

After graduation, earning the passing score of the National Board of Respiratory Care entry-level Therapist Multiple Choice examination, the graduate earns the title of "Certified Respiratory Therapist" (C.R.T.).Earning the passing score for the advanced-level of the Therapist

Multiple Choice examination enables the graduate to take the Clinical Simulation Exam offered by the National Board Respiratory Care. A passing score on the Clinical Simulation will earn the graduate the Registered Respiratory Therapist (R.R.T.) credential. For more information about a career in the Respiratory care profession, visit www.AARC.org.

Respiratory Care, Associate of Applied Science

Requirements

Pre-requisites for Admission

BIOL 2301	Anatomy and Physiology I	3:03:00
BIOL 2101	Anatomy and Physiology I Lab	1:00:02
BIOL 2302	Anatomy and Physiology II	3:03:00
BIOL 2102	Anatomy and Physiology II Lab	1:00:02
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	3:03:00

General Education Courses

ENGL 1301	Composition I	3:03:00
HUMA 1315	Fine Arts Appreciation	3:03:00
SOCI 1301	Introduction to Sociology	3:03:00

Summer III

RSPT 1201	Introduction to Respiratory Care	2:01:04

Fall 1

RSPT 1213	Basic Respiratory Care Pharmacology	2:02:01
RSPT 1329	Respiratory Care Fundamentals I	3:02:04
RSPT 1207	Cardiopulmonary Anatomy and Physiology	2:02:01
RSPT 2210	Cardiopulmonary Disease	2:01:03
RSPT 1325	Respiratory Care Sciences	3:03:01

Spring 1

RSPT 1331	Respiratory Care Fundamentals II	3:02:04
RSPT 1335	Cardiopulmonary Testing	3:03:01
RSPT 1360	Clinical - Respiratory Care Therapy/Therapist	3:00:18

Summer III

RSPT 1461	Clinical: Respiratory Care Therapy/Therapist	4:00:20

Fall 2

RSPT 2414	Mechanical Ventilation	4:03:04
RSPT 1141	Respiratory Home Care/Rehabilitation	1:00:03
RSPT 2255	Critical Care Monitoring	2:01:02
RSPT 2361	Clinical: Respiratory Care Therapy/Therapist	3:00:18

Spring 2

RSPT 2147	Specialties in Respiratory Care	1:00:03
RSPT 2230	Respiratory Care Examination Preparation	2:01:04
RSPT 2362	Clinical - Respiratory Care Therapy/Therapist	3:00:18
RSPT 2319	Mechanical Ventilation for the Neo/Pedi patient	3:02:04

RSPT 2230: Capstone course.

For course descriptions, see Respiratory Care Therapy Courses (RSPT).

Department of Business Technologies

Department Chair: Dr. Nancy L. Stretcher
Office: Technology Arts Building 4, Room 103
Address: 855 E. Lavaca St., Beaumont, TX 77705
Phone: (409) 839-2034
E-mail: BSTC@lit.edu

The Department of Business Technologies has several programs of study. The Technical programs are Accounting Technology, Computer Information Systems, Computer Networking and Troubleshooting Technology, Management Development, Office Technology Administration, and Real Estate. Students can graduate with either an Associate of Applied Science degree or a Certificate of Completion. Business Technologies also offers two fully transferable academic degrees: Associate of Arts in Business or Associate of Science in Computer Information Systems. Classes are taught in the traditional face-to-face format, however, several courses are offered in an online format.

Lamar Institute of Technology also requires students to register for the College Success Skills Course (DORI 0200) in their first semester. The course is designed to provide students with a thorough orientation to the campus, postsecondary education, and the classroom skills necessary for success. Students that transfer fifteen semester credit hours (15 SCH) from an accredited postsecondary institution with a GPA of 2.0 may be exempt from the College Success Skills Course

For additional information about programs in the Department of Business Technologies, contact the program director of the program in which you are most interested.

Associate of Arts in Business

Program Contact: Dr. Nancy L. Stretcher
Office: Technology Arts Building 4, Room 103
Address: 855 E. Lavaca St., Beaumont, TX 77705
Phone: (409) 839- 2034

The 60 SCH Associate of Arts in Business curriculum is designed for those students who wish to take courses for academic transfer in business. This degree provides a Core Curriculum that will transfer to four year institutions and coincides with the first two years of most baccalaureate business degree plans.

Students seeking an Associate of Arts in Business must complete 60 SCH of coursework, including the 42 SCH Core Curriculum and 18 SCH of Business electives.

Recommended Degree Plan

Core Curriculum

Students seeking an Associate Degree must complete the Core Curriculum. The Core Curriculum is required by the Texas Higher Education Coordinating Board. Students are required to complete 42 SCH from nine different component areas. Once complete, a student is considered 'Core Complete'.

The courses listed below may be used to satisfy the requirements of the Core Curriculum +.

Communication (6 SCH)

ENGL 1301	Composition I	3:03:00
SPCH 1315	Public Speaking	3:03:00

Mathematics (3 SCH)

MATH 1314	College Algebra	3:03:00
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	3:03:00
MATH 1342	Elementary Statistical Methods	3:03:00

Life and Physical Sciences (6 SCH)

BIOL 1306	Biology for Science Majors I	3:03:00
BIOL 1307	Biology for Science Majors II	3:03:00
BIOL 2301	Anatomy and Physiology I	3:03:00
BIOL 2302	Anatomy and Physiology II	3:03:00

BIOL 2320	Microbiology for Non-Science Majors	3:03:00
CHEM 1306	Introduction to Chemistry I	3:03:00
CHEM 1311	General Chemistry I	3:03:00
CHEM 1312	General Chemistry II	3:03:00

Language, Philosophy, and Culture (3 SCH)

ENGL 2321	British Literature	3:03:00
ENGL 2326	American Literature	3:03:00
PHIL 1301	Introduction to Philosophy	3:03:00

Creative Arts (3 SCH)

ARTS 1301	Art Appreciation	3:03:00
HUMA 1315	Fine Arts Appreciation	3:03:00

History (6 SCH)

HIST 1301	United States History I	3:03:00
HIST 1302	United States History II	3:03:00

Government (6 SCH)

GOVT 2305	Federal Government	3:03:00
GOVT 2306	Texas Government	3:03:00

Social and Behavioral Sciences (3 SCH)

ECON 2301	Principles of Macroeconomics	3:03:00
ECON 2302	Principles of Microeconomics	3:03:00
PSYC 2301	General Psychology	3:03:00
PSYC 2314	Lifespan Growth & Development	3:03:00
SOCI 1301	Introduction to Sociology	3:03:00
SOCI 1306	Social Problems	3:03:00

Component Area Option (6 SCH)

BIOL 1106	Biology for Science Majors I Lab	1:00:02
BIOL 1107	Biology for Science Majors II Lab	1:00:02
BIOL 2101	Anatomy and Physiology I Lab	1:00:02
BIOL 2102	Anatomy and Physiology II Lab	1:00:02
BIOL 2120	Microbiology for Non-Science Majors Lab	1:00:02
CHEM 1106	Introductory Chemistry I Lab	1:00:02
CHEM 1111	General Chemistry I (lab)	1:00:03
CHEM 1112	General Chemistry II Lab	1:00:03
ENGL 1302	Composition II	3:03:00
SPCH 1318	Interpersonal Communication	3:03:00
PSYC 1100	Learning Framework	1:01:00

+ To fulfill Core Curriculum requirements, students must take:

MATH 1314 to satisfy the Mathematics component

ECON 2301 to satisfy the Social/Behavioral Science component

Two courses (with labs) from the choices provided above (BIOL, CHEM) to satisfy the Life and Physical Sciences component

Business Requirements

The following five courses must be taken to meet the full requirements of the Associate of Arts degree in Business:

ACCT 2301	Principles of Financial Accounting	3:03:00
ACCT 2302	Principles of Managerial Accounting	3:03:00
BCIS 1305	Business Computer Applications	3:03:00
BUSI 1301	Business Principles	3:03:00
ECON 2302	Principles of Microeconomics	3:03:00
MATH 1325	Calculus for Business and Social Sciences	3:03:00

Associate of Science in Computer Information Systems

Program Contact: Dr. Nancy L. Stretcher
Office: Technology Arts Building 4, Room 103
Address: 855 E. Lavaca St., Beaumont, TX 77705
Phone: (409) 839- 2034

The 60 SCH Associate of Science in Computer Information Systems curriculum is designed for those students who wish to take courses for academic transfer to a four-year degree in computer information systems, or possibly computer science. This degree provides a Core Curriculum that will transfer to four year institutions and coincides with the first two years of most baccalaureate computer information systems or computer science degree plans.

Students seeking an Associate of Science in Computer Information Systems must complete 60 SCH of coursework, including the 42 SCH Core Curriculum and 18 SCH of electives in computer information systems or computer science.

Recommended Degree Plan

Core Curriculum

Students seeking an Associate Degree must complete the Core Curriculum. The Core Curriculum is required by the Texas Higher Education Coordinating Board. Students are required to complete 42 SCH from nine different component areas. Once complete, a student is considered 'Core Complete'.

The courses listed below may be used to satisfy the requirements of the Core Curriculum +.

Communication (6 SCH)

ENGL 1301	Composition I	3:03:00
SPCH 1315	Public Speaking	3:03:00

Mathematics (3 SCH)

MATH 1314	College Algebra	3:03:00
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	3:03:00
MATH 1342	Elementary Statistical Methods	3:03:00

Life and Physical Sciences (6 SCH)

BIOL 1306	Biology for Science Majors I	3:03:00
BIOL 1307	Biology for Science Majors II	3:03:00
BIOL 2301	Anatomy and Physiology I	3:03:00
BIOL 2302	Anatomy and Physiology II	3:03:00
BIOL 2320	Microbiology for Non-Science Majors	3:03:00
CHEM 1306	Introduction to Chemistry I	3:03:00
CHEM 1311	General Chemistry I	3:03:00
CHEM 1312	General Chemistry II	3:03:00

Language, Philosophy, and Culture (3 SCH)

ENGL 2321	British Literature	3:03:00
ENGL 2326	American Literature	3:03:00
PHIL 1301	Introduction to Philosophy	3:03:00

Creative Arts (3 SCH)

ARTS 1301	Art Appreciation	3:03:00
HUMA 1315	Fine Arts Appreciation	3:03:00

History (6 SCH)

HIST 1301	United States History I	3:03:00
HIST 1302	United States History II	3:03:00

Government (6 SCH)

GOVT 2305	Federal Government	3:03:00
GOVT 2306	Texas Government	3:03:00

Social and Behavioral Sciences (3 SCH)

ECON 2301	Principles of Macroeconomics	3:03:00
ECON 2302	Principles of Microeconomics	3:03:00

PSYC 2301	General Psychology	3:03:00
PSYC 2314	Lifespan Growth & Development	3:03:00
SOCI 1301	Introduction to Sociology	3:03:00
SOCI 1306	Social Problems	3:03:00

Component Area Option (6 SCH)

BIOL 1106	Biology for Science Majors I Lab	1:00:02
BIOL 1107	Biology for Science Majors II Lab	1:00:02
BIOL 2101	Anatomy and Physiology I Lab	1:00:02
BIOL 2102	Anatomy and Physiology II Lab	1:00:02
BIOL 2120	Microbiology for Non-Science Majors Lab	1:00:02
CHEM 1106	Introductory Chemistry I Lab	1:00:02
CHEM 1111	General Chemistry I (lab)	1:00:03
CHEM 1112	General Chemistry II Lab	1:00:03
ENGL 1302	Composition II	3:03:00
SPCH 1318	Interpersonal Communication	3:03:00
PSYC 1100	Learning Framework	1:01:00

+ To fulfill Core Curriculum requirements, students must take:

MATH 1314 to satisfy the Mathematics component

Two courses (with labs) from the choices provided above (BIOL, CHEM) to satisfy the Life and Physical Sciences component

Computer Information Systems Requirements

The following are recommended electives for meeting the 18 SCH requirement of this degree.

COSC 1436	Programming Fundamentals I	4:03:02
COSC 1437	Programming Fundamentals II	4:03:02
COSC 2436	Programming Fundamentals III	4:03:03
MATH 2312	Pre-Calculus Math	3:03:00
MATH 2313	Calculus I	3:03:00

Accounting Technology

Program Contact: Dr. Nancy L. Stretcher
Office: Technical Arts Building 4, Room 103
Address: 855 E. Lavaca St., Beaumont, TX 77705
Phone: (409) 839- 2034
E-mail : accounting@lit.edu

The 60 SCH Accounting Technology Program prepares graduates for a career as an accounting paraprofessional in business, industry, government or public accounting. Students receive instruction in accounting concepts, computerized accounting, payroll accounting, tax accounting, databases and spreadsheets. Courses in the Accounting Program are taught in a variety of formats. Classes are taught in the traditional face to face format, however, several courses are offered in an online format.

Students may complete an Associate of Applied Science Degree or a Certificate of Completion by completing the recommended program of study with a "C" or better in all courses.

Accounting Technology, Associate of Applied Science

Requirements

Fall 1

ACNT 1303	Introduction to Accounting I	3:03:00
BUSI 1301	Business Principles	3:03:00
ENGL 1301	Composition I	3:03:00
HUMA 1315	Fine Arts Appreciation	3:03:00
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	3:03:00

Spring 1

ACNT 1311	Introduction to Computerized Accounting	3:02:02
ACNT 1329	Payroll and Business Tax Accounting	3:03:00
BCIS 1305	Business Computer Applications	3:03:00
ENGL 2311	Technical and Business Writing	3:03:00
SOCI 1301	Introduction to Sociology	3:03:00
	or	
PSYC 2301	General Psychology	3:03:00

Fall 2

ACCT 2301	Principles of Financial Accounting	3:03:00
ACNT 1331	Federal Income Tax: Individual	3:03:00
BMGT 1341	Business Ethics	3:03:00
ITSW 1304	Introduction to Spreadsheets	3:02:02
SPCH 1315	Public Speaking	3:03:00

Spring 2

ACCT 2302	Principles of Managerial Accounting	3:03:00
ACNT 2389	Internship - Accounting	3:00:09
	or	
XXXX x3xx	Approved Department Elective	
ECON 2301	Principles of Macroeconomics	3:03:00
ECON 2302	Principles of Microeconomics	3:03:00
ITSW 1307	Introduction to Database	3:02:02

ACCT 2302:Capstone course.

For course descriptions, see Accounting Technology Courses (ACCT /ACNT)

Accounting Technology, Certificate

Requirements

Fall

ACNT 1303	Introduction to Accounting I	3:03:00
ACNT 1331	Federal Income Tax: Individual	3:03:00
BUSI 1301	Business Principles	3:03:00
ENGL 1301	Composition I	3:03:00

Spring

ACNT 1311	Introduction to Computerized Accounting	3:02:02
ACNT 1329	Payroll and Business Tax Accounting	3:03:00
ITSW 1304	Introduction to Spreadsheets	3:02:02
ITSW 1307	Introduction to Database	3:02:02

ACNT 1329:Capstone course.

See course descriptions, see Accounting Technology Courses (ACCT /ACNT)

Computer Information Systems

Program Director: Linda Stoudemayer
Office: Technology Center, Room 230
Address: 855 E. Lavaca St., Beaumont, TX 77705
Phone: (409) 839-2916
E-mail: cis@lit.edu

The 60 SCH Computer Information Systems (CIS) Program is designed to prepare graduates for entry-level positions in the field of information technology. The degrees under this program are targeted toward developing proficiency in software applications, computer programming, and Web site development. Students receive extensive hands-on training in using current software and information technology techniques. For the Associate of Applied Science degree, the student will take a core of basic courses and choose one option: Web Design or Software Applications.

The Web Design option has courses that are designed to teach programming fundamentals and Web site design and development. Programming languages include Java, HTML, C#, PHP, ASP.NET, and Web authoring packages. A one-year certificate in Web Development is also offered.

The 60 SCH Software Applications option has courses that are designed to teach fundamentals and integration of the most commonly used business applications. These packages include word processing, spreadsheets, database operations, presentation graphics and basic Web page design and development. A one-year certificate in Software Programs is also offered.

All courses in the Computer Information Systems program must be completed with a grade of 'C' or better.

Students in the Computer Information Systems program must complete all courses in the recommended program of study and complete an approved certification examination in order to graduate. If a student fails to pass the appropriate certification exam prior to the expected graduation date, the student will have one calendar year to pass the exam and reapply for graduation. A graduate of the two-year instructional program is awarded the Associate of Applied Science degree.

Web Design, Associate of Applied Science

Requirements

Fall 1

BCIS 1305	Business Computer Applications	3:03:00
COSC 1436	Programming Fundamentals I	4:03:02
ENGL 1301	Composition I	3:03:00
IMED 1316	Web Design I	3:02:02
SPCH 1315	Public Speaking	3:03:00

Spring 1

IMED 2315	Web Design II	3:02:02
ITSE 1430	Introduction to C# Programming	4:03:02
ITSW 1307	Introduction to Database	3:02:02
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	3:03:00
	or	
MATH 1314	College Algebra	3:03:00

Fall 2

HUMA 1315	Fine Arts Appreciation	3:03:00
IMED 1345	Interactive Digital Media I	3:02:02
ITSC 1305	Introduction to PC Operating Systems	3:03:00
ITSE 1406	PHP Programming	4:03:02
ITSE 2313	Web Authoring	3:02:02

Spring 2

IMED 2345	Interactive Digital Media II	3:02:02
INEW 1440	ASP.NET Programming	4:03:02
ITSC 2286	Internship - Computer Information Science, General	2:00:09
	or	
	Approved Elective	
ITSC 2335	Application Software Problem Solving	3:02:02
SOCI 1301	Introduction to Sociology	3:03:00

ITSC 2335: Capstone course.

See course descriptions, see Computer Information Systems (IMED, INEW, ITSE , ITSW, ITSC)

Web Development, Certificate

Requirements

Fall

BCIS 1305	Business Computer Applications	3:03:00
COSC 1436	Programming Fundamentals I	4:03:02

IMED 1316	Web Design I	3:02:02
ITSE 1430	Introduction to C# Programming	4:03:02

Spring

IMED 1345	Interactive Digital Media I	3:02:02
IMED 2315	Web Design II	3:02:02
ITSC 1305	Introduction to PC Operating Systems	3:03:00
ITSE 2313	Web Authoring	3:02:02
ITSW 1307	Introduction to Database	3:02:02

ITSW 1307: Capstone course.

Software Applications, Associate of Applied Science

Requirements

Fall 1

BCIS 1305	Business Computer Applications	3:03:00
COSC 1436	Programming Fundamentals I	4:03:02
ENGL 1301	Composition I	3:03:00
IMED 1316	Web Design I	3:02:02
SPCH 1315	Public Speaking	3:03:00

Spring 1

ENGL 1302	Composition II	3:03:00
	or	
ENGL 2311	Technical and Business Writing	3:03:00
IMED 2315	Web Design II	3:02:02
ITSW 1307	Introduction to Database	3:02:02
MATH 1314	College Algebra	3:03:00
	or	
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	3:03:00
POFI 2301	Word Processing	3:02:02

Fall 2

IMED 1345	Interactive Digital Media I	3:02:02
ITSC 1305	Introduction to PC Operating Systems	3:03:00
ITSE 2313	Web Authoring	3:02:02
ITSW 1304	Introduction to Spreadsheets	3:02:02
HUMA 1315	Fine Arts Appreciation	3:03:00

Spring 2

SOCI 1301	Introduction to Sociology	3:03:00
IMED 2345	Interactive Digital Media II	3:02:02
POFT 1328	Business Presentations	3:03:00
ITSC 2335	Application Software Problem Solving	3:02:02
ITSC 2286	Internship - Computer Information Science, General	2:00:09
	or	
	Approved Elective	

ITSC 2335: Capstone course.

See course descriptions, see Computer Information Systems (BCIS, COSC, IMED, INEW, ITSC, ITSE, ITSW)

Software Programs, Certificate

Requirements

Fall

BCIS 1305	Business Computer Applications	3:03:00

COSC 1436	Programming Fundamentals I	4:03:02
IMED 1316	Web Design I	3:02:02

Spring

POFI 2301	Word Processing	3:02:02
ITSW 1304	Introduction to Spreadsheets	3:02:02
ITSW 1307	Introduction to Database	3:02:02
POFT 1328	Business Presentations	3:03:00

ITSW 1307: Capstone course.

Computer Networking and Troubleshooting Technology

Program Director: Lauri Arnold-Calder
Office: Technology Arts 4 Building, Room 103C
Address: 855 E. Lavaca St., Beaumont, TX 77705
Phone: (409) 839-2050
E-mail: cntt@lit.edu

The 60 SCH Computer Networking and Troubleshooting Technology (CNTT) program prepares students to design, install, operate and troubleshoot computer network systems. Students receive extensive hands-on training in laboratory exercises and/or computer simulation exercises in order to develop maximum manipulative skill and operational competence with tools, instruments, computers, and related equipment. CNTT majors also receive extensive certification training in computer maintenance and in computer networking.

In order for Computer Networking and Troubleshooting Technology majors to earn the credentials required for their success, they will receive training to earn one or more of the following industry certifications:

- A+ Certification
- Cisco Certified Network Associate (CCNA)
- Cisco Certified Entry Networking Technician (CCENT)
- Microsoft Certified Solutions Associate
- Security+ Certification

The physical requirements and mental abilities, certification expectations, and intensity of instruction required of Computer Networking and Troubleshooting Technology (CNTT) majors are high. Therefore, all CNTT major-specific courses must be completed with a grade of “C” or better, or obtain approval of the program director before continuing to take courses as a CNTT major.

Additionally, CNTT majors must earn an industry certification in one of the following areas prior to graduation: A+, Microsoft Certified Solutions Associate, CCENT, and CCNA. If a student does not meet graduation requirements due only to his or her failure to earn the required certification, the student must then meet the certification requirement for graduation within one additional calendar year. Failure to complete certification requirements for graduation within this time limit will require the student to take additional courses and/or repeat courses (as required by the program director) until certification requirements are met. A graduate of this program is awarded the Associate of Applied Science degree. A certificate in

Computer Support Technology is also offered.

All courses within the Computer Networking and Troubleshooting program must be completed with a grade of "C" or better.

Computer Networking and Troubleshooting Technology, Associate of Applied Science

Requirements

Fall 1

CPMT 1311	Introduction to Computer Maintenance	3:02:04
CPMT 2333	Computer Integration	3:02:04
ITCC 1314	CCNA 1: Introduction to Networks	3:02:04
ITNW 1313	Computer Virtualization	3:02:04
ENGL 1301	Composition I	3:03:00

Spring 1

ITCC 1340	CCNA 2: Routing and Switching Essentials	3:02:04
ITNW 1308	Implementing and Supporting Client Operating Systems	3:02:04

ITMT 1305	Configuring Advanced Windows Server Operating System	3:02:04
ITSY 1342	Information Technology Security	3:02:04
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	3:03:00
	or	
MATH 1314	College Algebra	3:03:00
HUMA 1315	Fine Arts Appreciation	3:03:00

Fall 2

CPMT 2302	Home Technology Integration	3:02:04
ITCC 2312	CCNA 3: Scaling Networks	3:02:04
ITNW 2335	Network Troubleshooting and Support	3:02:04
ITMT 1357	Administering a Windows Server Operating System	3:02:04
SOCI 1301	Introduction to Sociology	3:03:00

Spring 2

ITCC 2313	CCNA 4: Connecting Networks	3:02:04
ITMT 2350	Implementing and Managing Microsoft Exchange	3:02:04
	or	
CPMT 2380	Cooperative Education- Computer Installation and Repair Technology/Technician	3:01:19
ITMT 2304	Implementing an Advanced Server Infrastructure	3:02:04

ITNW 2304: Capstone course

For course descriptions, see Computer Network Technology Courses (CPMT /ITCC /ITMT /ITNW /ITSY)

Computer Support Technology, Certificate

Requirements

Fall 1

CPMT 1311	Introduction to Computer Maintenance	3:02:04
CPMT 2333	Computer Integration	3:02:04
ITCC 1314	CCNA 1: Introduction to Networks	3:02:04
ITNW 1313	Computer Virtualization	3:02:04

Spring 1

ITCC 1340	CCNA 2: Routing and Switching Essentials	3:02:04
ITNW 1308	Implementing and Supporting Client Operating Systems	3:02:04
ITMT 1305	Configuring Advanced Windows Server Operating System	3:02:04
ITSY 1342	Information Technology Security	3:02:04

ITCC 1340: Capstone course

For course descriptions, see Computer Network Technology Courses (CPMT /ITCC /ITMT /ITNW /ITSY)

Management Development

Program Director: Kara Booth
Office: Technology Arts Building 4, Room 105B
Address: 855 E. Lavaca St., Beaumont, TX 77705
Phone: (409) 839-2926
E-mail: management@lit.edu

The 60 SCH Management Development Program assists students in developing fundamental skills, knowledge, attitudes and experience, enabling them to function in decision-making positions as supervisors or managers.

Upon successful completion of the Recommended Program of Study for the Management Development Program, a student is awarded an Associate of Applied Science degree in Management Development. A student may also earn a Certificate in Management Development following completion of the recommended program of study.

All courses within the Management Development program must be completed with a grade of "C" or better.

General Business, Associate of Applied Science

Requirements

Fall 1

BUSI 1301	Business Principles	3:03:00
BMGT 1341	Business Ethics	3:03:00
ENGL 1301	Composition I	3:03:00
HUMA 1315	Fine Arts Appreciation	3:03:00
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	3:03:00

Spring 1

BMGT 1327	Principles of Management	3:03:00
BUSI 1307	Personal Finance	3:03:00
ENGL 2311	Technical and Business Writing	3:03:00
	or	
ENGL 1302	Composition II	3:03:00
HRPO 2301	Human Resources Management	3:03:00
MRKG 1311	Principles of Marketing	3:03:00

Fall 2

ACNT 1303	Introduction to Accounting I	3:03:00
BUSG 2305	Business Law/Contracts	3:03:00
ECON 2301	Principles of Macroeconomics	3:03:00
SOCI 1301	Introduction to Sociology	3:03:00
SPCH 1315	Public Speaking	3:03:00

Spring 2

ACNT 1311	Introduction to Computerized Accounting	3:02:02
BMGT 2382	Cooperative Education- Business Administration and Management, General	3:01:20
BUSG 2309	Small Business Management/Entrepreneurship	3:03:00
BUSG 2317	Business Law/Commercial	3:03:00
ECON 2302	Principles of Microeconomics	3:03:00

BMGT 2382: *Capstone course

For course descriptions, see Business/Commerce Courses (BMGT, BUSI, BUSG, ECON, HRPO, MRKG).

Management Development, Certificate

Requirements

Fall

BMGT 1327	Principles of Management	3:03:00
BMGT 1341	Business Ethics	3:03:00
BUSI 1301	Business Principles	3:03:00
BUSG 2305	Business Law/Contracts	3:03:00
ENGL 1301	Composition I	3:03:00

Spring

ACNT 1303	Introduction to Accounting I	3:03:00
BUSG 2309	Small Business Management/Entrepreneurship	3:03:00

ECON 2301	Principles of Macroeconomics	3:03:00
HRPO 2301	Human Resources Management	3:03:00
MRKG 1311	Principles of Marketing	3:03:00

BUSG 2309: Capstone course

Office Technology Administration

Program Contact: Dr. Nancy L. Stretcher
Office: Technical Arts Building 4, Room 103
Address: 855 E. Lavaca St., Beaumont, TX 77705
Phone: (409) 839- 2034
E-mail: officetech@lit.edu

The 60 SCH Office Technology Administration program develops levels of competence in the skills and knowledge needed by entry-level office workers in modern businesses and organizations.

Graduates of the two-year associate degree program are prepared to pass civil service examinations and the various employment tests required by business and industry. Basic general education courses such as composition, mathematics, and speech are included in the two-year program. Business-related courses, including accounting, supervision, and computer applications, provide the student with a foundation for workplace employment. In addition, students become proficient in necessary secretarial skills, including extensive computer knowledge using current software in business presentations, word processing and spreadsheets. Law firms, governmental agencies, and other businesses in the region actively recruit graduates of the two-year program.

Students that choose to pursue a degree in Office Technology Administration must 1) be able to see a computer screen, 2) have fine hand and finger dexterity, 3) be able to communicate verbally, 4) be able to hear sufficiently to use typical office equipment, and 5) be able to sit or stand for the majority of a workday.

The Office Technology Administration program also allows students to earn a certificate after completing 30-32 semester credit hours of specific college courses. Students can begin the one-year certificate programs without having passed the TSI Assessment Test but must pass the TSI Assessment Test before taking the English and Math courses required for completion of these certificates.

The intensity and standards of the Office Technology Administration program are high. Therefore, all courses in the Recommended Program of Study must be completed with a grade of "C" or better. Any Office Technology major not earning a grade of "C" or higher will be required to repeat the course.

The one-year Certificate of Completion listed as a Clerical option will enable the graduate to obtain an entry-level position in a business office.

The one-year Certificate of Completion in Medical Records option will allow the graduate to work in a doctor’s office or hospital as support staff. Graduates will have working knowledge of medical transcription, terminology and record-keeping methods.

After completing the Associate of Applied Science Degree in Office Technology Administration, graduates may pursue an Enhanced Skills Certificate in Medical Office Technology. This Enhanced Skills Certificate is designed to provide the graduate with additional and advanced level skills in the rapidly growing field of medical office support. Graduates will have working knowledge of medical transcription, terminology, legal and ethical aspects of health information, and record-keeping methods.

Office Technology Administration, Associate of Applied Science

Requirements

Fall 1

ENGL 1301	Composition I	3:03:00
HUMA 1315	Fine Arts Appreciation	3:03:00
ITSC 1309	Integrated Software Applications I	3:03:00
POFT 1329	Beginning Keyboarding	3:02:02
SPCH 1315	Public Speaking	3:03:00
	or	
SPCH 1318	Interpersonal Communication	3:03:00

Spring 1

ITSW 1304	Introduction to Spreadsheets	3:02:02
MATH 1314	College Algebra	3:03:00

	or	
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	3:03:00
POFI 2301	Word Processing	3:02:02
POFT 2301	Intermediate Keyboarding	3:02:02
POFT 2312	Business Correspondence & Communication	3:03:00

Fall 2

BUSI 1301	Business Principles	3:03:00
POFI 2340	Advanced Word Processing	3:02:03
POFT 1309	Administrative Office Procedures I	3:02:02
POFT 1319	Records and Information Management I	3:03:00
POFT 1328	Business Presentations	3:03:00

Spring 2

ACNT 1303	Introduction to Accounting I	3:03:00
POFI 2386	Internship- Business/Office Automation/Technology/Data Entry	3:00:09
POFT 1313	Professional Workforce Preparation	3:03:00
POFT 2331	Administrative Project Solutions	3:02:02
SOCI 1301	Introduction to Sociology	3:03:00
	or	
PSYC 2301	General Psychology	3:03:00

POFT 2331: Capstone course

For course descriptions, see Office Technology Courses (POFI /POFT)

Office Technology Administration, Enhanced Skills Certificate

Requirements

HITT 1253	Legal and Ethical Aspects of Health Information	2:02:00
HITT 1301	Health Data Content and Structure	3:02:04
HITT 1305	Medical Terminology I	3:02:02
MRMT 1307	Medical Transcription I	3:02:02

Office Technology: Clerical, Certificate

Requirements

Fall

ENGL 1301	Composition I	3:03:00
ITSC 1309	Integrated Software Applications I	3:03:00
POFT 1319	Records and Information Management I	3:03:00
POFT 1328	Business Presentations	3:03:00
POFT 1329	Beginning Keyboarding	3:02:02

Spring

ITSW 1304	Introduction to Spreadsheets	3:02:02
POFI 2301	Word Processing	3:02:02
POFT 1313	Professional Workforce Preparation	3:03:00
POFT 2301	Intermediate Keyboarding	3:02:02
POFT 2312	Business Correspondence & Communication	3:03:00

POFT 1313: Capstone course.

For course descriptions, see Office Technology Courses (POFI/POFT)

Office Technology: Medical Records, Certificate

Requirements

Fall

ENGL 1301	Composition I	3:03:00
HITT 1301	Health Data Content and Structure	3:02:04
HITT 1305	Medical Terminology I	3:02:02
ITSC 1309	Integrated Software Applications I	3:03:00
POFT 1329	Beginning Keyboarding	3:02:02

Spring

MRMT 1307	Medical Transcription I	3:02:02
POFI 2301	Word Processing	3:02:02
POFT 1313	Professional Workforce Preparation	3:03:00
POFT 2301	Intermediate Keyboarding	3:02:02
POFT 2312	Business Correspondence & Communication	3:03:00

MRMT 1307: Capstone course

Real Estate

Program Contact: Stephen Hudnall
Office: Technology Center, Room 226
Address: 855 E. Lavaca St., Beaumont, TX 77705
Phone: (409) 880-8201
E-mail: realestate@lit.edu

The 60 SCH Real Estate Program is designed to prepare students to enter the real estate industry in the fields of real estate sales, appraisal, brokerage, finance and title insurance. The Real Estate Program is designed for individuals entering the real estate industry, as well as for those who wish to expand their professional knowledge. Real Estate courses may be taken to satisfy the educational requirements of the Texas Real Estate Commission for salespersons' licenses and renewals. Real Estate courses also will help satisfy the educational requirements of the Texas Appraisal Licensing and Certifications Board.

Upon successful completion of the Recommended Program of Study for Real Estate, a student is awarded an Associate of Applied Science Degree in Real Estate. After successful completion of twenty one (21) semester credit hours of real estate courses, a student is awarded a Certificate in Real Estate.

All courses within the Real Estate program must be completed with a grade of "C" or better.

Real Estate, Associate of Applied Science

Requirements

Fall 1

ENGL 1301	Composition I	3:03:00
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	3:03:00
RELE 1301	Principles of Real Estate I	3:03:00
RELE 1311	Law of Contracts	3:03:00
RELE 2301	Law of Agency	3:03:00

Spring 1

ACNT 1303	Introduction to Accounting I	3:03:00
ENGL 2311	Technical and Business Writing	3:03:00
RELE 1300	Contract Forms and Addenda	3:03:00
RELE 1319	Real Estate Finance	3:03:00
RELE 1338	Principles of Real Estate II	3:03:00

Fall 2

BUSI 1307	Personal Finance	3:03:00
ECON 2301	Principles of Macroeconomics	3:03:00

RELE 1303	Real Estate Appraisal	3:03:00
RELE 1309	Real Estate Law	3:03:00
SPCH 1315	Public Speaking	3:03:00

Spring 2

BUSG 2309	Small Business Management/Entrepreneurship	3:03:00
	or	
MRKG 1311	Principles of Marketing	3:03:00
HUMA 1315	Fine Arts Appreciation	3:03:00
RELE 1315	Property Management	3:03:00
RELE 2331	Real Estate Brokerage	3:03:00
SOCI 1301	Introduction to Sociology	3:03:00

RELE 1315: Capstone course

For course descriptions, see Real Estate Courses (RELE)

Real Estate, Certificate

Requirements

Fall

RELE 1301	Principles of Real Estate I	3:03:00
RELE 1311	Law of Contracts	3:03:00
RELE 2301	Law of Agency	3:03:00

Spring

ACNT 1303	Introduction to Accounting I	3:03:00
RELE 1300	Contract Forms and Addenda	3:03:00
RELE 1315	Property Management	3:03:00
RELE 1319	Real Estate Finance	3:03:00
RELE 1338	Principles of Real Estate II	3:03:00

RELE 1315: Capstone course

Department of General Education and Developmental Studies

Department Chair: Michelle L. Davis
Address: 855 E. Lavaca St., Beaumont, TX 77705
Office: Technology Center, Room 116
Phone: (409) 880-8191
E-mail: gened@lit.edu

The Department of General Education and Developmental Studies offers two transferable academic degrees, an Associate of Arts in General Studies and an Associate of Science in Mathematics. The department supports all the technical and academic programs at LIT by offering general education courses for the core curriculum and undergraduate degree programs. Developmental Education courses are also housed within the department.

Associate of Arts in General Studies

The 60 SCH Associate of Arts in General Studies (AA) forms the foundation and prerequisites for transfer into baccalaureate programs and, to the extent possible, aligns with the upper-division requirements of the baccalaureate program at several institutions including Lamar University, a four-year institution adjacent to LIT.

Students seeking an Associate of Arts in General Studies degree must complete 60 SCH of coursework including the Core Curriculum. Students are required to complete 42 SCH from nine different component areas. In order to receive an Associate of Arts in General Studies students must complete an additional 18 SCH of coursework electives.

The courses listed below may be used to satisfy the requirements of the Core Curriculum and the Associate of Arts Degree.

Recommended Degree Plan
Core Curriculum

Communication (6 SCH)

ENGL 1301	Composition I	3:03:00
SPCH 1315	Public Speaking	3:03:00

Mathematics (3 SCH)

MATH 1314	College Algebra	3:03:00
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	3:03:00
MATH 1342	Elementary Statistical Methods	3:03:00

Life and Physical Sciences (6 SCH)

BIOL 1306	Biology for Science Majors I	3:03:00
BIOL 1307	Biology for Science Majors II	3:03:00
BIOL 2301	Anatomy and Physiology I	3:03:00
BIOL 2302	Anatomy and Physiology II	3:03:00
BIOL 2320	Microbiology for Non-Science Majors	3:03:00
CHEM 1306	Introduction to Chemistry I	3:03:00
CHEM 1311	General Chemistry I	3:03:00
CHEM 1312	General Chemistry II	3:03:00

Language, Philosophy, and Culture (3 SCH)

ENGL 2321	British Literature	3:03:00
ENGL 2326	American Literature	3:03:00
PHIL 1301	Introduction to Philosophy	3:03:00

Creative Arts (3 SCH)

ARTS 1301	Art Appreciation	3:03:00
HUMA 1315	Fine Arts Appreciation	3:03:00

History (6 SCH)

HIST 1301	United States History I	3:03:00
HIST 1302	United States History II	3:03:00

Government (6 SCH)

GOVT 2305	Federal Government	3:03:00
GOVT 2306	Texas Government	3:03:00

Social and Behavioral Sciences (3 SCH)

ECON 2301	Principles of Macroeconomics	3:03:00
ECON 2302	Principles of Microeconomics	3:03:00
PSYC 2301	General Psychology	3:03:00
PSYC 2314	Lifespan Growth & Development	3:03:00
SOCI 1301	Introduction to Sociology	3:03:00
SOCI 1306	Social Problems	3:03:00

Component Area Option (6 SCH)

BIOL 1106	Biology for Science Majors I Lab	1:00:02
BIOL 1107	Biology for Science Majors II Lab	1:00:02
BIOL 2101	Anatomy and Physiology I Lab	1:00:02
BIOL 2102	Anatomy and Physiology II Lab	1:00:02
BIOL 2120	Microbiology for Non-Science Majors Lab	1:00:02
CHEM 1106	Introductory Chemistry I Lab	1:00:02
CHEM 1111	General Chemistry I (lab)	1:00:03
CHEM 1112	General Chemistry II Lab	1:00:03
ENGL 1302	Composition II	3:03:00
SPCH 1318	Interpersonal Communication	3:03:00
PSYC 1100	Learning Framework	1:01:00

General Studies Requirements

An additional 18 SCH of electives must be taken to meet the full requirements of the Associate of Arts degree in General Studies. Any core course not used in fulfillment of the core requirements may be used as an elective.

Associate of Science in Mathematics

The 60 SCH Associate of Science in Mathematics is designed for those students who wish to take courses for academic transfer in Mathematics. Students seeking an Associate of Science in Mathematics must complete 60 SCH of coursework: 42 SCH to complete the Core Curriculum and an additional 18 SCH of specific courses, which transfer to four year institutions.

Recommended Degree Plan
Core Curriculum

Students seeking an Associate Degree must complete the Core Curriculum. The Core Curriculum is required by the Texas Higher Education Coordinating Board. Students are required to complete 42 SCH from nine different component areas. Once complete, a student is considered 'Core Complete'.

The courses listed below may be used to satisfy the requirements of the Core Curriculum.

Communication (6 SCH)

ENGL 1301	Composition I	3:03:00
SPCH 1315	Public Speaking	3:03:00

Mathematics (3 SCH)

MATH 1314	College Algebra	3:03:00
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	3:03:00
MATH 1342	Elementary Statistical Methods	3:03:00

Life and Physical Sciences (6 SCH)

BIOL 1306	Biology for Science Majors I	3:03:00
BIOL 1307	Biology for Science Majors II	3:03:00

BIOL 2301	Anatomy and Physiology I	3:03:00
BIOL 2302	Anatomy and Physiology II	3:03:00
BIOL 2320	Microbiology for Non-Science Majors	3:03:00
CHEM 1306	Introduction to Chemistry I	3:03:00
CHEM 1311	General Chemistry I	3:03:00
CHEM 1312	General Chemistry II	3:03:00

Language, Philosophy, and Culture (3 SCH)

ENGL 2321	British Literature	3:03:00
ENGL 2326	American Literature	3:03:00
PHIL 1301	Introduction to Philosophy	3:03:00

Creative Arts (3 SCH)

ARTS 1301	Art Appreciation	3:03:00
HUMA 1315	Fine Arts Appreciation	3:03:00

History (6 SCH)

HIST 1301	United States History I	3:03:00
HIST 1302	United States History II	3:03:00

Government (6 SCH)

GOVT 2305	Federal Government	3:03:00
GOVT 2306	Texas Government	3:03:00

Social and Behavioral Sciences (3 SCH)

ECON 2301	Principles of Macroeconomics	3:03:00
ECON 2302	Principles of Microeconomics	3:03:00
PSYC 2301	General Psychology	3:03:00
PSYC 2314	Lifespan Growth & Development	3:03:00
SOCI 1301	Introduction to Sociology	3:03:00
SOCI 1306	Social Problems	3:03:00

Component Area Option (6 SCH)

BIOL 1106	Biology for Science Majors I Lab	1:00:02
BIOL 1107	Biology for Science Majors II Lab	1:00:02
BIOL 2101	Anatomy and Physiology I Lab	1:00:02
BIOL 2102	Anatomy and Physiology II Lab	1:00:02
BIOL 2120	Microbiology for Non-Science Majors Lab	1:00:02
CHEM 1106	Introductory Chemistry I Lab	1:00:02
CHEM 1112	General Chemistry II Lab	1:00:03
ENGL 1302	Composition II	3:03:00
SPCH 1318	Interpersonal Communication	3:03:00
PSYC 1100	Learning Framework	1:01:00

Mathematics Requirements

The following courses must be taken to meet the full requirements of the Associate of Science degree in Mathematics:

MATH 1342	Elementary Statistical Methods	3:03:00
MATH 2312	Pre-Calculus Math	3:03:00
MATH 2313	Calculus I	3:03:00
MATH 2314	Calculus II	3:03:00
	Approved Elective	
	Approved Elective	

College Success Skills Course

Program Coordinator: Dr. Leigh Smith
Address: 855 E. Lavaca St., Beaumont, TX 77705
Office: Technology Center, Room TC240
Phone: (409) 839-2095
E-mail: lgsmith@lit.edu

Lamar Institute of Technology is committed to providing students with the resources necessary to achieve their educational and career goals. The College Success Skills Course (DORI 200) is a course designed to help new students adjust to college life and improve skills necessary to succeed at LIT. Topics include campus policies, study skills, time management, test-taking strategies, and learning styles. Students are required to make a passing grade (C or better) in this course or be exempt to meet graduation requirements.

Tutoring Program

The Tutoring Program consists of the following components:

- Peer Tutoring.
- Lab Tutoring.

Peer Tutoring: A student who needs one-on-one tutoring for a specific course should contact the Learning Lab Coordinator. The student will submit his or her request for a tutor to the Coordinator who will give the student a list of qualified tutors for that course. The student is responsible for selecting the tutor.

Lab Tutoring: If several students in a course request tutoring, a lab time in the afternoon or evening is assigned. A faculty member will coordinate the tutoring.

Mentor Program

Students must meet the challenges of college and take advantage of its resources. This program will serve to connect students with LIT by providing them with a role model and someone to consult about campus decisions. The Mentor Program will help promote students' self-confidence by humanizing the campus and guiding them through college life, thereby making the first year less challenging. For more information or to obtain an application for the Mentor Program, call 839-2095 or mentoring@lit.edu.

Developmental Education

Program Coordinator: Michelle L. Davis
Office: Technology Center 116 B
Address: 855 E. Lavaca St., Beaumont, TX 77705
Phone: (409) 880-8191
E-mail: DEVED@lit.edu

The purpose of Developmental Education is to provide comprehensive courses in mathematics and integrated reading and writing that help students acquire the basic skills necessary to complete a college level course. Students may be required to complete developmental courses based upon their performance on the Texas Success Initiative (TSI). Performance on the Texas Success Initiative (TSI) placement tests will also determine which developmental education courses must be completed by a student.

Students who have not met the TSI requirements in two or more areas will not be allowed to take more than a total of fourteen semester credit hours (14 SCH) of developmental education and college level courses in a 16 week semester (Part of Term 1) or combination of semester parts of term (POT 2, 3, 4, 5). Students who are not TSI Complete must be enrolled in at least one (1) developmental education course each semester enrolled at LIT or until TSI Complete.

Certificate programs that require less than forty two semester credit hours (42 SCH) and are designed to be completed in a year or less are TSI waived, provided that no more than six semester credit hours (6 SCH) are earned outside the certificate plan. A TSI-waived certificate program may, however, require a student to pass certain parts of an assessment test as a prerequisite for required general education courses.

Students should contact the Learning Lab/Developmental Education Coordinator, 880-8885, for additional information.

Lamar Institute of Technology reserves the right to modify these guidelines if the rules established by the Texas Higher Education Coordinating Board are modified.

Developmental Education

Requirements

LIT offers Developmental Education courses in reading/writing and mathematics. A student who is not TSI complete must enroll in at least one developmental education course each semester until TSI requirements have been met.

Courses

INRW 0100	'JumpStart' Integrated Reading/Writing	1:01:00
INRW 0173	Base NCBO Integrated Reading/Writing	1:01:00
INRW 0373	Base Integrated Reading/Writing	3:03:00

INRW 0473	Integrated Reading/Writing	4:04:00
TMTH 0114	'JumpStart' Algebra	1:01:00
TMTH 0132	'JumpStart' Math	1:01:00
TMTH 0165	Base NCBO Algebra	1:01:00
TMTH 0174	Base NCBO Math	1:01:00
TMTH 0365	Beginning Algebra	3:03:00
TMTH 0374	Developmental Mathematics	3:03:00
TMTH 0375	Intermediate Algebra	3:03:00

Department of Public Service and Safety

Department Chair: Kenneth Mason
Office: Technology Center, Room 116A
Address: 855 E. Lavaca St., Beaumont, TX 77705
Phone: (409) 839-2967
FAX: (409) 839-2966
E-mail: pbss@lit.edu

The Public Service and Safety Department offers challenging, yet rewarding, programs in criminal justice, crime scene technology, emergency medical services, fire protection, homeland security, and law enforcement. The educational options include certificate programs that can be completed in one or two semesters, two-year associate of applied science degrees that qualify graduates for entry-level positions and a fully transferable associate of science degree.

Lamar Institute of Technology also requires students to register for the College Success Skills Course (DORI 200) in their first semester. The course is designed to provide students with a thorough orientation to the campus, postsecondary education, and the classroom skills necessary for success. Students that transfer fifteen semester credit hours (15 SCH) from an accredited postsecondary institution with a GPA of 2.0 may be exempt from the College Success Skills Course.

Not sure which public service career option is right for you? Take a look at programs offered within the Public Service & Safety Department and then give us a call or send us an email. We look forward to discussing the many career and educational opportunities available here at Lamar Institute of Technology.

Criminal Justice

Criminal Justice Programs

Lamar Institute of Technology offers four degree/certificate paths in Criminal Justice: Associate of Science in Criminal Justice, Associate of Applied Science in Criminal Justice-Security Threat Groups, Certificate in Security Threat Groups, and Associate of Applied Science in Crime Scene Technician. Each degree helps students jump-start their careers with Federal, State, Local, and Private Sector jobs.

The Associate of Science in Criminal Justice curriculum is designed for those students who wish to take courses for academic transfer in criminal justice.

The 60 SCH Criminal Justice Security Threat Groups Associate of Applied Science Degree and the 24 SCH Certificate in Security Threat Groups are designed to educate individuals about the world of street gangs, military gangs, drug cartels, and their relationships with organized crime and terrorist groups.

The 60 SCH Crime Scene Technician Associate of Applied Science Degree trains individuals to secure a crime scene and collect information and evidence essential to criminal convictions.

All courses within the Criminal Justice programs must be completed with a grade of "C" or better.

Associate of Science in Criminal Justice

Department Chair: Kenneth Mason
Office: Technology Center, Room 116A
Address: 855 E. Lavaca St., Beaumont, TX 77705
Phone: (409) 839-2967
FAX: (409) 839-2966
E-mail: pbss@lit.edu

The 60 SCH Associate of Science in Criminal Justice curriculum is a transfer degree designed for those students who wish to pursue a four year degree in criminal justice. This degree provides a Core Curriculum that will transfer to four year institutions and coincides with the first two years of many baccalaureate criminal justice degree plans.

Recommended Degree Plan
Core Curriculum

Students seeking an Academic Associate Degree must complete the Core Curriculum. The Core Curriculum is required by the Texas Higher Education Coordinating Board. Students are required to complete 42 SCH from nine different component areas. Once complete, a student is considered 'Core Complete'.

The courses listed below may be used to satisfy the requirements of the Core Curriculum.

Communication (6 SCH)

ENGL 1301	Composition I	3:03:00
SPCH 1315	Public Speaking	3:03:00

Mathematics (3 SCH)

MATH 1314	College Algebra	3:03:00
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	3:03:00
MATH 1342	Elementary Statistical Methods	3:03:00

Life and Physical Sciences (6 SCH)

BIOL 1306	Biology for Science Majors I	3:03:00
BIOL 1307	Biology for Science Majors II	3:03:00
BIOL 2301	Anatomy and Physiology I	3:03:00
BIOL 2302	Anatomy and Physiology II	3:03:00
CHEM 1306	Introduction to Chemistry I	3:03:00
CHEM 1311	General Chemistry I	3:03:00
CHEM 1312	General Chemistry II	3:03:00

Language, Philosophy, and Culture (3 SCH)

ENGL 2321	British Literature	3:03:00
ENGL 2326	American Literature	3:03:00
PHIL 1301	Introduction to Philosophy	3:03:00

Creative Arts (3 SCH)

ARTS 1301	Art Appreciation	3:03:00
HUMA 1315	Fine Arts Appreciation	3:03:00

History (6 SCH)

HIST 1301	United States History I	3:03:00
HIST 1302	United States History II	3:03:00

Government (6 SCH)

GOVT 2305	Federal Government	3:03:00
GOVT 2306	Texas Government	3:03:00

Social and Behavioral Sciences (3 SCH)

ECON 2301	Principles of Macroeconomics	3:03:00
ECON 2302	Principles of Microeconomics	3:03:00
PSYC 2301	General Psychology	3:03:00
PSYC 2314	Lifespan Growth & Development	3:03:00
SOCI 1301	Introduction to Sociology	3:03:00
SOCI 1306	Social Problems	3:03:00

Component Area Option (6 SCH)

BIOL 1106	Biology for Science Majors I Lab	1:00:02
BIOL 1107	Biology for Science Majors II Lab	1:00:02
BIOL 2101	Anatomy and Physiology I Lab	1:00:02
BIOL 2102	Anatomy and Physiology II Lab	1:00:02

BIOL 2120	Microbiology for Non-Science Majors Lab	1:00:02
CHEM 1106	Introductory Chemistry I Lab	1:00:02
CHEM 1111	General Chemistry I (lab)	1:00:03
CHEM 1112	General Chemistry II Lab	1:00:03
ENGL 1302	Composition II	3:03:00
SPCH 1318	Interpersonal Communication	3:03:00
PSYC 1100	Learning Framework	1:01:00

Students must complete 42 SCH of courses from the core curriculum and 18 SCH from the Criminal Justice Requirements to meet the 60 SCH required for the Associate of Science Degree.

Criminal Justice Requirements (18 SCH)

Students may choose any **six** of the following Criminal Justice elective courses.

SOCI 2336	Criminology	3:03:00
CRIJ 1301	Introduction to Criminal Justice	3:03:00
CRIJ 1306	Court Systems & Practices	3:03:00
CRIJ 1310	Fundamentals of Criminal Law	3:03:00
CRIJ 2313	Correctional Systems & Practices	3:03:00
CRIJ 2314	Criminal Investigation	3:03:00
CRIJ 2323	Legal Aspects of Law Enforcement	3:03:00
CRIJ 2328	Police Systems & Practices	3:03:00

Criminal Justice Security Threat Groups, Associate of Applied Science

Department Chair: Kenneth Mason
Office: Technology Center, Room 116A
Address: 855 E. Lavaca St., Beaumont, TX 77705
Phone: (409) 839-2967
FAX: (409) 839-2966
E-mail: pbss@lit.edu

Requirements

General Education Courses

COSC 1301	Introduction to Computing	3:03:00
ENGL 1301	Composition I	3:03:00
HUMA 1315	Fine Arts Appreciation	3:03:00
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	3:03:00
	or	
MATH 1314	College Algebra	3:03:00
SOCI 1301	Introduction to Sociology	3:03:00

Program Courses

CJLE 1327	Interviewing and Report Writing for Criminal Justice Professions	3:03:00
CJLE 2345	Vice and Narcotics Investigation	3:03:00
CJSA 1371	Introduction to Security Threat Groups	3:03:00
CJSA 1372	Domestic and International Security Threat Groups	3:03:00
CJSA 2335	First Line Police Supervision	3:03:00
CJSA 2371	Globalization of Security Threat Groups	3:03:00
CRIJ 1301	Introduction to Criminal Justice	3:03:00
CRIJ 1310	Fundamentals of Criminal Law	3:03:00
CRIJ 2313	Correctional Systems & Practices	3:03:00
CRIJ 2314	Criminal Investigation	3:03:00
CRIJ 2323	Legal Aspects of Law Enforcement	3:03:00
CRIJ 2328	Police Systems & Practices	3:03:00
SOCI 1306	Social Problems	3:03:00
SOCI 2336	Criminology	3:03:00
SPCH 1315	Public Speaking	3:03:00

CJSA 2371: Capstone course

For course descriptions, see Criminal Justice Security Threat Groups (CJSA, CRIJ and SOCI)

Security Threat Groups, Certificate

Department Chair: Kenneth Mason
Office: Technology Center, Room 116A
Address: 855 E. Lavaca St., Beaumont, TX 77705
Phone: (409) 839-2967
FAX: (409) 839-2966
E-mail: pbss@lit.edu

Requirements

Program Courses (24 SCH)

CJLE 1327	Interviewing and Report Writing for Criminal Justice Professions	3:03:00
CJSA 1371	Introduction to Security Threat Groups	3:03:00
CJSA 1372	Domestic and International Security Threat Groups	3:03:00
CRIJ 1301	Introduction to Criminal Justice	3:03:00
CRIJ 1310	Fundamentals of Criminal Law	3:03:00
CRIJ 2313	Correctional Systems & Practices	3:03:00
CRIJ 2314	Criminal Investigation	3:03:00
CRIJ 2328	Police Systems & Practices	3:03:00

CJSA 1372: Capstone course.

Crime Scene Technician, Associate of Applied Science

Department Chair: Kenneth Mason
Office: Technology Center, Room 116A
Address: 855 E. Lavaca St., Beaumont, TX 77705
Phone: (409) 839-2967
FAX: (409) 839-2966
E-mail: pbss@lit.edu

Requirements

General Education Courses

COSC 1301	Introduction to Computing	3:03:00
ENGL 1301	Composition I	3:03:00
HUMA 1315	Fine Arts Appreciation	3:03:00
MATH 1314	College Algebra	3:03:00
SOCI 1301	Introduction to Sociology	3:03:00

Program Courses

BIOL 2101	Anatomy and Physiology I Lab	1:00:02
BIOL 2301	Anatomy and Physiology I	3:03:00
CHEM 1106	Introductory Chemistry I Lab	1:00:02
CHEM 1306	Introduction to Chemistry I	3:03:00
CJSA 1308	Criminalistics I	3:03:00
CJSA 2264	Practicum/Criminal Justice	2:00:20
CJSA 2265	Practicum/ Criminal Justice	2:00:20
CJSA 2323	Criminalistics II	3:03:00
CRIJ 1301	Introduction to Criminal Justice	3:03:00
CRIJ 1306	Court Systems & Practices	3:03:00
CRIJ 2323	Legal Aspects of Law Enforcement	3:03:00
CRIJ 1310	Fundamentals of Criminal Law	3:03:00
CRIJ 2328	Police Systems & Practices	3:03:00
CRIJ 2314	Criminal Investigation	3:03:00

SOCI 1306	Social Problems	3:03:00
SOCI 2336	Criminology	3:03:00
SPCH 1315	Public Speaking	3:03:00

CJSA 2265: Capstone course.

For course descriptions see Criminal Justice/Safety Studies Courses (CJSA)

Emergency Medical Services

Program Director: Allen Welch
Office: Multipurpose Building, Room 245
Address: 802 E. Lavaca St., Beaumont, TX 77705
Phone: (409) 839-2087
E-mail: emt@lit.edu
Clinical Coordinator: Clinton Vannoy
Medical Director: Jeff Thompson, M.D.

Lamar Institute of Technology Emergency Medical Services Program

Emergency Medical Technician

One semester course offered every semester.

Paramedic Certificate

Three semester course begins in Spring semester.

Paramedic Associate of Applied Science

60 SCH Associates degree course, core paramedic course offerings begin in Spring semester.

The Emergency Medical Services Program offers both academic and workforce (continuing education) training curricula designed for people who plan to work in the field of pre-hospital emergency medicine as an EMS provider, firefighter, industrial medicine, safety technician, law enforcement, or other areas in public services.

Individuals interested in the

Emergency Medical Technician, Certificate Emergency Medical Technician Paramedic, or Associate of Applied Science Emergency Medical Technician Paramedic must:

1. Meet with the Emergency Medical Service Program director or faculty for course advising.
2. Meet DORI requirements.
3. Meet all TSI and/or WorkKeys™ Reading requirements.
4. Pass a criminal background check.
5. Successfully pass a ten panel drug screen.

For testing and registration information for the TSI Assessment Exam or WorkKeys™ exam, contact the Lamar Institute of Technology Testing Center at (409) 880-8687 or go to the Lamar Institute of Technology Web site, www.lit.edu.

Clinical agencies used by Lamar Institute of Technology are required by the Joint Commission on Accreditation of Healthcare Organizations to ensure that personnel having contact with patients be free of any past or present criminal behavior that might jeopardize the welfare of the patient or personnel. Therefore, all students must pass a criminal background check to participate in the program. Criminal background checks are conducted by the Emergency Medical Services Program during the first week of the course. If the student fails the background check he or she will be immediately dropped from the program.

Students enrolled in the program attend Emergency Medical Services classes on campus and in the community. Students must also complete clinical rotations and field internships at area hospitals and Advanced Life Support/Mobile Intensive Care Unit Ambulance Services. The Emergency Medical Services Program has a student mentoring program in the Advanced Clinical Courses.

The initial Emergency Medical Services Program courses prepare students for the National Registry of Emergency Medical Technicians (NREMT) Examinations.

Graduates of this program are recognized by the National Registry of Emergency Medical Technicians (NREMT) as potential testing candidates.

Once a student successfully completes requirements for the National Registry, they may apply for certification by the Texas Department of State Health Services (DSHS).

Certification and/or licensure is not automatic. The National Registry of Emergency Medical Technicians (NREMT) administers all certification examinations upon completion of a Texas Department of State Health Services approved educational program. Completion of the Lamar Institute of Technology Emergency Medical Services Program does not guarantee eligibility for Texas Department of State Health Services certification and/or licensure. Certification exams are administered at the Lamar Institute of Technology Testing Center.

The Lamar Institute of Technology EMS Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).
CAAHEP:
Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727-210-2350
www.caahep.org

CoAEMSP:
8301 Lakeview Parkway, Suite 111-312
Rowlett TX 75088
(214) 703-8445
FAX (214) 703-8992
www.coaemsp.org

Emergency Medical Technician

Program Director: Allen Welch
Office: Multipurpose Building, Room 245
Address: 802 E. Lavaca St., Beaumont, TX 77705
Phone: (409) 839-2087
E-mail: emt@lit.edu
Clinical Coordinator: Clinton Vannoy
Medical Director: Jeff Thompson, M.D.

The Emergency Medical Technician course is a one semester program that prepares the student for eligibility to take the national certification examination by the National Registry of EMT's and then certification by the Texas Department of State Health Services.

The Emergency Medical Technician course is a six credit hour course.

The Emergency Medical Technician course requires the incoming student to meet EMS Program testing requirements:

- Work Keys Reading with a score of 5 or greater, or
- TSI Reading with a score of 351 or greater.

Space is limited and classes tend to fill up very quickly.

Students are required to maintain 75% or higher average within the course in order to be eligible for clinical rotations. In addition the student must achieve 75% or higher overall score in each course to be eligible for a course completion.

Students are required to wear an EMS style uniform in the EMSP courses and maintain a professional attitude and appearance.

Course Requirements

Program Courses

EMSP 1501	Emergency Medical Technician - Basic	5:03:08
EMSP 1160	Clinical Emergency Medical Technology/Technician (EMT Paramedic)	1:00:06

Emergency Medical Technician Certificate

Program Director: Allen Welch
Office: Multipurpose Building, Room 245
Address: 802 E. Lavaca St., Beaumont, TX 77705
Phone: (409) 839-2087
E-mail: emt@lit.edu

Clinical Coordinator: Clinton Vannoy
Medical Director: Jeff Thompson, M.D.

The Emergency Medical Technician Certificate course is a one semester program that prepares the student for eligibility to take the national certification examination by the National Registry of EMT's and then certification by the Texas Department of State Health Services.

The Emergency Medical Technician Certificate course is a fifteen credit hour course.

The Emergency Medical Technician Certificate course requires the incoming student to meet EMS Program testing requirements:

- Work Keys Reading with a score of 5 or greater, or
- TSI Reading with a score of 351 or greater.

Space is limited and classes tend to fill up very quickly.

Students are required to maintain 75% or higher average within the course in order to be eligible for clinical rotations. In addition the student must achieve 75% or higher overall score in each EMSP course to be eligible for a course completion.

Students are required to wear an EMS style uniform in the EMSP courses and maintain a professional attitude and appearance.

Requirements

Program Courses

EMSP 1160	Clinical Emergency Medical Technology/Technician (EMT Paramedic)	1:00:06
EMSP 1501	Emergency Medical Technician - Basic	5:03:08
BIOL 2101	Anatomy and Physiology I Lab	1:00:02
BIOL 2301	Anatomy and Physiology I	3:03:00
HITT 1253	Legal and Ethical Aspects of Health Information	2:02:00
HITT 1305	Medical Terminology I	3:02:02

Paramedic Certificate

Program Director: Allen Welch
Office: Multipurpose Building, Room 245
Address: 802 E. Lavaca St., Beaumont, TX 77705
Phone: (409) 839-2087
E-mail: emt@lit.edu
Clinical Coordinator: Clinton Vannoy
Medical Director: Jeff Thompson, M.D.

The Paramedic Certificate course is a three semester program that prepares the student for eligibility to take the national certification examination by the National Registry of EMT's and then certification by the Texas Department of State Health Services.

The Paramedic Certificate course is a thirty five credit hour course.

The Paramedic Certificate course requires the incoming student to be a National Registry of EMT's and/or Texas Department of Health Services certified Emergency Medical Technician. The student is required to meet EMS Program testing requirements:

- Work Keys Reading with a score of 5 or greater, or
- TSI Reading with a score of 351 or greater.
  Space is limited and classes tend to fill up very quickly.

Students are required to maintain 75% or higher average within the course in order to be eligible for clinical rotations. In addition the student must achieve 75% or higher overall score in each course to be eligible for a course completion.

Students are required to wear an EMS style uniform in the EMSP courses and maintain a professional attitude and appearance.

Requirements

Program Courses

EMSP 1171	EMS Agility and Fitness I	1:00:02
EMSP 1338	Introduction to Advanced Practice	3:02:02
EMSP 1355	Trauma Management	3:02:02
EMSP 1356	Patient Assessment and Airway Management	3:02:02
EMSP 2206	Emergency Pharmacology	2:01:02

EMSP 2260	Clinical – Emergency Medical Technology/Technician (EMT Paramedic)	2:00:12
EMSP 1172	EMS Agility and Fitness II	1:00:02
EMSP 2205	EMS Operations	2:01:03
EMSP 2444	Cardiology	4:03:03
EMSP 2164	Practicum – Emergency Medical Technology/Technician (EMT Paramedic)	1:00:12
EMSP 1173	EMS Agility and Fitness III	1:00:02
EMSP 2137	Emergency Procedures	1:00:02
EMSP 2243	Assessment Based Management	2:01:03
EMSP 2330	Special Populations	3:02:02
EMSP 2434	Medical Emergencies	4:03:02
EMSP 2265	Practicum – Emergency Medical Technology/Technician (EMT Paramedic)	2:00:16

Paramedic Associate of Applied Science

Program Director: Allen Welch
Office: Multipurpose Building, Room 245
Address: 802 E. Lavaca St., Beaumont, TX 77705
Phone: (409) 839-2087
E-mail: emt@lit.edu
Clinical Coordinator: Clinton Vannoy
Medical Director: Jeff Thompson, M.D.

The Paramedic Associate of Applied Science degree course is a five semester program that prepares the student for eligibility to take the national certification examination by the National Registry of EMT's and then certification by the Texas Department of State Health Services.

The Paramedic Associate of Applied Science degree course is a sixty credit hour course.

The Paramedic Associate of Applied Science degree course requires the incoming student to be a National Registry of EMT's and/or Texas Department of Health Services certified Emergency Medical Technician. The student is required to meet EMS Program testing requirements:

- Work Keys Reading with a score of 5 or greater, or
- TSI Reading with a score of 351 or greater.
  Space is limited and classes tend to fill up very quickly.

Students are required to maintain 75% or higher average within the course in order to be eligible for clinical rotations. In addition the student must achieve 75% or higher overall score in each of the EMSP courses to be eligible for a course completion.

Students are required to wear an EMS style uniform in the EMSP courses and maintain a professional attitude and appearance.

The Lamar Institute of Technology EMS Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP)
CAAHEP:
Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
727-210-2350
www.caahep.org

CoAEMSP:
8301 Lakeview Parkway, Suite 111-312
Rowlett TX 75088
(214) 703-8445
FAX (214) 703-8992
www.coaemsp.org

Requirements

General Education Courses

BIOL 2101	Anatomy and Physiology I Lab	1:00:02
BIOL 2102	Anatomy and Physiology II Lab	1:00:02
BIOL 2301	Anatomy and Physiology I	3:03:00
BIOL 2302	Anatomy and Physiology II	3:03:00
ENGL 1301	Composition I	3:03:00
HUMA 1315	Fine Arts Appreciation	3:03:00
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	3:03:00
SOCI 1301	Introduction to Sociology	3:03:00

Program Courses

EMSP 1171	EMS Agility and Fitness I	1:00:02
EMSP 1338	Introduction to Advanced Practice	3:02:02
EMSP 1355	Trauma Management	3:02:02
EMSP 1356	Patient Assessment and Airway Management	3:02:02
EMSP 2206	Emergency Pharmacology	2:01:02
EMSP 2260	Clinical – Emergency Medical Technology (EMT Paramedic)	2:00:12
EMSP 1172	EMS Agility and Fitness II	1:00:02
EMSP 2205	EMS Operations	2:01:03
EMSP 2444	Cardiology	4:03:03
EMSP 2164	Practicum – Emergency Medical Technology/Technician (EMT Paramedic)	1:00:12
EMSP 1173	EMS Agility and Fitness III	1:00:02
EMSP 2137	Emergency Procedures	1:00:02
EMSP 2243	Assessment Based Management	2:01:03
EMSP 2330	Special Populations	3:02:02
EMSP 2434	Medical Emergencies	4:03:02
EMSP 2265	Practicum – Emergency Medical Technology/Technician (EMT Paramedic)	2:00:16
HITT 1305	Medical Terminology I	3:02:02
HITT 1253	Legal and Ethical Aspects of Health Information	2:02:00

EMSP 2243: Capstone course.

For course descriptions, see Emergency Medical Technology / Technician (EMSP).

Homeland Security

Program Contact: Kenneth Mason
Office: Technology Center, Room 116A
Address: 855 E. Lavaca St., Beaumont, TX 77705
Phone: (409) 880-8023
E-mail: hmsy@lit.edu

Lamar Institute of Technology was the first college approved by the Texas Higher Education Coordinating Board to offer an Associate of Applied Science Degree in Homeland Security. LIT also offers a Certificate of Completion in Homeland Security.

The 60 SCH Associate of Applied Science in Homeland Security and the Certificate of Completion in Homeland Security provide standardized education and training with real-world solutions to Homeland Security and National Defense. The Homeland Security curriculum combines disciplines in communications, emergency management, fire technology, and law enforcement.

The Associate of Applied Science in Homeland Security is recognized by the Texas Workforce Investment Council as meeting the Texas Skills Standards which verifies the knowledge and skill competencies required by industry are included in the curriculum.

All courses in the recommended program of study require a grade of ‘C’ or better.

Homeland Security, Associate of Applied Science

Department Chair: Kenneth Mason
Office: Technology Center, Room 116A
Address: 855 E. Lavaca St., Beaumont, TX 77705

Phone: (409) 839-2967
FAX: (409) 839-2966
E-mail: pbss@lit.edu

Requirements

General Education Courses

COSC 1301	Introduction to Computing	3:03:00
ENGL 1301	Composition I	3:03:00
HUMA 1315	Fine Arts Appreciation	3:03:00
MATH 1314	College Algebra	3:03:00
	or	
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	3:03:00
SOCI 1301	Introduction to Sociology	3:03:00

Program Courses

CRIJ 1301	Introduction to Criminal Justice	3:03:00
CRIJ 1310	Fundamentals of Criminal Law	3:03:00
CRIJ 2314	Criminal Investigation	3:03:00
CRIJ 2323	Legal Aspects of Law Enforcement	3:03:00
FIRT 1347	Industrial Fire Protection	3:03:00
HMSY 1337	Introduction to Homeland Security	3:03:00
HMSY 1338	Homeland Security Emergency Communications Management	3:03:00
HMSY 1339	Homeland Security Emergency Contingency Planning	3:03:00
HMSY 1340	Homeland Security Intelligence Operations	3:03:00
HMSY 1341	Critical Infrastructure Protection	3:03:00
HMSY 1342	Understanding and Combating Terrorism	3:03:00
HMSY 1343	Weapons of Mass Destruction	3:03:00
HMSY 2337	Managing a Unified Incident Command	3:03:00
SOCI 1306	Social Problems	3:03:00
SPCH 1315	Public Speaking	3:03:00

HMSY 2337: Capstone course.

For course descriptions see Homeland Security Courses (HMSY).

Homeland Security, Certificate

Department Chair: Kenneth Mason
Office: Technology Center, Room 116A
Address: 855 E. Lavaca St., Beaumont, TX 77705
Phone: (409) 839-2967
FAX: (409) 839-2966
E-mail: pbss@lit.edu

Requirements

Program Courses (24 SCH)

CRIJ 1301	Introduction to Criminal Justice	3:03:00
CRIJ 1310	Fundamentals of Criminal Law	3:03:00
CRIJ 2314	Criminal Investigation	3:03:00
HMSY 1337	Introduction to Homeland Security	3:03:00
HMSY 1340	Homeland Security Intelligence Operations	3:03:00
HMSY 1341	Critical Infrastructure Protection	3:03:00
HMSY 1342	Understanding and Combating Terrorism	3:03:00
HMSY 1343	Weapons of Mass Destruction	3:03:00

HMSY 1341: Capstone course.

Regional Fire Academy

Program Coordinator: Chief, John W. Randall (ret.)
Office: Beaumont Emergency Services Training (BEST) Complex, LIT Classroom 100
Phone: (409) 832-5041
FAX: (409) 838-2032
E-mail: firefighting@lit.edu

The Texas Commission on Fire Protection (TCFP) establishes eligibility requirements for the Fire Academy. Eligible students must be at least 18 years of age and a high school graduate or have an earned GED certificate. We encourage all prospective fire academy applicants to enroll in the Basic EMT courses at LIT before coming to the fire academy and to work towards the Paramedic after graduating from the academy. Individuals may contact the Regional Fire Academy Coordinator at (409) 832-5041 for additional information. The phone number for the Texas Commission on Fire Protection is (512) 936-3838.

The 18 SCH Regional Fire Academy is a one semester in length certificate of completion program that prepares the student for a career in fire protection. The curriculum satisfies the basic training requirements of the Texas Commission on Fire Protection (TCFP) for structural firefighter certification. The Fire Academy is offered in the fall and spring semesters during the day as a credit program.

The LIT Regional Fire Academy's rigorous physical fitness course is designed to prepare cadets for the Candidate Physical Ability Test (CPAT). This physical ability test is used by some fire departments in the United States of America and Canada.

Cadets entering the Fire Academy must meet the minimum standards which include, but are not limited to, the following:

- Pass a physical examination using National Fire Protection Association (NFPA) criteria.
- Be at least eighteen years of age.
- Possess an honorable discharge, if served, for all military service.
- Possess either a high school diploma or General Education Development (GED) certificate.
- Possess a valid driver’s license.
- Possess a valid social security card.

Students must take the WorkKeys Reading Exam and score a Level 5 and successfully pass a criminal background check. Applicants may be denied employment based upon their criminal history. Students who want to know if their criminal history might affect their ability to become certified can request an early review of eligibility by the Texas Commission on Fire Protection and their history will be reviewed. The early review of eligibility form is available online at http://www.tcfp.texas.gov.

During the students’ course of study, they receive certificates for hazardous materials awareness and hazardous materials operations. Students successfully completing the Fire Academy receive a certificate of completion, eighteen semester credit hours of college credit, and are eligible for state basic structural firefighter certification testing. Graduates of this academy should be prepared to pass civil service examinations and the various employment tests given by government agencies. Upon state certification, graduates are eligible for International Fire Service Accreditation Congress (IFSAC) Seals for Firefighter I, Firefighter II, Hazardous Materials Awareness, and Hazardous Materials Operations.

The Lamar Institute of Technology Regional Fire Academy offers professional development/continuing education courses for those currently certified by the TCFP. Most of the professional development courses are TCFP certification courses offered in cooperation with LIT Workforce Training.

All courses in the recommended program of study require a grade of 'C' or better.

Basic Fire Academy, Certificate

Program Coordinator: Chief, John W. Randall (ret.)
Office: Beaumont Emergency Services Training (BEST) Complex, LIT Classroom 100
Phone: (409) 832-5041
FAX: (409) 838-2032
E-mail: firefighting@lit.edu

Requirements

Program Courses (18 SCH)

FIRS 1103	Firefighter Agility and Fitness Preparation	1:00:04
FIRS 1301	Firefighter Certification I	3:02:04
FIRS 1407	Firefighter Certification II	4:03:03
FIRS 1319	Firefighter Certification IV	3:02:04
FIRS 1329	Firefighter Certification VI	3:02:03

FIRS 1433	Firefighter Certification VII	4:03:02

For course descriptions, see Fire Science/Firefighting Courses (FIRS)

Regional Police Academy

Program Director: Robert L. Smith
Office: Multi-Purpose Center, Room 258
Address: 802 E. Lavaca St., Beaumont, TX 77705
Phone: (409) 880-8022
E-mail: policeacademy@lit.edu
Web site: www.lit.edu/depts/PoliceAcademy/

The Lamar Institute of Technology Regional Police Academy is licensed as a police academy by The Texas Commission on Law Enforcement (TCOLE). The phone number for TCOLE is (512) 936-7700.

The Regional Police Academy has over forty two years of experience in law enforcement training and specializes in presenting programs of current and future interest to the law enforcement profession. The Police Academy is partially funded under a grant from the South East Texas Regional Planning Commission (SETRPC). All courses offered are certified for Texas Commission on Law Enforcement (TCOLE) credit.

The mission of the Regional Police Academy is to provide high caliber, cost-effective professional development opportunities for peace officers, telecommunications, and corrections officers at various levels of the profession. The academy is pleased to offer courses in professional development. Academy staff can also customize courses to meet specific training needs.

The Regional Police Academy satisfies the basic training required by the Texas Commission on Law Enforcement (TCOLE) for peace officer licensing. Applicants are required to complete and pass an entrance examination before being considered for acceptance into the Police Academy. The entrance examination is offered periodically throughout the year.

All cadets entering the Police Academy must meet minimum standards for entry. The standards include, but are not limited to, the following:

- be a United States citizen.
- pass a physical examination, including drug screen
- pass a psychological examination
- have never received a dishonorable or other discharge based on misconduct which bars future military service
- at least 21 years of age
- have earned a high school diploma, a General Education Development (GED) certificate, or have completed 2 years active duty military service with a honorable discharge
- pass a criminal history and background investigation to determine that the individual:
  - has never been convicted of any domestic violence offense
  - has never been convicted of any Class A Misdemeanor or Felony offense
  - has not been convicted of a Class B Misdemeanor offense within the last 10 years
  - is not currently under indictment for any offense
  - is not currently prohibited by any law from owning or possessing a handgun and ammunition
  - is not prohibited by any law from operating a motor vehicle

The Police Academy is offered each fall and spring semester during the day. A certificate of completion and fifteen semester credit hours (15 SCH) in Criminal Justice/Law Enforcement (CJLE) courses will be awarded to those successfully completing the Police Academy. Graduates earning a grade of 'B' or better are eligible to sit for the Texas Peace Officer licensing exam.

All courses in the recommended program of study require a grade of 'B' or better.

Basic Peace Officer, Certificate

Program Director: Robert L. Smith
Office: Multi-Purpose Center, Room 258
Address: 802 E. Lavaca St., Beaumont, TX 77705
Phone: (409) 880-8022
E-mail: policeacademy@lit.edu
Web site: www.lit.edu/depts/PoliceAcademy/

Requirements

(15 SCH)

CJLE 1506	Basic Peace Officer I	5:03:08
CJLE 1512	Basic Peace Officer II	5:03:08
CJLE 1518	Basic Peace Officer III	5:03:08
CJLE 1024	Peace Officer IV	0:03:08

CJLE 1024 is a mandatory non-credit course.

For course descriptions, see Criminal Justice/ Police Science Courses (CJLE)

Department of Technology

Department Chair: Pat O'Connor
Office: Technology Building I, Room 104
Address: 855 E. Lavaca St., Beaumont, TX 77705
Phone: (409) 880-1797; (409) 839-2004
E-mail: TECH@lit.edu

The Department of Technology offers a variety of programs that result in a Certificate or Associate of Applied Science Degree. Programs at the Associate of Applied Science Degree include: Advanced Engine Technology, Computer Drafting Technology, Heating, Ventilation and Air Conditioning Technology, Industrial Mechanics, Instrumentation Technology, Process Operating Technology, and Welding Technology. Programs at the Certificate award include the Advanced Engine/Diesel, Air Conditioning, Electronic Instrumentation, Industrial Mechanics, Utility Line Technology, and Welding.

Each program is designed to prepare students for jobs in high demand areas with "real world" training. Technology students get a true hands-on experience in the classroom. If you have any questions about programs in the Department of Technology, contact the program director for each program or the department chair.

Lamar Institute of Technology also requires students to register for the College Success Skills Course (DORI 200) in their first semester. The course is designed to provide students with a thorough orientation to the campus, postsecondary education, and the classroom skills necessary for success. Students that transfer fifteen semester credit hours (15 SCH) of academic courses from an accredited postsecondary institution with a GPA of 2.0 may be exempt from the College Success Skills Course.

All courses in the recommended program of study in the Department of Technology require a grade of 'C' or better.

Advanced Engine Technology

Program Director: Pete Matak III
Office: Tommy Williams Training and Education Building 2, Room 104
Phone: (409) 880-8226
E-mail: advancedengine@lit.edu

The 60 SCH Advanced Engine Technology Program is designed to prepare graduates for a career in the operation, repair and maintenance of diesel/multi-fuel, and industrial and consumer use engines and equipment. Students learn the design and construction of industrial engines, how to disassemble and repair engines, tune-up and troubleshoot computer, electrical, electronic, and hydraulic problems, and preventive maintenance.

Industrial engines provide power for transportation equipment such as heavy trucks, buses and locomotives. Industrial engines are used in farming and harvesting equipment. Heavy equipment and stationary engines for pumps and compressors use diesel/multi-fuel engines. To repair an engine, the mechanic must isolate the cause of the problem, repair or replace defective parts, and make adjustments that affect engine life, performance and emissions.

All of the courses in the Recommended Program of Study require a grade of 'C' or better. Students that complete the Recommended Program of Study will earn an Associate of Applied Science degree. The Certificate in Advanced Engine-Diesel will be awarded to students that successfully complete the one-year Recommended Program of Study.

Advanced Engine Technology, Associate of Applied Science

Requirements

Fall Semester I

DEMR 1306	Diesel Engines I	3:03:00
DEMR 1329	Preventive Maintenance	3:03:00
DEMR 1401	Shop Safety and Procedures	4:03:04
DEMR 1449	Diesel Engines II	4:03:04

Spring Semester I

DEMR 1313	Fuel Systems	3:03:00

DEMR 1410	Diesel Engine Testing and Repair I	4:03:04
DEMR 2348	Failure Analysis	3:03:00
DEMR 2412	Diesel Engine Testing and Repair II	4:03:04
ENGL 1301	Composition I	3:03:00

Fall Semester II

AUMT 2305	Automotive Engine Theory	3:03:00
DEMR 1305	Basic Electrical Systems	3:03:00
DEMR 2334	Advanced Diesel Tune-up and Troubleshooting	3:02:04
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	3:03:00
	or	
MATH 1314	College Algebra	3:03:00
SPCH 1315	Public Speaking	3:03:00

Spring Semester II

DEMR 1280	Cooperative Education - Diesel Mechanics Technology/Technician	2:1:10
	or	
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4:02:08
DEMR 1316	Basic Hydraulics	3:03:00
DEMR 1323	Heating, Ventilation, and Air Conditioning (HVAC) Troubleshooting and Repair	3:02:04
HUMA 1315	Fine Arts Appreciation	3:03:00
PSYC 2301	General Psychology	3:03:00
	or	
SOCI 1301	Introduction to Sociology	3:03:00

DEMR 2334: Capstone course

Advanced Engine / Diesel, Certificate

Requirements

Spring Semester I

DEMR 1313	Fuel Systems	3:03:00
DEMR 1410	Diesel Engine Testing and Repair I	4:03:04
DEMR 2348	Failure Analysis	3:03:00
DEMR 2412	Diesel Engine Testing and Repair II	4:03:04

DEMR 2412: Capstone course

Fall Semester I

DEMR 1306	Diesel Engines I	3:03:00
DEMR 1329	Preventive Maintenance	3:03:00
DEMR 1401	Shop Safety and Procedures	4:03:04
DEMR 1449	Diesel Engines II	4:03:04

Computer Drafting Technology

Program Director: Johnny Pousson
Office: Technical Arts Building 5, Room 109
Address: 855 E. Lavaca St., Beaumont, TX 77705
Phone: (409) 839-2060
E-mail: caddrafting@lit.edu

The 60 SCH Computer Drafting Technology Program is designed to provide basic technical information required for entry into the occupation of computer-aided drafting or conventional drafting. Drafters prepare precise drawings and specifications from sketches, field notes, and other information furnished by an engineer or a designer. They also calculate the quality, quantity, and cost of materials. Final drawings, either by use of the computer or by conventional drafting procedures, contain a detailed view of the object as well as specifications

for materials to be used, procedures to be followed, and other information to carry out the job. Upon graduation, drafters may specialize in a particular field of work, such as mechanical, electrical, electronic/instrumentation, structural, pipe, architectural or civil drafting.

Those planning a career in drafting should be able to do detailed work requiring a high degree of accuracy, have good eyesight and eye-hand coordination, and be able to function as part of a team since he or she will work directly with engineers and skilled workers. Artistic ability is helpful in some specialized fields. Graduates of the program are awarded the Associate of Applied Science Degree.

All courses in the Recommended Program of Study require a grade of "C" or better.

Computer Drafting Technology, Associate of Applied Science

Requirements

First Semester

DFTG 1305	Technical Drafting	3:02:04
DFTG 1309	Basic Computer-Aided Drafting	3:02:04
DFTG 1317	Architectural Drafting - Residential	3:02:04
ENGL 1301	Composition I	3:03:00
TECM 1349	Technical Math Applications	3:03:00

Second Semester

DFTG 2307	Electrical Drafting	3:02:04
DFTG 2308	Instrumentation Drafting	3:02:04
DFTG 2319	Intermediate Computer-Aided Drafting	3:02:04
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	3:03:00
	or	
MATH 1314	College Algebra	3:03:00
PTAC 1302	Introduction to Process Technology	3:03:00
	or	
PTAC 1332	Process Instrumentation I	3:02:03
	or	
CETT 1403	DC Circuits	4:03:04

Third Semester

ARCE 1315	Structural Steel Detailing	3:02:04
DFTG 2323	Pipe Drafting	3:02:04
DFTG 2332	Advanced Computer-Aided Drafting	3:02:04
HUMA 1315	Fine Arts Appreciation	3:03:00
INMT 1305	Introduction to Industrial Maintenance	3:02:04
	or	
PFPB 2307	Pipe Fabrication and Installation I	3:02:04

Fourth Semester

DFTG 2330	Civil Drafting	3:02:04
DFTG 2338	Final Project: Advanced Drafting	3:02:04
	or	
DFTG 2380	Cooperative Education - Drafting and Design Technology/Technician, General	3:01:20
DFTG 2345	Advanced Pipe Drafting	3:02:04
PSYC 2301	General Psychology	3:03:00
	or	
SOCI 1301	Introduction to Sociology	3:03:00
SPCH 1315	Public Speaking	3:03:00

DFTG 2338 or DFTG 2380: Capstone Course

Heating, Ventilation and Air Conditioning

Program Director: Henry Gaus
Office: Tommy Williams Training and Education Building 2, Room 101
Address: 855 E. Lavaca St., Beaumont, TX 77705

Phone: (409) 839-2068
E-mail: hvac@lit.edu

The 60 SCH Heating, Ventilation, and Air Conditioning Program offers two awards, an Associate of Applied Science Degree in Heating Ventilation and Air Conditioning and a Certificate in Air Conditioning. The Associate of Applied Science Degree is a two year program while the Certificate Award is designed to be completed in approximately one year.

The goal of the Heating, Ventilation, and Air Conditioning Program is to provide students with the knowledge and skills to understand, install, and provide preventive maintenance for air conditioning, heating, and refrigeration equipment in residential and industrial settings.

Students practice installation, troubleshoot inoperative equipment, and perform preventive maintenance on air conditioning, heating and refrigeration equipment in a classroom and laboratory setting.

Students must successfully obtain an industry recognized credential identified by the program while enrolled in the capstone course.

All courses in the Recommended Program of Study require a grade of "C" or better.

Heating, Ventilation and Air Conditioning, Associate of Applied Science

Requirements

Fall Semester I

COSC 1301	Introduction to Computing	3:03:00
HART 1401	Basic Electricity for HVAC	4:02:06
HART 1403	Air Conditioning Control Principles	4:02:06
HART 1407	Refrigeration Principles	4:02:06

Spring Semester I

HART 1441	Residential Air Conditioning	4:02:06
HART 1445	Gas and Electric Heating	4:02:06
HART 1451	Energy Management	4:02:06
ENGL 1301	Composition I	3:03:00

Fall Semester II

HART 2301	Air Conditioning and Refrigeration Codes	3:03:00
HART 2438	Air Conditioning Installation and Startup	4:02:06
HUMA 1315	Fine Arts Appreciation	3:03:00
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	3:03:00
	or	
MATH 1314	College Algebra	3:03:00
SOCI 1301	Introduction to Sociology	3:03:00

Spring Semester II

HART 1380	Cooperative Education - Heating, Air Conditioning and Refrigeration Technology/Technician	3:01:19
HART 2445	Residential Air Conditioning Systems Design	4:02:06
HART 2449	Heat Pumps	4:02:06
SPCH 1315	Public Speaking	3:03:00

HART 2445: Capstone Course

Air Conditioning, Certificate

Requirements

Fall Semester

HART 1401	Basic Electricity for HVAC	4:02:06
HART 1403	Air Conditioning Control Principles	4:02:06
HART 1407	Refrigeration Principles	4:02:06
HART 2438	Air Conditioning Installation and Startup	4:02:06

Spring Semester

HART 1441	Residential Air Conditioning	4:02:06
HART 1445	Gas and Electric Heating	4:02:06
HART 1451	Energy Management	4:02:06
HART 2449	Heat Pumps	4:02:06

HART 2449: Capstone course.

Industrial Mechanics Technology

Program Director: William Holton
Office: Tommy Williams Training and Education Building 1, Room 111
Address: 855 E. Lavaca St., Beaumont, TX 77705
Phone: (409) 880-8220
E-mail: equipment@lit.edu

The 60 SCH Industrial Mechanics Technology Program is designed to prepare individuals for a career in the operation, repair and maintenance of industrial equipment that produces power and the transfer of products in petrochemical and related industries. The objectives of the program are to provide foundation knowledge, technical knowledge, and mechanical skills. Students gain the knowledge and skills to install, maintain, repair and troubleshoot complex machinery such as pumps, compressors, turbines, air handling equipment, plant conveyor systems, and other equipment found in the industrial setting. During the course of the program, students use precision instruments, align and calibrate motors, complete vibration analysis, rig and move large pieces of equipment, read blueprints, perform pipefitting procedures, machine precision parts, troubleshoot welds, plan maintenance programs, and interpret service manuals.

Students must successfully complete the National Center for Construction Education and Research (NCCER) Certification exam. The NCCER certification is a national industry recognized certification.

All courses in the Recommended Program of Study require a grade of 'C' or better.

Industrial Mechanics Technology, Associate of Applied Science

Requirements

Fall Semester I

DEMR 1401	Shop Safety and Procedures	4:03:04
DEMR 1306	Diesel Engines I	3:03:00
HYDR 1301	Rigging and Conveying Systems	3:02:04
INMT 1305	Introduction to Industrial Maintenance	3:02:04
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	3:03:00
	or	
MATH 1314	College Algebra	3:03:00

Spring Semester I

INMT 1355	Industrial Power Plant Systems	3:02:02
INMT 2301	Machinery Installation	3:02:04
INMT 2303	Pumps, Compressors and Mechanical Drives	3:02:04
ENGL 1301	Composition I	3:03:00
HUMA 1315	Fine Arts Appreciation	3:03:00

Fall Semester II

MCHN 1408	Basic Lathe	4:01:08
PFPB 2307	Pipe Fabrication and Installation I	3:02:04
COSC 1301	Introduction to Computing	3:03:00
PSYC 2301	General Psychology	3:03:00
	or	
SOCI 1301	Introduction to Sociology	3:03:00

Spring Semester II

CNSE 1371	Equipment Operation	3:02:04
INMT 2380	Cooperative Training	3:01:19
	or	

	Approved Elective	
INMT 2345	Industrial Troubleshooting	3:02:04
PTAC 1302	Introduction to Process Technology	3:03:00
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4:02:08

INMT 2345: Capstone course

INMT 2380: Approved elective may be substituted. HART 1403, WLDG 1437, INCR 1402, DEMR 1316

Industrial Mechanics, Certificate

Requirements

Fall Semester

DEMR 1306	Diesel Engines I	3:03:00
DEMR 1401	Shop Safety and Procedures	4:03:04
HYDR 1301	Rigging and Conveying Systems	3:02:04
INMT 1305	Introduction to Industrial Maintenance	3:02:04
PFPB 2307	Pipe Fabrication and Installation I	3:02:04

Spring Semester

INMT 1355	Industrial Power Plant Systems	3:02:02
INMT 2301	Machinery Installation	3:02:04
INMT 2303	Pumps, Compressors and Mechanical Drives	3:02:04
PTAC 1302	Introduction to Process Technology	3:03:00
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4:02:08

INMT 1355: Capstone course.

Instrumentation Technology

Program Director: Weldon Jacobs
Office: Technical Building 4, Room 105
Address: 855 E. Lavaca St., Beaumont, TX 77705
Phone: (409) 880-8232
E-mail: instrumentation@lit.edu

The 60 SCH Instrumentation Technology Program prepares individuals to test, certify, install, repair, inspect and maintain the high-tech instruments used in automated systems that are critical to the operation of chemical plants, petrochemical refineries, power plants, and air and water pollution control agencies. The curriculum includes pneumatic and electronic control systems, control loop adjustments and their analysis, process computers, process simulation, and programmable logic controllers. Graduates are proficient in the calibration of controls and the troubleshooting and maintenance of hydraulic, pneumatic, electrical and electronic control devices.

Students who complete the Recommended Program of Study for the Instrumentation Technology Program earn an Associate of Applied Science Degree and students who complete the Recommended Program of Study for the Certificate of Completion in Electronic Instrumentation earn a Certificate Award.

All courses in the Recommended Program of Study require a grade of 'C' or better.

Instrumentation Technology, Associate of Applied Science

Requirements

First Semester

CETT 1403	DC Circuits	4:03:04
INCR 1402	Physics of Instrumentation	4:03:04
HUMA 1315	Fine Arts Appreciation	3:03:00
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	3:03:00
	or	
MATH 1314	College Algebra	3:03:00

Second Semester

CETT 1405	AC Circuits	4:03:04
INTC 1301	Principles of Industrial Measurements I	3:03:00
ENGL 1301	Composition I	3:03:00
SCIT 1418	Applied Physics I	4:03:02
	or	
SCIT 1494	Special Topics in Chemistry, General	4:03:02

Third Semester

CETT 1415	Digital Applications	4:03:04
INTC 1358	Flow and Measurement Calibration	3:03:00
INTC 1457	AC/DC Motor Control	4:03:04
DFTG 1313	Drafting for Specific Occupations	3:02:04
	or	
CPMT 2333	Computer Integration	3:02:04
PSYC 2301	General Psychology	3:03:00
	or	
SOCI 1301	Introduction to Sociology	3:03:00

Fourth Semester

CETT 1441	Solid State Circuits	4:03:04
	or	
INTC 2480	Cooperative Education - Instrumentation Technology/Technician	4:01:21
INCR 1442	Measurement and Process Control Theory	4:03:04
RBTC 1401	Programmable Logic Controllers	4:03:02
SPCH 1315	Public Speaking	3:03:00

INCR 1442: Capstone course.

Electronic Instrumentation, Certificate

Requirements

First Semester

CETT 1403	DC Circuits	4:03:04
INCR 1402	Physics of Instrumentation	4:03:04
PTAC 1408	Safety, Health, and Environment I	4:04:00

Second Semester

CETT 1405	AC Circuits	4:03:04
CETT 1415	Digital Applications	4:03:04
INTC 1301	Principles of Industrial Measurements I	3:03:00

Third Semester

CETT 1441	Solid State Circuits	4:03:04
	or	
INTC 2480	Cooperative Education - Instrumentation Technology/Technician	4:01:21
INTC 1457	AC/DC Motor Control	4:03:04

CETT 1441: Capstone course.

Process Operating Technology

Program Director: Dr. Valerie Worry
Office: Technical Building TA1, Room 109
Address: 855 E. Lavaca St., Beaumont, TX 77705
Phone: (409) 839-2089
E-mail: vaworry@lit.edu

The 60 SCH Process Operating Technology Program prepares individuals for employment in the refining, petrochemical, polymers, plastics, and pulp/paper industries. The Process Operating Program curriculum includes topics such as safety, computer science, mathematics, communication skills, and general procedures in distillation, reactions, and quality control. The program provides hands on training in the classroom and laboratory environments. Students gain valuable real world experiences on a functional three story distillation unit.

Process operators generally work rotating shifts, climb tall towers, work with chemicals, and must meet certain physical requirements. Graduates of the Process Operating Technology Program may be required to complete a drug screen, background check, and a physical exam to be employed.

All courses in the Recommended Program of Study must be completed with a grade of 'C' or better.

The Process Operating Program is recognized by the Texas Workforce Investments Council as meeting the Texas Skills Standards which verifies the knowledge and skill competencies required by industry are included within the curriculum.

In addition, the Process Operating Technology Advisory Committee reviews the curriculum to ensure that current industrial needs are met. From 2009-2013 Lamar Institute of Technology was recognized each year by the Community College Weekly as one of the top producers of Process Operators in the United States.

Process Operating Technology, Associate of Applied Science

Requirements

First Semester

MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	3:03:00
	or	
MATH 1314	College Algebra	3:03:00
PTAC 1302	Introduction to Process Technology	3:03:00
PTAC 1410	Process Technology I - Equipment	4:03:03
SCIT 1494	Special Topics in Chemistry, General	4:03:02

Second Semester

PTAC 1332	Process Instrumentation I	3:02:03
PTAC 2314	Principles of Quality	3:03:00
PTAC 2420	Process Technology II - Systems	4:03:03
SCIT 1418	Applied Physics I	4:03:02

Third Semester

PTAC 1408	Safety, Health, and Environment I	4:04:00
PTAC 1354	Industrial Processes	3:03:00
PTAC 2438	Process Technology III - Operations	4:03:03
ENGL 1301	Composition I	3:03:00
HUMA 1315	Fine Arts Appreciation	3:03:00

Fourth Semester

COSC 1301	Introduction to Computing	3:03:00
CTEC 2545	Unit Operations	5:04:04
	or	
CTEC 2580	Cooperative Education - Chemical Technology/Technician	5:01:39
PTAC 2446	Process Troubleshooting	4:03:03
PSYC 2301	General Psychology	3:03:00
	or	
SOCI 1301	Introduction to Sociology	3:03:00

PTAC 2438: Capstone course.

Utility Line Technology

Program Director: Rusty Koenig
Office: 1355 MLK Dr., Robinson Center, Silsbee, TX

Phone: (409) 386-0018
E-mail: utility@lit.edu

The 34 SCH Utility Line Technology Program prepares students to work in the power line industry as apprentice linemen. The curriculum includes the design and function of electric generation, transmission and distribution systems, substations, transformers, capacitors, voltage regulators, system protection, and metering. Program objectives include troubleshooting outages and voltage problems; identification and use of tools, materials, equipment; proper work and safety procedures; operation of utility line trucks; performing pre-trip and post-trip truck inspections; and successful completion of the Texas Commercial Driver's License (CDL) written and driving test.

The Utility Line Technology Program is thirty two (32) weeks in length and begins in August and January each year. The Utility Line Technology Program is taught at the Robinson Center in Silsbee, Texas.

Interested students must be able to climb tall utility poles, handle highly energized utility lines, and be eligible to earn a Texas Commercial Driver's License.

Students who successfully complete the recommended program of study will receive a Certificate in Utility Line Technology.

Students must successfully complete an OSHA certification exam. **All courses in the Recommended Program of Study require a grade of 'C' or better.**

Utility Line Technology, Certificate

Requirements

Fall Semester

CVOP 1201	Commercial License Driving Skills	2:01:04
ELPT 1311	Basic Electrical Theory	3:02:03
ELPT 1321	Introduction to Electrical Safety and Tools	3:02:04
ELPT 2339	Electric Power Distribution	3:02:04
LNWK 1301	Orientation and Line Skill Fundamentals	3:03:00
LNWK 1311	Climbing Skills	3:01:06

Spring Semester

CVOP 1145	Commercial Drivers License Driving Skills	1:00:02
ELPT 2323	Transformers	3:02:03
LNWK 1241	Distribution Operations	2:02:00
LNWK 2321	Live Line Safety	3:01:04
LNWK 2322	Distribution Line Construction	3:01:06
LNWK 2324	Troubleshooting Distribution Systems	3:03:00
LNWK 2373	Distribution Line Maintenance	3:01:06

CVOP 1201: Elective if student has a current Class A CDL.

LNWK 2324: Capstone course.

Welding Technology

Program Director: John McKeehan
Office: Tommy Williams Training and Education Building 1, Room 106
Address: 855 E. Lavaca St., Beaumont, TX 77705
Phone: (409) 880-8951
E-mail: welding@lit.edu

The welding industry governs various metal joining processes. It is the most common method for permanently joining the sections necessary for building and maintaining petrochemical industry units, pipeline, marine vessels, bridge structures, and many other industrial components.

The Welding Technology Program prepares students for a career in industrial and construction welding, either as a competent welder or in a position which requires knowledge of welding, welding equipment or supplies. The curriculum includes safe and efficient techniques used in modern welding applications. Students' skills and knowledge are regularly tested with methods common to industry in order to determine operator and procedure quality.

Students must successfully complete an American Society of Mechanical Engineers (ASME) Pipe Certification in their course of study.

Students earn an Associate of Applied Science in Welding Technology when they have completed the Recommended Program of Student for Welding Technology. Students earn a Certificate in Welding when the student has completed the Recommended Program of Study for a Certificate in Welding.

All courses in the Recommended Program of Study require a grade of "C" or better.

Welding Technology, Associate of Applied Science

Requirements

First Semester

WLDG 1323	Welding Safety, Tools, and Equipment	3:03:00
WLDG 1327	Welding Codes	3:03:00
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4:02:08
WLDG 2443	Advanced Shielded Metal Arc Welding (SMAW)	4:02:08

Second Semester

WLDG 1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4:04:00
WLDG 1437	Introduction to Welding Metallurgy	4:04:00
WLDG 2406	Intermediate Pipe Welding	4:02:08
WLDG 2413	Intermediate Welding Using Multiple Processes	4:02:08

Third Semester

ENGL 1301	Composition I	3:03:00
MATH 1332	Contemporary Mathematics (Quantitative Reasoning)	3:03:00
	or	
MATH 1314	College Algebra	3:03:00
SPCH 1315	Public Speaking	3:03:00
WLDG 1417	Introduction to Layout and Fabrication	4:04:00

Fourth Semester

HUMA 1315	Fine Arts Appreciation	3:03:00
SOCI 1301	Introduction to Sociology	3:03:00
	or	
PSYC 2301	General Psychology	3:03:00
TECM 1349	Technical Math Applications	3:03:00
WLDG 2447	Advanced Gas Metal Arc Welding (GMAW)	4:02:08
WLDG 2453	Advanced Pipe Welding	4:02:08

WLDG 2453: Capstone course.

Welding, Certificate

Requirements

First Semester

WLDG 1323	Welding Safety, Tools, and Equipment	3:03:00
WLDG 1327	Welding Codes	3:03:00
WLDG 1428	Introduction to Shielded Metal Arc Welding (SMAW)	4:02:08
WLDG 2443	Advanced Shielded Metal Arc Welding (SMAW)	4:02:08

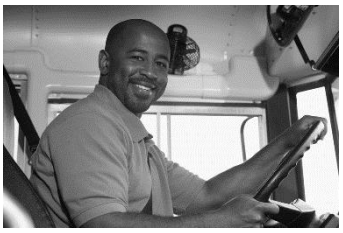
Second Semester

WLDG 1434	Introduction to Gas Tungsten Arc (GTAW) Welding	4:04:00
WLDG 1437	Introduction to Welding Metallurgy	4:04:00
WLDG 2406	Intermediate Pipe Welding	4:02:08
WLDG 2413	Intermediate Welding Using Multiple Processes	4:02:08

WLDG 2406: Capstone course.

Workforce Training and Continuing Education

Executive Director of Workforce: Patrick Calhoun
Office: Cecil Beeson Building, Room 229
Phone: (409) 839-2014
FAX: (409) 839-2910
E-mail: pcalhoun@lit.edu



The mission of Workforce Training is to enhance the employability of students and increase the performance and career satisfaction of employees in business and industry. To accomplish our mission, the Workforce Training and Continuing Education Department offers an array of non-credit education and training programs and a broad range of customized training services to organizations.

Training is offered on campus, off-campus, and through distance learning. Training earns general Continuing Education Units (CEUs).

Continuing Education students must apply, complete registration, and pay fees directly to the Workforce Education Office via on-line registration or on campus in the *Technology Center Building, Room 110* . Transcripts and records are maintained in the Workforce Education Office at LIT.

This department is organized into the following program areas:

- Continuing Education
- Community Education
- Online Learning
- Customized Training Services & Education/Business Partnerships
- Professional Truck Driving Academy
- Off- Campus Training

For more information, call (409) 880-8114 or for course schedules visit our website at www.lit.edu/depts/workforce/default.aspx

Continuing Education and Community Education

Coordinator of Continuing Education: Angela Clark

Office: Technology Center, Room 218

Phone: (409) 880-2171, (409) 880-8114

FAX: (409) 839-2910

E-mail: atclark@lit.edu

A variety of continuing education certificate programs and courses are offered each semester, including but not limited to:

Continuing Education

- Computerized Drafting (AutoCAD)
- Computer Training
- Forklift Operation Training
- Aerial Lift Training
- Welding
- Pharmacy Technician
- Clinical Medical Assistant

These classes are offered to individuals, groups or organizations looking for professional enhancement as well as for personal enrichment on-campus or off-campus.

Course schedules may be reviewed at workforce.lit.edu

Online Learning

Contact: Workforce Education Office
Office: Technology Center, Room 110
Phone: (409) 880-8114

FAX: (409) 839-2910
E-mail: workforcetraining@lit.edu

Lamar Institute of Technology is partnering with various vendors to offer quality instructor-facilitated online courses focusing on continuing education and adult lifelong learning. Instructors, that are subject matter experts, develop and facilitate their own course/s.

The courses are highly interactive between students and the instructors providing benefits of a classroom course with communication exchanges among the participants. The courses have broad appeal and offer a wide range of fresh and popular titles.

Update your skills, discover a new passion, or chart a new path that will fulfill your life's dream at your own pace anywhere you are. On-line learning is bringing the classroom to you.

LIT Workforce Training & Continuing Education offers you thousands of courses and certificate programs with just a click of the mouse.

Go to www.lit.edu

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- Health and Wellness
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- Graphic and Multimedia Design
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- Medical
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- Business
- Help employees improve their skills
- Increase productivity
- Improve cost savings
- Select qualified employees
- Decrease downtime and waste
- Improve safety
- Computers and Information Technology
- Industrial Technology & Safety Skills
- Management/Leadership & Small Business Operation
- Professional & Personal Development

Customized Training Services and Education/Business Partnerships

Coordinator of Continuing Education: Angela Clark
Office: Technology Center, Room 218
Phone: (409) 880-2171, (409) 880-8114
FAX: (409) 839-2910
E-mail: atclark@lit.edu

Lamar Institute of Technology Workforce Education Department provides assistance and coordination for contract/customized training to area business and industry. Any existing course or new course can be customized to meet the specialized needs of the various business and industry in our area.

LIT offers flexibility to meet your company learning and training needs via:

- Face to face classroom instruction
- Online 24/7 access
- On-site customized to your organization

These classes can be matched with approved credit classes or offered as a non-credit certificate.

Some services provided are:

- New hire training for plants and industry
- Conduct training needs assessments
- Develop and deliver customized training plans
- Curriculum development
- Identify resources and partner with training professionals and vendors for specialized training

Skills Development Fund

The Texas Workforce Commission administers the Skills Development Fund program, which provides state funds to directly respond to the workforce needs of Texas employers. When a single business or consortium of businesses identifies training needs, a Skills grant can fund development and implementation of targeted training through a community college or other training provider. LIT can help employers assess their training needs and work through the grant application process.

Off-Campus Training

Contact: Workforce Education Office
Office: Technology Center, Room 110
Phone: (409) 880-8114
FAX: (409) 839-2910
E-mail: workforcetraining@lit.edu

LIT Workforce Education strives to serve the educational and training needs of students within the region. To accomplish this mission, selected technical courses are offered at off-campus locations.

For more information, call (409) 880-8114.

Silsbee Middle School, 1140 Hwy 327 N., Silsbee, TX 77656

We offer courses in Welding for the general public. Sessions are 11 weeks long and students will receive a Certificate of Completion after successful completion of the program.

- WLDG 1021, Introduction to Welding Fundamentals, 64 clock hours
- WLDG 1003, Shielded Metal Arc Welding, 64 clock hours

Federal Prison Complex

LIT Workforce Training, in conjunction with a four-year joint training program between Lamar State College-Port Arthur and the Federal Correctional Facility in Beaumont, provides year-round training to inmate students in the areas of Diesel Engine Repair (p. 130) and Heating, Ventilation and Air Conditioning (p. 131) (HVAC).

Professional Truck Driving Academy

Coordinator: Marlon T. Hartman
Office: 4075 Martin Luther King Drive
Phone: (409) 839-2942
FAX: (409) 839-2969
E-mail: mthartman@lit.edu

The Southeast Texas Professional Truck Driving Academy prepares students for careers as professional truck drivers. LIT currently offers Class 'A', Class 'B' and Refresher training courses for a Commercial Driver's License (CDL). Interested individuals must pass a drug screen test.

Class "A" Commercial Driver's License Training

The Professional Driving Academy Class “A” Commercial Driver's License (CDL) consists of 250 hours of instruction over an eight-week period covering the following areas: basic operation, safe operating practices, vehicle maintenance and non-vehicle activities. The first two weeks of training are in the classroom and the following six weeks consist of both classroom and behind-the-wheel training. New classes begin every six weeks throughout the year.

- CVOP 1013, Professional Truck Driver I (90 clock hours)
- CVOP 1040, Professional Truck Driver II (160 clock hours)

Upon completion of the program, student drivers take the Class “A” CDL test at the Texas Department of Public Safety.

Class "A" CDL Application:

http://www.lit.edu/common/pdfs/apps/classacdl.pdf

Class "B" Commercial Driver's License Training

The Professional Driving Academy Class “B” Commercial Driver's License (CDL) consists of forty five (45) hours of instruction during a three-week period. Actual class times will be set by the coordinator and instructors in order to benefit the students and their schedules.

- CVOP 1011, Professional Truck Driver Class “B” CDL, 45 clock hours

Upon completion of this program, student drivers take the Class “B” CDL test at the Texas Department of Public Safety.

Class "B" CDL Application:

http://www.lit.edu/common/pdfs/apps/classbcdl.pdf

Professional Truck Driving Refresher

This course is available to individuals who currently possess a *valid* Class 'A' or 'B' Commercial Driver's License (CDL) and have past experience driving commercial vehicles. This course is specifically designed to verify that he or she is capable of performing as a professional truck driver.

- CVOP 2000, Professional Truck Driver Class Refresher, 10 clock hours

Driving Refresher Application:

http://www.lit.edu/common/pdfs/apps/refresher.pdf

Professional Truck Driving Advanced Refresher

This extended refresher course is available to individuals that currently possess a *valid* Class 'A' or 'B' Commercial Driver's License (CDL) and have past experience driving commercial vehicles but lack recent driving experience. This course is specifically designed to verify that he or she is capable of performing as a professional truck driver and includes classroom time that covers the federal motor carrier safety regulations.

- CVOP 2033, Professional Truck Driver Advanced Refresher Course, 60 clock hours

Driving Advanced Refresher Application:

http://www.lit.edu/common/pdfs/apps/refresherb.pdf

Courses Descriptions

Academic Courses

ACCT - Accounting

ACCT 2301 - Principles of Financial Accounting (3:03:00)

This course is an introduction to the fundamental concepts of financial accounting as prescribed by U.S. generally accepted accounting principles (GAAP) as applied to transactions and events that affect business organizations. Students will examine the procedures and systems to accumulate, analyze, measure, and record financial transactions. Students will use recorded financial information to prepare a balance sheet, income statement, statement of cash flows, and statement of shareholders' equity to communicate the business entity's results of operations and financial position to users of financial information who are external to the company. Students will study the nature of assets, liabilities, and owners' equity while learning to use reported financial information for purposes of making decisions about the company. Students will be exposed to International Financial Reporting Standards (IFRS).

Prerequisite: Meet TSI college-readiness standard for Mathematics.

ACCT 2302 - Principles of Managerial Accounting (3:03:00)

This course is an introduction to the fundamental concepts of managerial accounting appropriate for all organizations. Students will study information from the entity's accounting system relevant to decisions made by internal managers, as distinguished from information relevant to users who are external to the company. The emphasis is on the identification and assignment of product costs, operational budgeting and planning, cost control, and management decision making. Topics include product costing methodologies, cost behavior, operational and capital budgeting, and performance evaluation.

Prerequisite: ACCT 2301.

ARTS - Studio Art & Art History

ARTS 1301 - Art Appreciation (3:03:00)

A general introduction to the visual arts designed to create an appreciation of the vocabulary, media, techniques, and purposes of the creative process. Students will critically interpret and evaluate works of art within formal, cultural, and historical contexts.

BCIS - Computer Information Systems

BCIS 1305 - Business Computer Applications (3:03:00)

Students will study computer terminology, hardware, and software related to the business environment. The focus of this course is on business productivity software applications and professional behavior in computing, including word processing (as needed), spreadsheets, databases, presentation graphics, and business-oriented utilization of the Internet.

BIOL - Biology

BIOL 1106 - Biology for Science Majors I Lab (1:00:02)

This laboratory-based course accompanies Biology 1306, Biology for Science Majors I. Laboratory activities will reinforce the fundamental principles of living organisms, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Study and examination of the concepts of cytology, reproduction, genetics, and scientific reasoning are included.

Corequisite: BIOL 1306.

BIOL 1107 - Biology for Science Majors II Lab (1:00:02)

This laboratory-based course accompanies Biology 1307, Biology for Science Majors II. Laboratory activities will reinforce study of the diversity and classification of life, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals.

Prerequisite: TSI Complete. Corequisite: BIOL 1307.

BIOL 1306 - Biology for Science Majors I (3:03:00)

Fundamental principles of living organisms will be studied, including physical and chemical properties of life, organization, function, evolutionary adaptation, and classification. Concepts of cytology, reproduction, genetics, and scientific reasoning are included.

Prerequisite: TSI Complete. Corequisite: BIOL 1106.

BIOL 1307 - Biology for Science Majors II (3:03:00)

The diversity and classification of life will be studied, including animals, plants, protists, fungi, and prokaryotes. Special emphasis will be given to anatomy, physiology, ecology, and evolution of plants and animals.

Prerequisite: BIOL 1306. Corequisite: BIOL 1107.

BIOL 2101 - Anatomy and Physiology I Lab (1:00:02)

The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include integumentary, skeletal, muscular, nervous, and special senses.

Prerequisite: Pass the Reading and Writing portions of the TSI Assessment Test. Corequisite: BIOL 2301.

BIOL 2102 - Anatomy and Physiology II Lab (1:00:02)

The lab provides a hands-on learning experience for exploration of human system components and basic physiology. Systems to be studied include endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics).

Prerequisite: BIOL 2101. Corequisite: BIOL 2302.

BIOL 2120 - Microbiology for Non-Science Majors Lab (1:00:02)

This course covers basics of culture and identification of bacteria and microbial ecology. This course is primarily directed at pre-nursing and other pre-allied health majors and covers basics of microbiology. Emphasis is on medical microbiology, infectious diseases, and public health.

Prerequisite: BIOL 2301/2101 or BIOL 1306/1106. Corequisite: BIOL 2320.

BIOL 2301 - Anatomy and Physiology I (3:03:00)

Anatomy and Physiology I is the first part of a two-course sequence. It is a study of the structure and function of the human body including cells, tissues, and organs of the following systems: integumentary, skeletal, muscular, nervous and special senses. Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

Prerequisite: Pass the Reading and Writing portions of the TSI Assessment Test. Corequisite: BIOL 2101.

BIOL 2302 - Anatomy and Physiology II (3:03:00)

Anatomy and Physiology II is the second part of a two-course sequence. It is a study of the structure and function of the human body including the following systems: endocrine, cardiovascular, immune, lymphatic, respiratory, digestive (including nutrition), urinary (including fluid and electrolyte balance), and reproductive (including human development and genetics). Emphasis is on interrelationships among systems and regulation of physiological functions involved in maintaining homeostasis.

Prerequisite: BIOL 2301. Corequisite: BIOL 2102.

BIOL 2320 - Microbiology for Non-Science Majors (3:03:00)

This course covers basic microbiology and immunology and is primarily directed at pre-nursing, pre-allied health, and non-science majors. It provides an introduction to historical concepts of the nature of microorganisms, microbial diversity, the importance of microorganisms and acellular agents in the biosphere,and their roles in human and animal diseases. Major topics include bacterial structure as well as growth, physiology, genetics, and biochemistry of microorganisms. Emphasis is on medical microbiology, infectious diseases, and public health.

Prerequisite: BIOL 2301/2101 or BIOL 1306/1106. Corequisite: BIOL 2120.

BUSI - Business Commerce

BUSI 1301 - Business Principles (3:03:00)

This course provides a survey of economic systems, forms of business ownership, and considerations for running a business. Students will learn various aspects of business, management, and leadership functions; organizational considerations; and decision-making processes. Financial topics are introduced, including accounting, money and banking, and securities markets. Also included are discussions of business challenges in the legal and regulatory environment, business ethics, social responsibility, and international business. Emphasized is the dynamic role of business in everyday life

BUSI 1307 - Personal Finance (3:03:00)

Personal and family accounts, budgets and budgetary control, bank accounts, charge accounts, borrowing, investing, insurance, standards of living, renting or home ownership, and wills and trust plans. NOTE: This course is not part of the business field of study and may not transfer toward a degree in business.

CHEM - Chemistry

CHEM 1106 - Introductory Chemistry I Lab (1:00:02)

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for allied health students and for students who are not science majors.

Prerequisite: MATH 1314. Corequisite: CHEM 1306.

CHEM 1111 - General Chemistry I (lab) (1:00:03)

Basic laboratory experiments supporting theoretical principles presented in CHEM 1311; introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports.

Prerequisite: TSI Complete in Reading and Writing, MATH 1314. Corequisite: CHEM 1311.

CHEM 1112 - General Chemistry II Lab (1:00:03)

Basic laboratory experiments supporting theoretical principles presented in CHEM 1311; introduction of the scientific method, experimental design, data collection and analysis, and preparation of laboratory reports.

Prerequisite: MATH 1314. Corequisite: CHEM 1312.

CHEM 1306 - Introduction to Chemistry I (3:03:00)

Survey course introducing chemistry. Topics may include inorganic, organic, biochemistry, food/physiological chemistry, and environmental/consumer chemistry. Designed for non-science and allied health students.

Prerequisite: MATH 1314. Corequisite: CHEM 1106.

CHEM 1311 - General Chemistry I (3:03:00)

Fundamental principles of chemistry for majors in the sciences, health sciences, and engineering; topics include measurements, fundamental properties of matter, states of matter, chemical reactions, chemical stoichiometry, periodicity of elemental properties, atomic structure, chemical bonding, molecular structure, solutions, properties of gases, and an introduction to thermodynamics and descriptive chemistry.

Prerequisite: MATH 1314. Corequisite: CHEM 1111.

CHEM 1312 - General Chemistry II (3:03:00)

Chemical equilibrium; phase diagrams and spectrometry; acid-base concepts; thermodynamics; kinetics; electrochemistry; nuclear chemistry; an introduction to organic chemistry and descriptive inorganic chemistry.

Prerequisite: MATH 1314, CHEM 1311/CHEM 1111. Corequisite: CHEM 1112.

COSC - Computer Science

COSC 1301 - Introduction to Computing (3:03:00)

Overview of computer systems--hardware, operating systems, the Internet, and application software including word processing, spreadsheets, presentation graphics, and databases. Current topics such as the effect of computers on society, and the history and use of computers in

business, educational, and other interdisciplinary settings are also studied. This course is not intended to count toward a student's major field of study in business or computer science.

COSC 1436 - Programming Fundamentals I (4:03:02)

Introduces the fundamental concepts of structured programming and provides a comprehensive introduction to programming for computer science and technology majors. Topics include software development methodology, data types, control structures, functions, arrays, and the mechanics of running, testing, and debugging. This course assumes computer literacy. This course is included in the Field of Study Curriculum for Computer Science.

COSC 1437 - Programming Fundamentals II (4:03:02)

This course focuses on the object-oriented programming paradigm, emphasizing the definition and use of classes along with fundamentals of object-oriented design. The course includes basic analysis of algorithms, searching and sorting techniques, and an introduction to software engineering processes. Students will apply techniques for testing and debugging software. (This course is included in the Field of Study Curriculum for Computer Science.)

Prerequisite: COSC 1436 .

COSC 2436 - Programming Fundamentals III (4:03:03)

Further applications of programming techniques, introducing the fundamental concepts of data structures and algorithms. Topics include data structures (including stacks, queues, linked lists, hash tables, trees, and graphs), searching, sorting, recursion, and algorithmic analysis. Programs will be implemented in an appropriate object oriented language. (This course is included in the Field of Study Curriculum for Computer Science.)

Prerequisite: COSC 1437.

CRIJ - Criminal Justice

CRIJ 1301 - Introduction to Criminal Justice (3:03:00)

Historical and philosophical overview of the American criminal justice system, including the nature, extent, and impact of crime; criminal law; and justice agencies and processes.

CRIJ 1306 - Court Systems & Practices (3:03:00)

Study of the court system as it applies to the structures, procedures, practices and sources of law in American courts, using federal and Texas statutes and case law.

CRIJ 1310 - Fundamentals of Criminal Law (3:03:00)

Study of criminal law including application of definitions, statutory elements, defenses and penalties using Texas statutes, the Model Penal Code, and case law. The course also analyzes the philosophical and historical development of criminal law and criminal culpability.

CRIJ 2313 - Correctional Systems & Practices (3:03:00)

Survey of institutional and non-institutional corrections. Emphasis will be placed on the organization and operation of correctional systems; treatment and rehabilitation; populations served; Constitutional issues; and current and future issues.

CRIJ 2314 - Criminal Investigation (3:03:00)

Investigative theory; collection and preservation of evidence; sources of information;interview and interrogation; uses of forensic sciences; and case trial preparation.

CRIJ 2323 - Legal Aspects of Law Enforcement (3:03:00)

Police authority; responsibilities; constitutional constraints; laws of arrest, search, and seizure; police liability.

CRIJ 2328 - Police Systems & Practices (3:03:00)

Examines the establishment, role and function of police in a democratic society. It will focus on types of police agencies and their organizational structure, police-community interaction, police ethics, and use of authority.

ECON - Economics

ECON 2301 - Principles of Macroeconomics (3:03:00)

An analysis of the economy as a whole including measurement and determination of Aggregate Demand and Aggregate Supply, national income, inflation and unemployment. Other topics include international trade, economic growth, business cycles, and fiscal policy and monetary policy.

ECON 2302 - Principles of Microeconomics (3:03:00)

Analysis of the behavior of individual economic agents, including consumer behavior and demand, producer behavior and supply, price and output, decisions by firms under various market structures, factor markets, market failures, and international trade.

EDUC - Education

EDUC 1100 - Learning Framework (1:01:00)

A study of the: research and theory in the psychology of learning, cognition, and motivation; factors that impact learning, and application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed as PSYC 1300)

ENGL - English

ENGL 1301 - Composition I (3:03:00)

Intensive study of and practice in writing processes, from invention and researching to drafting, revising, and editing, both individually and collaboratively. Emphasis on effective rhetorical choices, including audience, purpose, arrangement, and style. Focus on writing the academic essay as a vehicle for learning, communicating, and critical analysis.

Prerequisite: TSI complete for Reading and Writing.

ENGL 1302 - Composition II (3:03:00)

Intensive study of and practice in the strategies and techniques for developing research-based expository and persuasive texts. Emphasis on effective and ethical rhetorical inquiry, including primary and secondary research methods; critical reading of verbal, visual, and multimedia texts; systematic evaluation, synthesis, and documentation of information sources; and critical thinking about evidence and conclusions.

Prerequisite: ENGL 1301.

ENGL 2311 - Technical and Business Writing (3:03:00)

Intensive study of and practice in professional settings. Focus on the types of documents necessary to make decisions and take action on the job, such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Practice individual and collaborative processes involved in the creation of ethical and efficient documents.

Prerequisite: ENGL 1301.

ENGL 2321 - British Literature (3:03:00)

A survey of the development of British literature from the Anglo-Saxon period to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical, linguistic, and cultural contexts. Texts will be selected from a diverse group of authors and traditions.

Prerequisite: ENGL 1301.

ENGL 2326 - American Literature (3:03:00)

A survey of American literature from the period of exploration and settlement to the present. Students will study works of prose, poetry, drama, and fiction in relation to their historical and cultural contexts. Texts will be selected from among a diverse group of authors for what they reflect and reveal about the evolving American experience and character.

Prerequisite: ENGL 1301.

GOVT - Government

GOVT 2305 - Federal Government (3:03:00)

Origin and development of the U.S. Constitution, structure and powers of the national government including the legislative, executive, and judicial branches, federalism, political participation, the national election process, public policy, civil liberties and civil rights.

Prerequisite: TSI complete for Reading.

GOVT 2306 - Texas Government (3:03:00)

Origin and development of the Texas constitution, structure and powers of state and local government, federalism and inter-governmental relations, political participation, the election process, public policy, and the political culture of Texas.

Prerequisite: TSI complete for Reading.

HIST - History

HIST 1301 - United States History I (3:03:00)

A survey of the social, political, economic, cultural, and intellectual history of the United States from the pre-Columbian era to the Civil War/Reconstruction period. United States History I includes the study of pre-Columbian, colonial, revolutionary, early national, slavery and sectionalism, and the Civil War/Reconstruction eras. Themes that may be addressed in United States History I include: American settlement and diversity, American culture, religion, civil and human rights, technological change, economic change, immigration and migration, and creation of the federal government.

Prerequisite: TSI complete for Reading.

HIST 1302 - United States History II (3:03:00)

A survey of the social, political, economic, cultural, and intellectual history of the United States from the Civil War/Reconstruction era to the present. United States History II examines industrialization, immigration, world wars, the Great Depression, Cold War and post-Cold War eras. Themes that may be addressed in United States History II include: American culture, religion, civil and human rights, technological change, economic change, immigration and migration, urbanization and suburbanization, the expansion of the federal government, and the study of U.S. foreign policy.

Prerequisite: TSI complete for Reading.

HUMA - Humanities

HUMA 1315 - Fine Arts Appreciation (3:03:00)

This course is an exploration of the purposes and processes in the visual and performing arts (such as music, painting, architecture, drama, and dance) and the ways in which they express the values of cultures and human experience.

MATH - Mathematics

MATH 1314 - College Algebra (3:03:00)

In-depth study and applications of polynomial, rational, radical, exponential and logarithmic functions, and systems of equations using matrices. Additional topics such as sequences, series, probability, and conics may be included.

Prerequisite: TSI complete in Mathematics.

MATH 1325 - Calculus for Business and Social Sciences (3:03:00)

This course is the basic study of limits and continuity, differentiation, optimization and graphing, and integration of elementary functions, with emphasis on applications in business, economics, and social sciences. This course is not a substitute for MATH 2413, calculus I.

Prerequisite: MATH 1314 or MATH 1324.

MATH 1332 - Contemporary Mathematics (Quantitative Reasoning) (3:03:00)

Intended for Non STEM (Science, Technology, Engineering, and Mathematics) majors. Topics include introductory treatments of sets and logic, financial mathematics, probability and statistics with appropriate applications. Number sense, proportional reasoning, estimation, technology, and communication should be embedded throughout the course. Additional topics may be covered.

Prerequisite: TSI complete in Mathematics.

MATH 1342 - Elementary Statistical Methods (3:03:00)

Collection, analysis, presentation and interpretation of data, and probability. Analysis includes descriptive statistics, correlation and regression, confidence intervals and hypothesis testing. Use of appropriate technology is recommended.

Prerequisite: TSI complete in Mathematics.

MATH 2312 - Pre-Calculus Math (3:03:00)

In-depth combined study of algebra, trigonometry, and other topics for calculus readiness.

Prerequisite: MATH 1314 College Algebra or the equivalent preparation.

MATH 2313 - Calculus I (3:03:00)

Limits and continuity; the Fundamental Theorem of Calculus; definition of the derivative of a function and techniques of differentiation; applications of the derivative to maximizing or minimizing a function; the chain rule, mean value theorem, and rate of change problems; curve sketching; definite and indefinite integration of algebraic, trigonometric, and transcendental functions, with an application to calculation of areas.

Prerequisite: MATH 2312 Pre-Calculus Math or Equivalent preparation.

MATH 2314 - Calculus II (3:03:00)

Differentiation and integration of transcendental functions; parametric equations and polar coordinates; techniques of integration; sequences and series; improper integrals.

Prerequisite: MATH 2313 Calculus I.

PHIL - Philosophy

PHIL 1301 - Introduction to Philosophy (3:03:00)

A study of major issues in philosophy and/or the work of major philosophical figures in philosophy. Topics in philosophy may include theories of reality, theories of knowledge, theories of value, and their practical applications

Prerequisite: TSI complete for Reading.

PSYC - Psychology

PSYC 1100 - Learning Framework (1:01:00)

A study of the 1) research and theory in the psychology of learning, cognition, and motivation, 2) factors that impact learning, and 3) application of learning strategies. Theoretical models of strategic learning, cognition, and motivation serve as the conceptual basis for the introduction of college-level student academic strategies. Students use assessment instruments (e.g., learning inventories) to help them identify their own strengths and weaknesses as strategic learners. Students are ultimately expected to integrate and apply the learning skills discussed across their own academic programs and become effective and efficient learners. Students developing these skills should be able to continually draw from the theoretical models they have learned. (Cross-listed as EDUC 1100)

PSYC 2301 - General Psychology (3:03:00)

General Psychology is a survey of the major psychological topics, theories and approaches to the scientific study of behavior and mental processes.

Prerequisite: TSI complete for Reading.

PSYC 2314 - Lifespan Growth & Development (3:03:00)

Life-Span Growth and Development is a study of social, emotional, cognitive and physical factors and influences of a developing human from conception to death.

Prerequisite: TSI Complete in Reading.

SOCI - Sociology

SOCI 1301 - Introduction to Sociology (3:03:00)

The scientific study of human society, including ways in which groups, social institutions, and individuals affect each other. Causes of social stability and social change are explored through the application of various theoretical perspectives, key concepts, and related research methods of sociology. Analysis of social issues in their institutional context may include topics such as social stratification, gender, race/ethnicity, and deviance.

SOCI 1306 - Social Problems (3:03:00)

Application of sociological principles and theoretical perspectives to major social problems in contemporary society such as inequality, crime and violence, substance abuse, environmental issues, deviance, or family problems.

SOCI 2336 - Criminology (3:03:00)

The course surveys various theories of crime, with an emphasis on understanding the social causes of criminal behavior. The techniques for measuring crime as a social phenomenon and the characteristics of criminals are examined. This course addresses crime types (such as consensual or white-collar crimes), the criminal justice system, and other social responses to crime.

SPCH - Speech

SPCH 1315 - Public Speaking (3:03:00)

Application of communication theory and practice to the public speaking context, with emphasis on audience analysis, speaker delivery, ethics of communication, cultural diversity, and speech organizational techniques to develop students' speaking abilities, as well as ability to effectively evaluate oral presentations.

SPCH 1318 - Interpersonal Communication (3:03:00)

Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families, and relationships with co-workers and supervisors.

TECA - Early Childhood Education

TECA 1303 - Families, School & Community (3:03:00)

A study of the child, family, community, and schools, including parent education and involvement, family and community lifestyles, child abuse, and current family life issues. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth through age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. The course includes a minimum of 16 hours of field experience.

TECA 1311 - Educating Young Children (3:03:00)

An introduction to the education of the young child, including developmentally appropriate practices and programs, theoretical and historical perspectives, ethical and professional responsibilities, and current issues. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities Standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth through age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations; and the course includes a minimum of 16 hours of field experience.

TECA 1318 - Wellness of the Young Child (3:03:00)

A study of the factors that impact the well-being of the young child including healthy behavior, food, nutrition, fitness, and safety practices. Focuses on local and national standards and legal implications of relevant policies and regulations. Course content must be aligned as applicable with State Board for Educator Certification Pedagogy and Professional Responsibilities standards and coincide with the National Association for the Education of Young Children position statement related to developmentally appropriate practices for children from birth to age eight. Requires students to participate in field experiences with children from infancy through age 12 in a variety of settings with varied and diverse populations. Course includes a minimum of 16 hours of field experiences.

TECA 1354 - Child Growth & Development (3:03:00)

A study of the physical, emotional, social, language, and cognitive factors impacting growth and development of children through adolescence.

Corequisite: CDEC 2386.

Developmental Education Courses

DORI - Developmental Orientation

DORI 0200 - College Success Skills (2:02:00)

Psychology of learning and success. Examines factors that underlie learning, success, and personal development in higher education. Topics covered include information processing, memory, strategic learning, self-regulation, goal setting, motivation, educational and career planning, and learning styles. Techniques of study such as time management, listening and note taking, text marking, library and research skills, preparing for examinations, and utilizing learning resources are covered. Includes courses in college orientation and developments of studentsÂ¿ academic skills that apply to all disciplines.

INRW - Integrated Reading/Writing

INRW 0100 - 'JumpStart' Integrated Reading/Writing (1:01:00)

Integration of critical reading and academic writing skills. The intervention does not fulfill TSI requirements for reading and/or writing.

Prerequisite: A TSI Assessment score of 347-350 in Reading and 357-362 with a 4 on the essay in Writing.

INRW 0173 - Base NCBO Integrated Reading/Writing (1:01:00)

Integration of critical reading and academic writing skills. This intervention does not fulfill TSI requirements for reading and/ or writing.

Prerequisite: A TSI Assessment ABE score level of 3-4 in Reading and/or Writing. Corequisite: INRW 0373.

INRW 0373 - Base Integrated Reading/Writing (3:03:00)

Integration of critical reading and academic writing skills. This course does not fulfill TSI requirements for reading and/or writing.

Prerequisite: Students not TSI complete and scoring a 3-6 ABE score. Corequisite: Students who score a Level 2 or 4 ABE in Reading and/or Writing must take INRW 0173 as a co-requisite course.

INRW 0473 - Integrated Reading/Writing (4:04:00)

Integration of critical reading and academic writing skills. The course fulfills TSI requirements for reading and/or writing.

Prerequisite: TSI Assessment writing score of 0-362/4 and TSI Assessment Reading score of 0-350.

TMTH - Developmental Mathematics

TMTH 0114 - 'JumpStart' Algebra (1:01:00)

A study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations.

Prerequisite: TSI Assessment score of 346-349 in Mathematics.

TMTH 0132 - 'JumpStart' Math (1:01:00)

Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems.

Prerequisite: TSI Assessment score of 343-349 in Mathematics.

TMTH 0165 - Base NCBO Algebra (1:01:00)

Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems. This course must be taken concurrently with TMTH 0365 Beginning Algebra. It will serve to provide additional time for the student to receive one-on-one support. Intervention will be provided by an instructor of record.

Prerequisite: Required for students scoring a Level 3 ABE or a Level 4 ABE on the TSI Assessment. Corequisite: TMTH 0365.

TMTH 0174 - Base NCBO Math (1:01:00)

Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems. This course must be taken concurrently with TMTH 0374. It will serve to provide additional time for the student to receive one-on-one support. Intervention will be provided by an instructor of record.

Prerequisite: Required for students scoring a Level 3 ABE or a Level 4 ABE on the TSI Assessment. Corequisite: TMTH 0374.

TMTH 0365 - Beginning Algebra (3:03:00)

Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems.

Prerequisite: Required for students scoring a Level 3 ABE or a Level 4 ABE on the TSI Assessment. Corequisite: Students who have an ABE score below a 4 must enroll in TMTH 0165 as a co-enrollment course.

TMTH 0374 - Developmental Mathematics (3:03:00)

Topics in mathematics such as arithmetic operations, basic algebraic concepts and notation, geometry, and real and complex number systems.

Prerequisite: TSI Assessment score of 0-349 in Mathematics. Corequisite: Students who score a Level 3 ABE or a Level 4 ABE on the TSI Assessment must enroll in TMTH 0174 as a co-requisite course.

TMTH 0375 - Intermediate Algebra (3:03:00)

A study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations.

Prerequisite: TSI Assessment score of 0-349 in Mathematics or a 'C' or better in TMTH 0365.

Technical Courses

ACNT - Accounting Technology

ACNT 1303 - Introduction to Accounting I (3:03:00)

A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.

ACNT 1304 - Introduction to Accounting II (3:03:00)

A study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment.

Prerequisite: ACNT 1303.

ACNT 1311 - Introduction to Computerized Accounting (3:02:02)

Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package.

Prerequisite: ACNT 1303.

ACNT 1313 - Computerized Accounting Applications (3:03:00)

Use of the computer to develop and maintain accounting records and to process common business applications for managerial decision-making.

Prerequisite: ACNT 1311.

ACNT 1329 - Payroll and Business Tax Accounting (3:03:00)

A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment.

Prerequisite: ACNT 1303.

ACNT 1331 - Federal Income Tax: Individual (3:03:00)

A study of the federal tax law for preparation of individual income tax returns.

Prerequisite: ACNT 1303.

ACNT 1347 - Federal Income Tax for Partnerships and Corporations (3:03:00)

A study of federal tax laws for preparation of partnership and corporate returns.

Prerequisite: ACNT 1303.

ACNT 2309 - Cost Accounting (3:03:00)

A study of budgeting, cost analysis and cost control systems using traditional and contemporary costing methods and theories in decision making.

Prerequisite: ACNT 1304.

ACNT 2389 - Internship - Accounting (3:00:09)

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Prerequisite: ACNT 1303 and ACNT 1304.

ACNT 2404 - Intermediate Accounting II (4:03:02)

Continued in-depth analysis of generally accepted accounting principles underlying the preparation of financial statements including comparative analysis and statement of cash flows. This is a capstone course for the Associate of Applied Science degree.

Prerequisite: ACNT 2309.

ARCE - Computer Drafting

ARCE 1315 - Structural Steel Detailing (3:02:04)

This course covers the preparation of structural steel drawings and bills of material for the purpose of fabrication and erection. Emphasis will be placed upon using structural design framing plans to develop detailed steel members, connections, and assemblies.

AUMT - Advanced Engine

AUMT 2305 - Automotive Engine Theory (3:03:00)

Fundamentals of engine operation and diagnosis including lubrication and cooling systems. Emphasis on identification of components, measurements, inspections, and repair methods.

BMGT - Business Administration and Management

BMGT 1327 - Principles of Management (3:03:00)

Concepts, terminology, principles, theories, and issues in the field of management. **Available Online**

BMGT 1341 - Business Ethics (3:03:00)

Discussion of ethical issues, the development of a moral frame of reference, and the need for an awareness of social responsibility in management practices and business activities. Includes ethical corporate responsibility.

BMGT 2382 - Cooperative Education- Business Administration and Management, General (3:01:20)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component. This is a capstone course for the AAS degree. Students must complete WorkKeys tm Test.

BUSG - Management Development

BUSG 2305 - Business Law/Contracts (3:03:00)

Principles of law which form the legal framework for business activity including applicable statues, contracts, and agency.

BUSG 2309 - Small Business Management/Entrepreneurship (3:03:00)

Starting, operating, and growing a small business. Includes essential management skills, how to prepare a business plan, accounting, financial needs, staffing, marketing strategies, and legal issues.

BUSG 2317 - Business Law/Commercial (3:03:00)

The relationships of law and business as they relate to commercial transactions.

CDEC - Child Care and Development

CDEC 1313 - Curriculum Resources for Early Childhood Programs (3:03:00)

A study of the fundamentals of developmentally appropriate curriculum design and implementation in early care and education programs for children birth through age eight.

Corequisite: CDEC 2387.

CDEC 1319 - Child Guidance (3:03:00)

An exploration of guidance strategies for promoting prosocial behaviors with individual and groups of children . Emphasis on positive guidance principles and techniques, family involvement, and cultural influences.

CDEC 1339 - Early Childhood Development: 0-3 Years (3:03:00)

Principles of typical growth and development from conception through three years of age. Emphasizes physical, cognitive, and social and emotional development.

CDEC 1358 - Creative Arts for Early Childhood (3:02:02)

An exploration of principles, methods, and materials for teaching music, movement, visual arts, and dramatic play through process-oriented experiences to support divergent thinking for children birth through age eight.

CDEC 1359 - Children with Special Needs (3:03:00)

A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, intervention strategies, available resources, referral processes, the advocacy role, and legislative issues.

CDEC 2304 - Child Abuse and Neglect (3:03:00)

Methods used in the identification of physical, emotional, and sexual abuse and neglect with an emphasis on developing skills for working with children and families. Includes methods of referral to public and private agencies that deal with investigation and treatment.

CDEC 2315 - Diverse Cultural/Multilingual Education (3:03:00)

An overview of diverse cultural and multilingual education including familial relationships, community awareness, diversity, and the needs of each and every child.

CDEC 2326 - Administration of Programs for Children I (3:03:00)

Application of management procedures for early care education programs. Includes planning, operating, supervising, and evaluating programs. Topics cover philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication.

CDEC 2328 - Administration of Programs for Children II (3:03:00)

An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis, technical applications in programs and planning parent education/partnerships.

CDEC 2386 - Internship-Child Care Provider/Assistant (3:00:09)

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Corequisite: TECA 1354.

CDEC 2387 - Internship - Child Care Provider/Assistant (3:00:09)

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Corequisite: CDEC 1313.

CETT - Computer Engineering Technology

CETT 1403 - DC Circuits (4:03:04)

A study of the fundamentals of direct current including Ohm's law, Kirchhoff's laws and circuit analysis techniques.

Corequisite: MATH 1332.

CETT 1405 - AC Circuits (4:03:04)

A study of the fundamentals of alternating current including series and parallel AC circuits, phasors, capacitive and inductive networks, transformers, and resonance.

Prerequisite: CETT 1403.

CETT 1415 - Digital Applications (4:03:04)

An investigation of combinational and sequential logic elements and circuits with emphasis on design and troubleshooting of combinational and sequential circuits.

Prerequisite: CETT 1405.

CETT 1441 - Solid State Circuits (4:03:04)

A study of various semiconductor devices incorporated in circuits and their applications. Emphasis on circuit construction, measurements, and analysis. This is the capstone course for the Certificate of Completion in Electronic Instrumentation.

Prerequisite: CETT 1405.

CJLE - Criminal Justice Police Science

CJLE 1024 - Peace Officer IV (0:03:08)

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, and III to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Training Academy. *THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement.

Corequisite: CJLE 1506, 1512, 1518.

CJLE 1327 - Interviewing and Report Writing for Criminal Justice Professions (3:03:00)

Instruction and skill development in interviewing, note-taking, and report writing in the criminal justice context. Development of skills to conduct investigations by interviewing witnesses, victims, and suspects properly. Organization of information regarding incidents into effective written reports.

CJLE 1506 - Basic Peace Officer I (5:03:08)

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer II, III, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Training Academy. *THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement.*

Corequisite: CJLE 1512, CJLE 1518.

CJLE 1512 - Basic Peace Officer II (5:03:08)

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, III to satisfy the Texas Commission on Law Enforcement (TCLEOSE) approved Basic Peace Officer Academy. *THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement.*

Corequisite: CJLE 1506, CJLE 1518.

CJLE 1518 - Basic Peace Officer III (5:03:08)

Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Academy. *THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement.*

Corequisite: CJLE 1506, CJLE 1512.

CJLE 2345 - Vice and Narcotics Investigation (3:03:00)

Classifications of commonly used narcotics, dangerous drugs, gambling, sex crimes, fraud, gangs, and investigative techniques. Includes proper interdiction procedures and techniques.

CJSA - Criminal Justice Safety Studies

CJSA 1308 - Criminalistics I (3:03:00)

Introduction to the field of criminalistics. Topics include the application of scientific and technical methods in the investigation of crime including location, identification, and handling of evidence for scientific analysis.

CJSA 1371 - Introduction to Security Threat Groups (3:03:00)

Study of Security Threat Groups and their impact on communities, law enforcement, the military, and schools throughout the United States. Includes methods of combating domestic and international Security Threat Groups' operations, narcotics traffic, the mind of the gang member, and the criminal enterprise of security threat groups and organized crime's impact on terrorism.

CJSA 1372 - Domestic and International Security Threat Groups (3:03:00)

An overview of the growth of gangs in the prison systems in the United States. Includes the reasons for the gangs and their activities, methods of identifying gang members, and methods of reducing gang membership and violence. A study of current philosophies, weapons, tactics, funding sources, computer uses, Communications, Internet use, and other technologies used to operate covertly by domestic security threat groups. Analysis of international security threat groups as well as its origins, problems defining gangs, and the challenges gangs pose to United States policy makers and law enforcement agencies.

CJSA 2264 - Practicum/Criminal Justice (2:00:20)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

CJSA 2265 - Practicum/ Criminal Justice (2:00:20)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

CJSA 2323 - Criminalistics II (3:03:00)

Theory and practice of crime scene investigation. Topics include report writing, blood and other body fluids, document examination; etchings, casts and molds; glass fractures; use of microscope; and firearms identification.

CJSA 2335 - First Line Police Supervision (3:03:00)

Development of supervision techniques and practices for the first-line supervisor and development of desirable traits of a supervisor with emphasis on individual and group leadership. Special emphasis on the balance between the individual and the organization.

CJSA 2371 - Globalization of Security Threat Groups (3:03:00)

Examination of links between organized crime and security threat groups. Includes information concerning current security threat groups and terrorists; ties to ethnic-related organized crimes; transnational gang economy; drug trafficking; human trafficking; arms, intellectual property, gang movement, the Internet and the terrorist connection. This is a capstone course for the Associate of Applied Science in Criminal Justice Security Threat Groups.

CNSE - Mobil Crane Operation

CNSE 1371 - Equipment Operation (3:02:04)

Introduction to the general principles of basic preventative maintenance, inspection and operation associated with equipment in industry. Topics will include preventive maintenance schedules, inspection criteria, record-keeping systems and operations of selective equipment. Equipment to be utilized will include but not be limited to forklifts, aerial lifts, and small cranes.

Prerequisite: HYDR 1301.

CPMT - Computer Installation and Repair Technology

CPMT 1311 - Introduction to Computer Maintenance (3:02:04)

Introduction to the installation, configuration, and maintenance of a microcomputer system.

CPMT 2302 - Home Technology Integration (3:02:04)

Integration and maintenance of various home technology subsystems. Includes home automation, security and surveillance, home networks, video and audio networks, and structured wiring.

CPMT 2333 - Computer Integration (3:02:04)

Integration of hardware, software, and applications. Customization of computer systems for specific applications such as engineering, multimedia, or data acquisition.

CPMT 2380 - Cooperative Education- Computer Installation and Repair Technology/Technician (3:01:19)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

Prerequisite: CPMT 1351, CPMT 2333, ITCC 1310, and ITNW 1313.

CTEC - Process Operating Technology

CTEC 2545 - Unit Operations (5:04:04)

Instruction in the principles of chemical engineering and process equipment with emphasis on scale-up from laboratory bench to pilot plant.

Prerequisite: PTAC 2438 and PTAC 2314.

CTEC 2580 - Cooperative Education - Chemical Technology/Technician (5:01:39)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

Prerequisite: PTAC 2438 and PTAC 2314.

CVOP - Truck and Bus Driver Commercial Vehicle Operation

CVOP 1145 - Commercial Drivers License Driving Skills (1:00:02)

Overview of the State of Texas Class A Commercial Drivers License driving test. In-depth coverage of in-cab air brake test, proper shifting, right and left-hand turns, movement in traffic, parking of a tractor trailer, highway and city driving, and backward movement and control.

CVOP 1201 - Commercial License Driving Skills (2:01:04)

Overview of the State of Texas Class A Commercial Driver’s License driving test. In-depth coverage of in-cab air brake test, proper shifting, right and left-hand turns, movement in traffic, parking of a tractor trailer, highway and city driving, and backward movement and control.

Prerequisite: LNWK 1311.

DEMR - Diesel Mechanics

DEMR 1280 - Cooperative Education - Diesel Mechanics Technology/Technician (2:1:10)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

Prerequisite: DEMR 2412.

DEMR 1305 - Basic Electrical Systems (3:03:00)

Basic principles of electrical systems of diesel powered equipment with emphasis on starters, alternators, and batteries.

DEMR 1306 - Diesel Engines I (3:03:00)

An introduction to the basic principles of diesel engines and systems.

Corequisite: DEMR 1401.

DEMR 1313 - Fuel Systems (3:03:00)

In-depth coverage of fuel injector pumps and injection systems.

Prerequisite: DEMR 1401.

DEMR 1316 - Basic Hydraulics (3:03:00)

Fundamentals of hydraulics including components and related systems.

DEMR 1323 - Heating, Ventilation, and Air Conditioning (HVAC) Troubleshooting and Repair (3:02:04)

Introduction to heating, ventilation, and air conditioning theory, testing, and repair. Emphasis on refrigerant reclamation, safety procedures, specialized tools, and repairs

DEMR 1329 - Preventive Maintenance (3:03:00)

An introductory course designed to provide the student with basic knowledge of proper servicing practices. Content includes record keeping and condition of major systems.

DEMR 1401 - Shop Safety and Procedures (4:03:04)

A study of shop safety, rules, basic shop tools, and test equipment.

Corequisite: DEMR 1306.

DEMR 1410 - Diesel Engine Testing and Repair I (4:03:04)

An introduction to testing and repairing diesel engines including related systems and specialized tools.

Prerequisite: DEMR 1401.

DEMR 1449 - Diesel Engines II (4:03:04)

An in-depth coverage of disassembly, repair, identification, evaluation, and reassembly of diesel engines.

DEMR 2334 - Advanced Diesel Tune-up and Troubleshooting (3:02:04)

Advanced concepts and skills required for tune-up and troubleshooting procedures of diesel engines. Emphasis on the science of diagnostics with a common sense approach. This is a capstone course for Associate of Applied Science degree in Advanced Engine Technology.

Prerequisite: DEMR 2412.

DEMR 2348 - Failure Analysis (3:03:00)

An advanced course designed for analysis of typical part failures on equipment.

Prerequisite: DEMR 1401.

DEMR 2412 - Diesel Engine Testing and Repair II (4:03:04)

Continuation of Diesel Engine Testing and Repair I. Coverage of testing and repairing diesel engines including related systems and specialized tools. This is a capstone course for Certificate of Completion in Advanced Engine - Diesel.

Prerequisite: DEMR 1401.

DFTG - Drafting Design Technology

DFTG 1305 - Technical Drafting (3:02:04)

Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, and auxiliary views.

DFTG 1309 - Basic Computer-Aided Drafting (3:02:04)

An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale.

Corequisite: DFTG 1305.

DFTG 1313 - Drafting for Specific Occupations (3:02:04)

Discussion of theory and practice with drafting methods and the terminology required to prepare working drawings in specific or various occupational fields.

DFTG 1317 - Architectural Drafting - Residential (3:02:04)

Architectural drafting procedures, practices, terms, and symbols. Preparation of detailed working drawings for residential structures. Emphasis on light frame construction methods.

Corequisite: DFTG 1305, DFTG 1309.

DFTG 2307 - Electrical Drafting (3:02:04)

A study of area lighting, control systems and power layouts, electrical and safety codes, load factors and distribution requirements.

Prerequisite: DFTG 1309.

DFTG 2308 - Instrumentation Drafting (3:02:04)

Principles of instrumentation applicable to industrial applications; fundamentals of measurement and control devices; currently used ISA (Instrument Society of America) symbology; basic flow sheet layout and drafting practices.

Prerequisite: DFTG 1309.

DFTG 2319 - Intermediate Computer-Aided Drafting (3:02:04)

A continuation of practices and techniques used in basic computer-aided drafting including the development and use of prototype drawings, construction of pictorial drawings, extracting data, and basics of 3D.

Prerequisite: DFTG 1309.

DFTG 2323 - Pipe Drafting (3:02:04)

A study of pipe fittings, symbols, specifications and their applications to a piping process system. Creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics.

Prerequisite: DFTG 1309.

DFTG 2330 - Civil Drafting (3:02:04)

An in-depth study of drafting methods and principles used in civil engineering.

Prerequisite: ARCE 1352.

DFTG 2332 - Advanced Computer-Aided Drafting (3:02:04)

Application of advanced CAD techniques.

Prerequisite: DFTG 2319.

DFTG 2338 - Final Project: Advanced Drafting (3:02:04)

A drafting course in which students participate in a comprehensive project from conception to conclusion.

Prerequisite: ARCE 1352, DFTG 2323.

DFTG 2345 - Advanced Pipe Drafting (3:02:04)

A continuation of pipe drafting concepts building on the basic principles acquired in pipe drafting.

Prerequisite: DFTG 2323.

DFTG 2380 - Cooperative Education - Drafting and Design Technology/Technician, General (3:01:20)

Career-related activities encountered in the student's area of specialization are offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

Prerequisite: DFTG 2323.

DHYG - Dental Hygiene

DHYG 1207 - General and Dental Nutrition (2:02:00)

General nutrition and nutritional biochemistry emphasizing the effect nutrition has on oral health.

Prerequisite: DHYG 1301, DHYG 1227, DHYG 1304, and DHYG 1431.

DHYG 1219 - Dental Materials (2:01:03)

Physical and chemical properties of dental materials including the application and manipulation of the various materials used in dentistry

Prerequisite: DHYG 1301, DHYG 1431, DHYG 1304, and DHYG 1227.

DHYG 1227 - Preventive Dental Hygiene Care (2:02:00)

The role of the dental hygienist as a therapeutic oral health care provider with emphasis on concepts of disease management, health promotion, communication, and behavior modification.

Prerequisite: DHYG 1301.

DHYG 1235 - Pharmacology for the Dental Hygienist (2:02:00)

Classification of drugs and their uses, actions, interactions, side effects, contraindications, with emphasis on dental applications.

Prerequisite: DHYG 1301, DHYG 1431.

DHYG 1260 - Clinical - Introductory (2:00:08)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: DHYG 1301, DHYG 1304, DHYG 1227, and DHYG 1431.

DHYG 1301 - Orofacial Anatomy, Histology & Embryology (3:02:03)

The histology and embryology of oral tissues, gross anatomy of the head and neck, tooth morphology, and individual tooth identification.

Prerequisite: Admission to the program; BIOL 2301, BIOL 2101, BIOL 2302, BIOL 2102.

DHYG 1304 - Dental Radiology (3:02:03)

Fundamentals of oral radiography, including techniques, interpretation, quality assurance, and ethics.

Prerequisite: DHYG 1301. Corequisite: DHYG 1431.

DHYG 1311 - Periodontology (3:03:00)

Normal and diseased periodontium including the structural, functional, and environmental factors. Emphasis on etiology, pathology, treatment modalities, and therapeutic and preventive periodontics.

Prerequisite: DHYG 1301, DHYG 1431, DHYG 1304, DHYG 1227, DHYG 1235, DHYG 2301.

DHYG 1315 - Community Dentistry (3:02:03)

Study of the principles and concepts of community public health and dental health education with an emphasis on community assessment, educational planning, implementation, and evaluation. Laboratory emphasizes methods and materials used in teaching dental health education in various community settings.

Prerequisite: DHYG 1301, DHYG 1431, DHYG 1304, DHYG 1227, DHYG 1219, DHYG 1235, DHYG 2301, DHYG 1207, DHYG 1311, DHYG 2261, DHYG 2331, and DHYG 1339.

DHYG 1339 - General and Oral Pathology (3:03:00)

Disturbances in human body development, diseases of the body, and disease prevention measures with emphasis on the oral cavity and associated structures.

Prerequisite: DHYG 1301, DHYG 1431, DHYG 1304, DHYG 1227, DHYG 1235, DHYG 2301, and DHYG 1207.

DHYG 1431 - Preclinical Dental Hygiene (4:02:06)

Foundational knowledge for performing clinical skills on patients with emphasis on procedures and rationale for performing dental hygiene care. Introduction to ethical principles as they apply to dental hygiene care.

Prerequisite: DHYG 1301. Corequisite: DHYG 1304.

DHYG 2153 - Dental Hygiene Practice (1:01:01)

Emphasis on the laws governing the practice of dentistry and dental hygiene, moral standards, and the ethical standards established by the dental hygiene profession. Practice settings for the dental hygienist, office operations, and preparation for employment.

Prerequisite: DHYG 1301, DHYG 1431, DHYG 1304, DHYG 1227, DHYG 1219, DHYG 1235, DHYG 2301, DHYG 1207, DHYG 2261, DHYG 2331, and DHYG 1339.

DHYG 2261 - Clinical - Intermediate (2:00:12)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: DHYG 1301, DHYG 1431, DHYG 1304, DHYG 1227, DHYG 1235, DHYG 2301, and DHYG 1207.

DHYG 2262 - Clinical - Advanced (2:00:12)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. Direct supervision by the clinical professional.

Prerequisite: DHYG 1301, DHYG 1431, DHYG 1304, DHYG 1227, DHYG 1219, DHYG 1235, DHYG 2301, DHYG 1207, DHYG 1311, DHYG 2261, DHYG 2331, and DHYG 1339.

DHYG 2301 - Dental Hygiene Care I (3:03:00)

Introduction to dental hygiene care for the medically or dentally compromised patient. Emphasizes supplemental instrumentation techniques.

Prerequisite: DHYG 1301, DHYG 1431, DHYG 1304, and DHYG 1227.

DHYG 2331 - Dental Hygiene Care II (3:03:00)

A continuation of Dental Hygiene Care I. Dental hygiene for the medically or dentally compromised patient including advanced instrumentation techniques.

Prerequisite: DHYG 1301, DHYG 1431, DHYG 1304, DHYG 1227, DHYG 1235, DHYG 2301, and DHYG 1207.

DMSO - Diagnostic Medical Sonography

DMSO 1101 - Techniques of Medical Sonography (1:00:04)

Scanning techniques. Includes scan protocols and procedures within the laboratory setting utilizing live scanning and/or a simulated experience. Lab.

Prerequisite: DMSO 1110, DMSO 1351.

DMSO 1110 - Introduction to Sonography (1:01:01)

An introduction to the profession of sonography and the role of the sonographer. Emphasis on medical terminology, ethical/legal aspects, written and verbal communication, and professional issues relating to registry, accreditation, professional organizations and history of the profession.

Prerequisite: Admission to Diagnostic Medical Sonography or Diagnostic Cardiac Sonography Programs.

DMSO 1251 - Sonographic Sectional Anatomy (2:02:01)

Sectional anatomy of the male and female body. Includes anatomical relationships of organs, vascular structures, and body planes and quadrants. Lecture/lab.

Prerequisite: Admission to the program.

DMSO 1267 - Practicum II (2:00:20)

Students will continue to gain proficiency in superficial structures and abdominal/pelvic procedures. Learning objectives will also include gravid and non-gravid uterus.

Prerequisite: DMSO 1366.

DMSO 1302 - Basic Ultrasound Physics (3:03:00)

Basic acoustical physics and acoustical waves in human tissue. Emphasis on ultrasound transmission in soft tissue, attenuation of sound energy, parameters affecting sound transmission, and resolution of sound beams.

Prerequisite: Admission to Diagnostic Medical Sonography or Diagnostic Cardiac Sonography Programs.

DMSO 1341 - Abdominopelvic Sonography (3:02:02)

Normal anatomy and physiology of abdominal and pelvic cavities as related to scanning techniques, transducer selection, and scanning protocols. Lecture/lab.

Prerequisite: Admission into the Medical Sonography Program.

DMSO 1342 - Intermediate Ultrasound Physics (3:03:00)

Continuation of Basic Ultrasound Physics. Includes interaction of ultrasound with tissues, mechanics of ultrasound production and display, various transducer designs and construction, quality assurance, bioeffects, and image artifacts. May introduce methods of Doppler flow analysis.

Prerequisite: DMSO 1302.

DMSO 1355 - Sonographic Pathophysiology (3:03:00)

Pathology and pathophysiology of the abdominal structures visualized with ultrasound. Includes the abdomen, pelvis, and superficial structures.

Prerequisite: DMSO 1110.

DMSO 1366 - Practicum I (3:00:24)

An introduction to the clinical aspects of sonography. Students will become familiar with and learn to use a scanner. Specific learning objectives will include abdominal/pelvic procedures and protocols, as well as superficial structures.

Prerequisite: DMSO 1441.

DMSO 2230 - Advanced Ultrasound and Review (2:02:01)

Exploration of advanced sonographic procedures and emerging ultrasound applications.

Prerequisite: DMSO 2341.

DMSO 2266 - Practicum III (2:00:20)

Students will be taught to image extensive obstetrics including maternal diseases and fetal abnormalities. Learning objectives will also include vascular imaging. This is a capstone course for the AAS degree.

Prerequisite: DMSO 1366, DMSO 1267.

DMSO 2341 - Sonography of Abdominopelvic Pathology (3:03:01)

Pathologies and disease states of the abdomen and pelvis as related to scanning techniques, patient history, and laboratory data, transducer selection, and scanning protocols. Emphasies endocavitary sonographic anatomy and procedures including pregnancy.

Prerequisite: DMSO 1355.

DMSO 2342 - Sonography of High Risk Obstetrics (3:02:03)

Maternal disease and fetal abnormalities. Includes scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols.

Prerequisite: DMSO 2405.

DMSO 2351 - Doppler Physics (3:03:00)

Doppler and hemodynamic principles relating to arterial and venous imaging and testing.

Prerequisite: DMSO 1342.

DMSO 2366 - Practicum III (3:00:24)

Students will be taught to image extensive obstetrics including maternal diseases and fetal abnormalities. Learning objectives will also include vascular imaging. This is a capstone course for the AAS degree.

Prerequisite: DMSO 1366; DMSO 1267.

DMSO 2405 - Sonography of Obstetrics/Gynecology (4:03:02)

Detailed study of the pelvis and obstetrics/gynecology as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols.

Prerequisite: DMSO 1355, DMSO 1341.

DSAE - Diagnostic Cardiac Sonography

DSAE 1264 - Practicum II (2:00:20)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Prerequisite: DSAE 1364.

DSAE 1303 - Introduction to Echocardiography Techniques (3:02:02)

An introduction to scanning techniques and procedures with hands-on experience in a lab setting. Emphasis is placed on the sonographic explanation of the normal adult heart.

Prerequisite: Admission to Diagnostic Cardiac Sonography Program.

DSAE 1340 - Diagnostic Electrocardiography (3:02:02)

Cardiac testing including the techniques and interpretation of patient physical assessment. Covers electrocardiography, stress testing, Holter monitoring, vital signs, and cardiovascular pharmacology.

Prerequisite: DMSO 1110, DSAE 1303.

DSAE 1364 - Practicum I (3:00:24)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Prerequisite: DSAE 2403.

DSAE 2265 - Practicum III (2:00:20)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Prerequisite: DMSO 1110 and DSAE 1303.

DSAE 2335 - Advanced Echocardiography (3:03:00)

Instruction in advanced echocardiographic procedures. Topics include stress echo, related diagnostic imaging, and related non-invasive cardiac testing

Prerequisite: DSAE 2437.

DSAE 2364 - Practicum II (3:00:24)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Prerequisite: DSAE 1364.

DSAE 2365 - Practicum III (3:00:24)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Prerequisite: DSAE 1364; DSAE 1264.

DSAE 2403 - Cardiovascular Concepts (4:03:02)

Anatomy, physiology, and pathophysiology of the cardiovascular system. Focuses on cardiac and vascular structural anatomy and relationships, electrical innervation, embryology, and hemodynamics of the heart and vascular system. Includes pathophysiology, etiology, pathology, signs, symptoms, risk factors, and treatment of cardiovascular diseases.

Prerequisite: DSAE 1303.

DSAE 2404 - Echocardiographic Evaluation of Pathology I (4:03:04)

An emphasis on adult acquired cardiac pathologies. Topics include cardiovascular pathophysiology, quantitative measurements, and the application of 2-D, M-Mode, and Doppler. Recognition of the sonographic appearances of cardiovascular disease is stressed.

Prerequisite: DSAE 2403.

DSAE 2437 - Echocardiographic Evaluation of Pathology II (4:03:04)

A continuation of Echocardiographic Evaluation of Pathology I with emphasis on cardiac disease. A discussion of quantitative measurements and application of 2-D, M-Mode, Doppler and recognition of the sonographic appearances of cardiac disease is stressed.

Prerequisite: DSAE 2404.

DSVT - Diagnostic Cardiac Sonography Vascular

DSVT 1103 - Introduction to Vascular Technology (1:01:01)

Introduction to basic non-invasive vascular theories. Emphasizes image orientation, transducer handling, and identification of anatomic structures.

Prerequisite: Registered general sonographer, registered cardiac sonographer, or a graduate of a Sonography Program accredited by the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC/DMS). Admission to Diagnostic Medical Sonography or Cardiac Sonography programs.

ELPT - Electrical and Power Transmission Installation

ELPT 1311 - Basic Electrical Theory (3:02:03)

Basic theory and practice of electrical circuits. Includes calculations as applied to alternating and direct current.

ELPT 1321 - Introduction to Electrical Safety and Tools (3:02:04)

Safety rules and regulations. Includes the selection, inspection, use, and maintenance of common tools for electricians.

ELPT 2323 - Transformers (3:02:03)

Transformer types, construction, connections, protection, grounding, and associated safety procedures.

ELPT 2339 - Electric Power Distribution (3:02:04)

Design, operation, and technical details of modern power distribution systems including generating equipment, transmission lines, plant distribution, and protective devices. Includes calculations of fault current, system load analysis, rates, and power economics.

Prerequisite: ELPT 1321, ELPT 1311.

EMSP - Emergency Medical Technology Technician (EMT Paramedic)

EMSP 1160 - Clinical Emergency Medical Technology/Technician (EMT Paramedic) (1:00:06)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Corequisite: EMSP 1501.

EMSP 1171 - EMS Agility and Fitness I (1:00:02)

Provides the student with the tools necessary to improve long-term physical health and conditioning. Exercise and physical training will prepare the EMS student to successfully meet or exceed the physical strength requirements and challenges of working with EMS.

EMSP 1172 - EMS Agility and Fitness II (1:00:02)

Provides the student with the tools necessary to improve long-term physical health and conditioning. Exercise and physical training will prepare the EMS student to successfully meet or exceed the physical strength requirements and challenges of working with EMS.

EMSP 1173 - EMS Agility and Fitness III (1:00:02)

Provides the student with the tools necessary to improve long-term physical health and conditioning. Exercise and physical training will prepare the EMS student to successfully meet or exceed the physical strength requirements and challenges of working with EMS.

EMSP 1338 - Introduction to Advanced Practice (3:02:02)

Fundamental elements associated with emergency medical services to include preparatory practices, pathophysiology, medication administration, and related topics.

Prerequisite: EMSP 1501.

EMSP 1355 - Trauma Management (3:02:02)

Knowledge and skills in the assessment and management of patients with traumatic injuries.

Corequisite: EMSP 1335, EMSP 1356, EMSP 1360.

EMSP 1356 - Patient Assessment and Airway Management (3:02:02)

Knowledge and skills required to perform patient assessment, airway management, and artificial ventilation.

Prerequisite: EMSP 1501.

EMSP 1501 - Emergency Medical Technician - Basic (5:03:08)

Preparation for certification as an Emergency Medical Technician (EMT).

EMSP 2137 - Emergency Procedures (1:00:02)

Application of emergency medical procedures. This course was designed to be repeated multiple times to improve student proficiency.

EMSP 2164 - Practicum – Emergency Medical Technology/Technician (EMT Paramedic) (1:00:12)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

EMSP 2205 - EMS Operations (2:01:03)

Knowledge and skills to safely manage multi-casualty incidents and rescue situations; utilize air medical resources; identify hazardous materials and other specialized incidents.

EMSP 2206 - Emergency Pharmacology (2:01:02)

A study of drug classifications, actions, therapeutic uses, adverse effects, routes of administration, and calculation of dosages.

EMSP 2243 - Assessment Based Management (2:01:03)

A summative experience covering comprehensive, assessment-based patient care management for the paramedic level.

EMSP 2260 - Clinical – Emergency Medical Technology/Technician (EMT Paramedic) (2:00:12)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

EMSP 2265 - Practicum – Emergency Medical Technology/Technician (EMT Paramedic) (2:00:16)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

EMSP 2330 - Special Populations (3:02:02)

Knowledge and skills necessary to assess and manage ill or injured patients in diverse populations to include neonatology, pediatrics, geriatrics, and other related topics.

EMSP 2434 - Medical Emergencies (4:03:02)

Knowledge and skills in the assessment and management of patients with medical emergencies, including medical overview, neurology, gastroenterology, immunology, pulmonology, urology, hematology, endocrinology, toxicology, and other related topics.

EMSP 2444 - Cardiology (4:03:03)

Assessment and management of patients with cardiac emergencies. Includes single and multi-lead ECG interpretation.

EPCT - Environmental Engineering Technology

EPCT 1305 - Environmental Regulations Overview (3:03:00)

An introduction to the history of the environmental movement, including basic requirements for compliance with the environmental regulations.

EPCT 1311 - Introduction to Environmental Science (3:03:00)

An overview of environmental science and current global concerns and a brief history of environmental ethics, resource use and conservation. Discussion of fundamental principles of resource economics and environmental health.

EPCT 1341 - Principles of Industrial Hygiene (3:03:00)

Basic concepts in threshold limits, dose response and general recognition of occupational hazards, including sampling statistics, calibration and equipment use. A study of the control of occupational hazards, sample collection, and evaluation methods.

EPCT 2331 - Industrial Hygiene Applications (3:03:00)

A study of the industrial environment and its relation to worker's health. This course provides training in anticipation, recognition, evaluation and controlling health hazards--particularly chemical, physical, biological and ergonomic factors existing in the workplace and having

injurious effects on workers. The course also introduces training in instrumentation used in monitoring and measuring health hazards in the workplace and covers current issues in industrial hygiene.

Prerequisite: MATH 1332, SCIT 1494 or SCIT 1418.

EPCT 2335 - Advanced Environmental Instrumental Analysis (3:02:02)

Regulations and standards in the analysis of samples using specific analytical instruments and their procedures. Emphasis on instrument calibrator sample preparation, evaluation, and reporting of analytical results

Prerequisite: MATH 1332 or equivalent, SCIT 1494 or SCIT 1418.

FIRS - Fire Science Firefighting

FIRS 1103 - Firefighter Agility and Fitness Preparation (1:00:04)

Physical ability testing methods. Rigorous training in skills and techniques needed in typical fire department physical ability tests.

FIRS 1301 - Firefighter Certification I (3:02:04)

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification II, III, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. *THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION (TCFP) *

Corequisite: FIRS 1103, FIRS 1319, FIRS 1329, FIRS 1407, FIRS 1433.

FIRS 1319 - Firefighter Certification IV (3:02:04)

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, III, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. *THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION*

Corequisite: FIRS 1103, FIRS 1319, FIRS 1329, FIRS 1407, FIRS 1433.

FIRS 1329 - Firefighter Certification VI (3:02:03)

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, III, IV, V, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. *THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION*

Corequisite: FIRS 1103, FIRS 1301, FIRS 1319, FIRS 1407, FIRS 1433.

FIRS 1407 - Firefighter Certification II (4:03:03)

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, III, IV, V, VI, and VII to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. *THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION*

Corequisite: FIRS 1103, FIRS 1301, FIRS 1319, FIRS 1329, FIRS 1433.

FIRS 1433 - Firefighter Certification VII (4:03:02)

One in a series of courses in basic preparation for a new firefighter. Should be taken in conjunction with Firefighter Certification I, II, III, IV, V, and VI to satisfy the Texas Commission on Fire Protection (TCFP) curriculum for Basic Structural Fire Suppression, Course #100. *THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS CERTIFIED AS A TRAINING FACILITY BY THE TEXAS COMMISSION ON FIRE PROTECTION*

Corequisite: FIRS 1103, FIRS 1301, FIRS 1319, FIRS 1329, FIRS 1407.

FIRT - Fire Services Administration

FIRT 1347 - Industrial Fire Protection (3:03:00)

Industrial emergency response teams and specific needs related to hazards in business and industrial facilities. The student will identify hazards common to industrial facilities; identify concerns of management regarding fire protection; examine planning considerations for emergencies at industrial facilities; and identify Occupational Safety and Health Administration (OSHA) requirements for fire protection.

HART - Heating, Air Conditioning and Refrigeration Technology

HART 1380 - Cooperative Education - Heating, Air Conditioning and Refrigeration Technology/Technician (3:01:19)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

Prerequisite: HART 2438, HART 2449.

HART 1401 - Basic Electricity for HVAC (4:02:06)

Principles of electricity as required by HVAC, including proper use of test equipment, electrical circuits, and component theory and operation.

HART 1403 - Air Conditioning Control Principles (4:02:06)

A basic study of HVAC and refrigeration controls; troubleshooting of control components; emphasis on use of wiring diagrams to analyze high and low voltage circuits; a review of Ohm's law as applied to air conditioning controls and circuits.

HART 1407 - Refrigeration Principles (4:02:06)

An introduction to the refrigeration cycle, heat transfer theory, temperature/pressure relationship, refrigerant handling, refrigeration components and safety.

HART 1441 - Residential Air Conditioning (4:02:06)

A study of components, applications, and installation of mechanical air conditioning systems including operating conditions, troubleshooting, repair, and charging of air conditioning systems.

HART 1445 - Gas and Electric Heating (4:02:06)

Study of the procedures and principles used in servicing heating systems including gas fired furnaces and electric heating systems.

HART 1451 - Energy Management (4:02:06)

Study of basic heat transfer theory; sensible and latent heat loads; building envelope construction; insulation, lighting, and fenestration types; and conducting energy audit procedures. The course also develops energy audit recommendations based on local utility rates, building use, and construction. Laboratory activities include developing energy audit reports, installing energy saving devices, and measuring energy consumption.

HART 2301 - Air Conditioning and Refrigeration Codes (3:03:00)

HVAC standards and concepts with emphasis on the understanding, and documentation of the codes and regulations required for the state mechanical contractors license and local codes.

Prerequisite: HART 1407.

HART 2438 - Air Conditioning Installation and Startup (4:02:06)

A study of air conditioning system installation, refrigerant piping, condensate disposal, and air cleaning equipment with emphasis on startup and performance testing.

HART 2445 - Residential Air Conditioning Systems Design (4:02:06)

Study of the properties of air and results of cooling, heating, humidifying or dehumidifying, heat gain and heat loss calculations including equipment selection and balancing the air system. This is a capstone course for Associate of Applied Science in Heating, Air Conditioning, Refrigeration Technology.

Prerequisite: HART 1407, HART 1441.

HART 2449 - Heat Pumps (4:02:06)

A study of heat pumps, heat pump control circuits, defrost controls, auxiliary heat, air flow, and other topics related to heat pump systems. This is a capstone course for the Certificate of Completion in Air Conditioning.

Prerequisite: HART 1407, HART 1441.

HITT - Health Information Technology

HITT 1211 - Computers in Health Care (2:01:03)

Concepts of computer technology related to health care data.

Prerequisite: COSC 1301, HITT 1301.

HITT 1213 - Coding & Insurance (2:01:02)

An overview of skills and knowledge in ICD and CPT coding and claims forms for reimbursement of medical services.

Prerequisite: HITT 1301 and HITT 1305.

HITT 1253 - Legal and Ethical Aspects of Health Information (2:02:00)

Concepts of privacy, security, confidentiality, ethics, health care legislation and regulation relating to the maintenance and use of health information.

Prerequisite: HITT 1301.

HITT 1255 - Health Care Statistics (2:01:03)

Principles of health care statistics with emphasis in hospital statistics. Skill development in computation and calculation of health data.

Prerequisite: HITT 1301.

HITT 1266 - Practicum I - Health Information/Medical Records Technology/Technician (2:00:16)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Prerequisite: COSC 1301, HITT 1305, HITT 1345, HITT 1301. Corequisite: HITT 1211, HITT 1253.

HITT 1301 - Health Data Content and Structure (3:02:04)

Introduction to systems and processes for collecting, maintaining, and disseminating primary and secondary health-related information including content of health record, documentation requirements, registries, indices, licensing, regulatory agencies, forms, and screens.

HITT 1305 - Medical Terminology I (3:02:02)

Study of medical terms through word origin and structure. Introduction to abbreviations and symbols, surgical and diagnostic procedures, and medical specialties.

HITT 1341 - Coding and Classification Systems (3:02:04)

Basic coding rules, conventions, and guidelines using clinical classification systems.

Prerequisite: HITT2471, HITT 1301, BIOL 2301 & BIOL 2302.

HITT 1345 - Health Care Delivery Systems (3:03:00)

Introduction to organization, financing, and delivery of health care services, accreditation, licensure, and regulatory agencies.

HITT 2239 - Health Information Organization and Supervision (2:02:01)

Principles of organization and supervision of human, financial, and physical resources.

HITT 2246 - Advanced Medical Coding (2:01:02)

Advanced concepts of ICD and CPT coding rules, conventions, and guidelines in complex case studies. Investigation of government regulations and changes in health care reporting.

Prerequisite: HITT 1341. Corequisite: HITT 2335.

HITT 2249 - RHIT Competency Review (2:01:03)

Review Health Information Technology (HIT) competencies, skills, and knowledge.

HITT 2266 - Practicum I (2:00:16)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Prerequisite: HITT 1301, HITT 1253, BIOL 2301, BIOL 2302. Corequisite: HITT 1341.

HITT 2267 - Practicum II - Health Information/Medical Records Technology/Technician (2:00:16)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Prerequisite: HITT 1341, HITT 2266. Corequisite: HITT 2435.

HITT 2335 - Coding and Reimbursement Methodologies (3:02:04)

Advanced coding techniques with emphasis on case studies, health records, and federal regulations regarding prospective payment systems and methods of reimbursement.

Prerequisite: HITT 1341. Corequisite: HITT 2246.

HITT 2343 - Quality Assessment and Performance Improvement (3:03:00)

Study of quality standards and methodologies in the health information management environment. Topics include licensing, accreditation, compilation and presentation of data in statistical formats, quality management and performance improvement functions, utilization management, risk management, and medical staff data quality issues.

Prerequisite: HITT 1301, HITT 1345, HITT 1253.

HITT 2471 - Pathophysiology and Pharmacology (4:03:03)

Study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries. Overview of the basic concepts of the pharmacological treatment of various diseases affecting major body systems.

Prerequisite: BIOL 2301 and BIOL 2302.

HMSY - Homeland Security

HMSY 1337 - Introduction to Homeland Security (3:03:00)

Overview of homeland security. Evaluation of the progression of homeland security issues throughout Texas and the United States. An examination of the roles undertaken and methods used by governmental agencies and individuals to respond to those issues.

HMSY 1338 - Homeland Security Emergency Communications Management (3:03:00)

A study of public safety communication system interactions. Topics include political and policy basis of emergency management, technology, mitigation, and disaster recovery. Includes an overview of incident command systems, emergency management, mitigation for emergency managers, and individual and community disaster education.

HMSY 1339 - Homeland Security Emergency Contingency Planning (3:03:00)

Procedures for developing, implementing, and updating an Emergency Contingency Plan that outlines public agencies and private industry responses, recovery, and mitigation. Includes types of aid available to individuals and communities after a disaster. Also covers interagency and intergovernmental emergency preparedness, planning, training, and exercises are included.

HMSY 1340 - Homeland Security Intelligence Operations (3:03:00)

A study of the intelligence community. Includes the role of intelligence and law enforcement. Topics include collection methods, management of operations, classification, production and analysis, and assessment of threat vulnerability. Source development will be conducted.

HMSY 1341 - Critical Infrastructure Protection (3:03:00)

Identification and analysis of critical infrastructure systems including security and threat assessments. Includes mitigation of threats as well as evaluation and revision of security measures in order to protect critical infrastructures.

HMSY 1342 - Understanding and Combating Terrorism (3:03:00)

Study of terrorism and reasons why America is a terrorist target. Includes methods of combating domestic and international terrorism, terrorist operations, cyber-terrorism, narco-terrorism, the mind of the terrorist, and organized crime's impact on terrorism.

HMSY 1343 - Weapons of Mass Destruction (3:03:00)

This course covers hazard and risk assessment, crime scene preservation, chemical agents, biological agents, radiological agents, explosive devices, detection-sampling and plume models, and personal protection methods. The critical role of first responders in weapons of mass destruction, mitigation, and survival will also be presented. Discussion will include historical events related to the use of weapons of mass destruction.

HMSY 2337 - Managing a Unified Incident Command (3:03:00)

A study of the common set of procedures of the unified incident command system for organizing personnel, facilities, equipment, and communications to successfully coordinate multi-agency response. Includes the identification and application of key roles and functional responsibilities for professionally managing multi-agency incidents. Also covers one or more practical application exercises and/or scenarios.

HPRS - Allied Health and Sciences

HPRS 1201 - Introduction to Health Professions (2:02:00)

An overview of roles of various members of the health care system, educational requirements, and issues affecting the delivery of health care.

HPRS 1204 - Basic Health Profession Skills (2:01:02)

A study of the concepts that serve as the foundation for health profession courses, including client care and safety issues, basic client monitoring and health documentation methods.

HRPO - Human Resources Management

HRPO 2301 - Human Resources Management (3:03:00)

Behavioral and legal approaches to the management of human resources in organizations.

HYDR - Hydraulics and Fluid Power Technology

HYDR 1301 - Rigging and Conveying Systems (3:02:04)

Introduction to directing and moving heavy objects, selecting the appropriate rigging equipment, in conjunction with the suitable hardware and lifting devices with an emphasis on inspection, care, and maintenance of rigging equipment. Students must earn an NCCER Basic Rigging Certification.

IMED - Web Page, Digital Multimedia and Information Resources Design

IMED 1316 - Web Design I (3:02:02)

Instruction in web design and related graphic design issues including mark-up languages, web sites, and browsers.

IMED 1345 - Interactive Digital Media I (3:02:02)

Exploration of the use of graphics and sound to create interactive digital media applications and/or animations using industry standard authoring software.

IMED 2315 - Web Design II (3:02:02)

A study of mark-up language advanced layout techniques for creating web pages. Emphasis on identifying the target audience and producing web sites according to accessibility standards, cultural appearance, and legal issues.

IMED 2345 - Interactive Digital Media II (3:02:02)

Instruction in the use of scripting languages to create interactive digital media applications.

INCR - Instrumentation Technology

INCR 1402 - Physics of Instrumentation (4:03:04)

An introduction to simple control loops. Introduction to pressure, temperature, level, and flow transmitters and the various transducers used in the detection of changes in process variables.

INCR 1442 - Measurement and Process Control Theory (4:03:04)

A study of the basic principles of process automation and their applications including basic control concepts, feedback control, sensors and transmission systems, controllers, control valves, process dynamics, tuning control systems, and cascade ratio. This is a capstone course for the Associate of Applied Science in Instrumentation Technology.

Prerequisite: CETT 1405, INCR 1402.

INEW - Computer and Information Sciences

INEW 1440 - ASP.NET Programming (4:03:02)

Server side web programming concepts to implement solutions for common web programming tasks. Includes Basic ASP.NET web controls, user management and authentication, state management, and development of database-driven web applications.

INMT - Manufacturing Technology

INMT 1305 - Introduction to Industrial Maintenance (3:02:04)

Basic mechanical skills and repair techniques common to most fields of industrial maintenance. Topics include precision measuring instruments and general safety rules common in industry, including lock-out/tag-out.

INMT 1355 - Industrial Power Plant Systems (3:02:02)

A study of the principles of operation and maintenance of industrial power plants. The major engine systems will be studied. Emphasis will be placed on component replacement, tune-up, and field adjustments. Students must successfully complete the NCCER Core Curriculum Certificate. This is a capstone course for Certificate of Completion in Industrial Mechanics Technology.

Prerequisite: INMT 1305.

INMT 2301 - Machinery Installation (3:02:04)

Students utilize skills acquired in previous studies. Machinery foundation, locations, installation, and alignment activities are practiced and tested. Emphasis is on the various methods of shaft alignment including laser shaft alignment.

Prerequisite: INMT 1305.

INMT 2303 - Pumps, Compressors and Mechanical Drives (3:02:04)

A study of the theory and operations of various types of pumps and compressors. Topics include mechanical power transmission systems including gears, v-belts, and chain drives.

Prerequisite: INMT 1305.

INMT 2345 - Industrial Troubleshooting (3:02:04)

An advanced study of the techniques used in troubleshooting various types of industrial equipment to include mechanical, electrical, hydraulic, and pneumatic systems and their control devices. Emphasis will be placed on the use of schematics and diagrams in conjunction with proper troubleshooting procedures. Students will successsfully complete the NCCER Certification in Rigging Fundamentals. This is a capstone course for the Associate of Applied Science in Industrial Mechanics Technology.

Prerequisite: CNSE 1371.

INMT 2380 - Cooperative Training (3:01:19)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

Prerequisite: CNSE 1371.

INTC - Instrumentation Technology

INTC 1301 - Principles of Industrial Measurements I (3:03:00)

Principles of measurement. Includes operation of devices used to measure process variables and basic control functions.

INTC 1310 - Cisco Discovery 1: Networking for Home and Small Business (3:02:04)

This introductory course teaches students the skills needed to obtain entry-level home and small business network installer jobs, network technicians, computer technicians, cable installers, and help desk technicians. It provides a hands-on introduction to networking and the Internet using tools and hardware commonly found in home and small business environments. Labs include PC installation, Internet connectivity, wireless connectivity, file and print sharing, and the installation of game consoles, scanners, and cameras.

INTC 1312 - Cisco Discovery 3: Introducing Routing and Switching in the Enterprise (3:02:04)

This course familiarizes students with the equipment applications and protocols installed in enterprise networks, with a focus on switched networks, IP Telephony requirements, and security. It also introduces advanced routing protocols such as Enhanced Interior Gateway Routing Protocol (EIGRP) and Open Shortest Path First (OSPF) Protocol. Hands-on exercises include configuration, installation, and troubleshooting.

Prerequisite: ITCC 1310, ITCC 1311.

INTC 1358 - Flow and Measurement Calibration (3:03:00)

Practical methods of flow measurements and flow integration. Emphasizes primary flow element selection and calculations in accordance with American Gas Association (AGA) and American Petroleum Institute (API) standards.

Prerequisite: INCR 1402, INTC 1301.

INTC 1457 - AC/DC Motor Control (4:03:04)

A study of electric motors and motor control devices common to a modern industrial environment. A presentation of motor characteristics with emphasis on starting, speed control, and stopping systems.

Prerequisite: CETT 1405.

INTC 2480 - Cooperative Education - Instrumentation Technology/Technician (4:01:21)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Includes a lecture component.

Prerequisite: CETT 1405, INTC 1301.

ITCC - System, Networking, and LAN/WAN Management/Manager

ITCC 1314 - CCNA 1: Introduction to Networks (3:02:04)

This course covers networking architecture, structure, and functions; introduces the principles and structure of IP addressing the fundamentals of Ethernet concepts, media, and operations to provide a foundation for the curriculum.

ITCC 1340 - CCNA 2: Routing and Switching Essentials (3:02:04)

Describes the architecture, components, and basic operation of routers and explains the basic principles of routing and routing protocols. It also provides an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks.

ITCC 2312 - CCNA 3: Scaling Networks (3:02:04)

CCNA R&S: Scaling Networks (ScaN) covers the architecture, components, and operations of routers and switches in larger and more complex networks. Students learn how to configure routers and switches using advanced protocols.

ITCC 2313 - CCNA 4: Connecting Networks (3:02:04)

WAN technologies and network services required by converged applications in a complex network; enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements.

ITMT - Computer Information Systems

ITMT 1305 - Configuring Advanced Windows Server Operating System (3:02:04)

Advanced configuration tasks required to deploy, manage, and maintain a Windows Server operating system infrastructure. Additional topics include fault tolerance, certificate services, and identity federation.

ITMT 1357 - Administering a Windows Server Operating System (3:02:04)

A study of administrative tasks needed to maintain a Windows Server operating system including user and group management, network assess and data security. Topics include how to implement, configure and manage Group Policy infrastructure, Group Policy objects (GPOs) using links, security groups, WMI filters, loopback processing, preference targeting and troubleshooting policy application.

ITMT 2304 - Implementing an Advanced Server Infrastructure (3:02:04)

This course covers managing and maintaining a server infrastructure, planning and implementing a highly available enterprise infrastructure, planning and implementing a server virtualization infrastructure, and designing and implementing identity and access solutions.

ITNW - Computer Network Technology

ITNW 1308 - Implementing and Supporting Client Operating Systems (3:02:04)

Skills development in the management of client as desktop operating systems.

ITNW 1313 - Computer Virtualization (3:02:04)

Implement and support virtualization of clients of servers in a networked computing environment. This course explores installation, configuration, and management of computer virtualization workstation and servers.

ITNW 1392 - Special Topics in Computer Systems Networking & Telecommunications (3:02:04)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

ITNW 2335 - Network Troubleshooting and Support (3:02:04)

Troubleshoot and support networks with emphasis on solving real world problems in a hands-on environment. Topics include troubleshooting and research techniques, available resources, and network management hard/software.

ITSC - Computer Information Systems

ITSC 1305 - Introduction to PC Operating Systems (3:03:00)

Introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.

ITSC 1309 - Integrated Software Applications I (3:03:00)

Introduction to business productivity software suites using word processing, spreadsheets, databases, and/or presentation software.

ITSC 2286 - Internship - Computer Information Science, General (2:00:09)

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

ITSC 2335 - Application Software Problem Solving (3:02:02)

Utilization of appropriate application software to solve advanced problems and generate customized solutions. This is a capstone course for the Associate of Applied Science in Web Design and Software Applications.

ITSE - Computer Information Systems

ITSE 1406 - PHP Programming (4:03:02)

Introduction to PHP including the design of web-based applications, arrays, strings, regular expressions, file input/output, e-mail and database interfaces, stream and network programming, debugging, and security.

ITSE 1430 - Introduction to C# Programming (4:03:02)

A study of C# syntax including data types, control structures, functions, syntax, and semantics of the language, classes, class relationships, and exception handling.

ITSE 2313 - Web Authoring (3:02:02)

Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and authoring tools.

ITSW - Computer Information Systems

ITSW 1304 - Introduction to Spreadsheets (3:02:02)

Instruction in the concepts, procedures, and application of electronic spreadsheets.

ITSW 1307 - Introduction to Database (3:02:02)

Introduction to database theory and the practical applications of a database. This is a capstone course for the Certificate in Web Development and Software Programs.

ITSY - Computer Network Technology

ITSY 1342 - Information Technology Security (3:02:04)

Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses.

LNWK - Lineworker

LNWK 1241 - Distribution Operations (2:02:00)

A study of the theoretical and practical operation of electric utility distribution systems. Topics include customer service voltages, capacitors, and coordination of protection equipment.

Prerequisite: LNWK 1301.

LNWK 1301 - Orientation and Line Skill Fundamentals (3:03:00)

Examination of utility company operations. Topics include company structure, safety and distribution standards handbook, lineman's tools, vocabulary, and work procedures. Discussion of basic electrical systems including the history of power generation and distribution with emphasis on generating plants and substations.

LNWK 1311 - Climbing Skills (3:01:06)

Theory and application of pole climbing. Includes safety, climbing techniques, tool inspection, poles inspection, personal protective equipment, and fall protection.

LNWK 2321 - Live Line Safety (3:01:04)

Study of cover-up procedures and safety requirements for work on energized electrical circuits. Includes use, care, and inspection of cover-up material, recognizing nominal voltages and energized parts, approach distances, and safety.

Prerequisite: LNWK 1301.

LNWK 2322 - Distribution Line Construction (3:01:06)

Study of electric distribution line construction. Includes reading staking sheets and framing specifications, tailboard discussions, pole framing and setting, installing conductors, transformers and other line equipment, and OSHA and NESC regulations.

Prerequisite: LNWK 1311.

LNWK 2324 - Troubleshooting Distribution Systems (3:03:00)

Study of power outages and voltage complaints on distribution systems. Includes lockout-tagout procedures, safety grounds, backfeed, induced voltage, causes of outages, and analyzing voltage complaints. This is a capstone course for the Certificate of Completion in Utility Line Technician Training.

Prerequisite: ELPT 2323.

LNWK 2373 - Distribution Line Maintenance (3:01:06)

A study of the theoretical practice and practical procedures utilized in distribution line maintenance. Topics include voltage conversion, reconductoring energized circuits, pole change-outs, resagging energized conductors, and lockout-tagout procedures.

Prerequisite: ELPT 2323.

MCHN - Machining

MCHN 1408 - Basic Lathe (4:01:08)

An introduction to the common types of lathes. Emphasis on basic parts, nomenclature, lathe operations, safety, machine mathematics, blueprint reading, and theory.

MRKG - Marketing Marketing Management

MRKG 1311 - Principles of Marketing (3:03:00)

Introduction to the marketing mix functions and process. Includes identification of consumer and organizational needs and explanation of environmental issues. **Available Online**

MRMT - Medical Transcription

MRMT 1307 - Medical Transcription I (3:02:02)

Fundamentals of medical transcription with hands-on experience in transcribing actual physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes technology compatible with industry standards. Designed to develop speed and accuracy.

Prerequisite: HITT 1305, HITT 1301, POFI 2301, POFT 1301, POFT 1329.

NURA - Nurse Aide

NURA 1260 - Clinical - Nursing Assistant/Aide and Patient Care Assistant/Aide (2:00:10)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Corequisite: NURA 1301.

NURA 1301 - Nurse Aide for Health Care (3:02:02)

Preparation for entry level nursing assistants to achieve a level of knowledge, skills, and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident's rights, communication, safety, observation, reporting, and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team.

Corequisite: NURA 1260.

OSHT - Occupational Safety and Health Technology

OSHT 1191 - Special Topics in Occupational Safety and Health Technology/Technician (1:01:00)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

OSHT 1209 - Physical Hazards Control (2:02:01)

A study of the physical hazards in industry and the methods of workplace design and redesign to control these hazards. Emphasis on the regulation codes and standards associated with the control of physical hazards.

OSHT 1305 - OSHA Regulations - Construction Industry (3:02:02)

A study of Occupational Safety and Health Administration (OSHA) regulations pertinent to the construction industry.

OSHT 1313 - Accident Prevention, Inspection and Investigation (3:02:02)

Provides a basis for understanding the nature of occupational hazard recognition, accident prevention, loss reduction, inspection techniques and accident investigation analysis.

OSHT 1380 - Cooperative Education - Occupational Safety and Health Technology/Technician (3:01:19)

Career-related activities encountered in the student's area of specialization offered through an individualized agreement among the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience includes a lecture component.

OSHT 2305 - Ergonomics and Human Factors in Safety (3:03:00)

The relationship of human behavior and ergonomics as applied to workplace safety.

OSHT 2309 - Safety Program Management (3:02:02)

Examines the major safety management issues that effect the workplace including safety awareness, loss control, regulatory issues, and human behavior modification.

OSHT 2320 - Safety Training Presentation Techniques (3:03:00)

Principles of developing and presenting effective industrial/business training. Emphasis on instructor qualifications and responsibilities, principles teaching including use of teaching aids and presentation skills.

OSHT 2401 - OSHA Regulations - General Industry (4:04:00)

A study of Occupational Safety and Health Administration (OSHA) regulations pertinent to the construction industry.

PFPB - Pipefitting/Pipefitter and Sprinkler Fitter

PFPB 2307 - Pipe Fabrication and Installation I (3:02:04)

Pipe fabrication and various materials and installation of pipe supports.

PHRA - Pharmacy Technician

PHRA 1160 - Clinical-Pharmacy Technician/Assistant (1:00:04)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

PHRA 1202 - Pharmacy Law (2:02:00)

Overview of federal and state laws governing the practice of pharmacy. The role of the pharmacy technician and the pharmacist and their associated responsibilities. Includes Code of Ethics, patient confidentiality, and a comparison of legal and ethical aspects.

PHRA 1209 - Pharmaceutical Mathematics I (2:02:00)

Pharmaceutical mathematics including reading, interpreting, and solving calculation problems encountered in the preparation and distribution of drugs. Conversion of measurements within the apothecary, aoirdupois, and metric systems with emphasis on the metric system of weight and volume. Topics include ration and proportion, percentage, dilution and concentration, milliequivalents, unit, intravenous flow rates, and solving dosage problems.

Corequisite: PHRA 1301, PHAR 1215, PHAR 1313, PHAR 1349.

PHRA 1240 - Pharmacy Third Party Payment (2:02:00)

Overview of third party payment and its impact on health care. Includes the principles and practices of managed care pharmacy, Medicaid and Medicare, payment plans, reimbursement methods, and formularies.

PHRA 1243 - Pharmacy Technician Certification Review (2:02:00)

A review of major topics covered on the National Pharmacy Technician Certification examination.

PHRA 1247 - Pharmaceutical Mathematics II (2:02:00)

Advanced concepts of Pharmaceutical Mathematics.

PHRA 1260 - Clinical-Pharmacy Technician/Assistant (2:00:08)

A health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

PHRA 1301 - Introduction to Pharmacy (3:03:00)

An overview of the qualifications, operational guidelines, and job duties of a pharmacy technician. Topics include definitions of a pharmacy environment, the profile of a pharmacy technician, legal and ethical guidelines, job skills and duties, verbal and written communication skills, professional resources and safety techniques.

Prerequisite: High School diploma or GED and TSI Assessment Test scores of at least 343 in Mathematics, 347 in Reading, and 357/4 in Writing.

PHRA 1313 - Community Pharmacy Practice (3:02:02)

Introduction to the skills necessary to process, prepare, label, and maintain records of physicians' medication orders and prescriptions in a community pharmacy. Designed to train individuals in supply, inventory, and data entry. Includes customer service, count and pour techniques, prescription calculations, drug selection and preparation, over-the-counter drugs, record keeping, stock level adjustment, data input, editing, and legal parameters.

Corequisite: PHRA 1301, PHAR 1209, PHAR 1349.

PHRA 1345 - Compounding Sterile Preparations and Aseptic Technique (3:02:02)

A study of sterile products, legal and regulatory guidelines, hand washing techniques, pharmaceutical calculations, references, safety techniques, aseptic techniques in parenteral compounding, proper use of equipment, preparation of sterile products, and safe handling of antineoplastic drugs.

PHRA 1349 - Institutional Pharmacy Practice (3:02:02)

Exploration of the unique role and practice of pharmacy technicians in an institutional pharmacy with emphasis on daily pharmacy operation. Topics include hospital pharmacy organization, work flow and personnel, medical and pharmaceutical terminology, safety techniques, data entry, packaging and labeling operations, extemporaneous compounding, inpatient drug distribution systems, unit dose cart fills, quality assurance, drug storage, and inventory control.

POFI - Business Office Automation Technology Data Entry

POFI 1349 - Spreadsheets (3:02:02)

Skill development in concepts, procedures and application of spreadsheets.

Prerequisite: POFT 1329.

POFI 1391 - Special Topics in Information Processes (3:03:00)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

Prerequisite: POFT 1329.

POFI 2301 - Word Processing (3:02:02)

Word processing software focusing on business applications.

POFI 2331 - Desktop Publishing (3:02:02)

In-depth coverage of desktop publishing terminology, text-editing, and use of design principles. Emphasis on layout techniques, graphics, multiple page displays. and business applications.

Prerequisite: POFI 2301.

POFI 2340 - Advanced Word Processing (3:02:03)

Advanced word processing techniques using merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents.

POFI 2386 - Internship- Business/Office Automation/Technology/Data Entry (3:00:09)

A work-based learning experience that enables the student to apply specialized occupational theory, skills and concepts. A learning plan is developed by the college and the employer.

Prerequisite: POFT 1329.

POFT - Business Corporate Communications

POFT 1301 - Business English (3:03:00)

Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.

POFT 1309 - Administrative Office Procedures I (3:02:02)

Study of current office procedures, duties, and responsibilities applicable to an office environment.

POFT 1313 - Professional Workforce Preparation (3:03:00)

Preparation for career success including ethics, interpersonal relations, professional attire, and advancement.

POFT 1319 - Records and Information Management I (3:03:00)

Introduction to basic records information management systems including manual and electronic filing.

Prerequisite: POFT 1329.

POFT 1328 - Business Presentations (3:03:00)

Skill development in planning and conducting business presentations including communication and media skills.

Prerequisite: TSI Complete in Writing.

POFT 1329 - Beginning Keyboarding (3:02:02)

Skill development keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.

POFT 1331 - Numeric Keypad Applications (3:03:00)

Skill development in the operation of a numeric keypad.

Prerequisite: TSI Complete.

POFT 2301 - Intermediate Keyboarding (3:02:02)

A continuation of keyboarding skills emphasizing acceptable speed and accuracy levels and formatting documents.

Prerequisite: POFT 1329.

POFT 2312 - Business Correspondence & Communication (3:03:00)

Development of writing and presentation skills to produce effective business communications.

POFT 2331 - Administrative Project Solutions (3:02:02)

Advanced concepts of project management and office procedures integrating software applications, critical thinking, and problem-solving skills.

Prerequisite: POFT 1301, POFT 1329, POFT 2301.

POFT 2333 - Advanced Keyboarding (3:02:02)

A continuation of keyboarding skills in advanced document formatting emphasizing speed, accuracy, and decision-making.

Prerequisite: POFT 2301.

PTAC - Process Operating Technology

PTAC 1302 - Introduction to Process Technology (3:03:00)

An introduction overview of the processing industries.

PTAC 1332 - Process Instrumentation I (3:02:03)

Study of the instruments and control systems used in the process industry including terminology, process variables, symbology, control loops, and basic troubleshooting

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PTAC 1354 - Industrial Processes (3:03:00)

The study of the common type of industrial proccesses.

Prerequisite: PTAC 2420, SCIT 1494.

PTAC 1408 - Safety, Health, and Environment I (4:04:00)

An overview of safety, health, and environmental issues in the performance of all job tasks in process industries.

PTAC 1410 - Process Technology I - Equipment (4:03:03)

Introduction to the use of common processing equipment.

PTAC 2314 - Principles of Quality (3:03:00)

Study of the background and application of quality concepts. Topics include team skills, quality tools, statistics, economics and continuous improvement.

Prerequisite: MATH 1314 or MATH 1332, PTAC 1302.

PTAC 2420 - Process Technology II - Systems (4:03:03)

A study of various process systems, including related scientific principles.

Prerequisite: PTAC 1302, PTAC 1410. Corequisite: SCIT 1418.

PTAC 2438 - Process Technology III - Operations (4:03:03)

This course emphasizes activities associated with the hands-on operations of process equipment.

Prerequisite: PTAC 1332, SCIT 1494. Corequisite: PTAC 2420.

PTAC 2446 - Process Troubleshooting (4:03:03)

Instruction in the different types of troubleshooting techniques, procedures, and methods used to solve process problems.

Prerequisite: PTAC 2438.

RADR - Radiologic Technology

RADR 1266 - Radiographic Practicum III (2:00:20)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Prerequisite: RADR 1367.

RADR 1309 - Introduction to Radiography and Patient Care (3:02:03)

An overview of the historical development of radiography, basic radiation protection, an introduction to medical terminology, ethical and legal issues for health care professionals, and an orientation to the program and to health care system. Patient assessment, infection control procedures, emergency and safety procedures, communications and patient interaction skills, and basic pharmacology are also included.

Prerequisite: Admission in the program.

RADR 1313 - Principles of Radiographic Imaging I (3:03:00)

Radiographic image quality and the effects of exposure variables.

Prerequisite: RADR 1309.

RADR 1366 - Radiographic Practicum I (3:00:24)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Prerequisite: RADR 1309.

RADR 1367 - Radiographic Practicum II (3:00:24)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Prerequisite: RADR 1366.

RADR 1411 - Basic Radiographic Procedures (4:03:04)

An introduction to radiographic positioning terminology, the proper manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of basic anatomy.

Prerequisite: RADR 1309.

RADR 2217 - Radiographic Pathology (2:01:02)

Disease process and their appearances on radiologic images.

Prerequisite: RADR 1411.

RADR 2305 - Principles of Radiographic Imaging II (3:03:00)

Radiographic imaging technique formulation. Includes equipment, quality control, image quality assurance and the synthesis of all variables in image production.

Prerequisite: RADR 1313.

RADR 2309 - Radiographic Imaging Equipment (3:03:00)

Equipment and physics of x-ray production. Includes basic x-ray circuits. Also examines the relationship of conventional and digital equipment components to the imaging process.

Prerequisite: RADR 1313.

RADR 2313 - Radiation Biology and Protection (3:03:00)

Effects of radiation exposure on biological systems. Includes typical medical exposure levels, methods for measuring and monitoring radiation, and methods for protecting personnel and patients from excessive exposure.

Prerequisite: RADR 2305.

RADR 2333 - Advanced Medical Imaging (3:02:02)

Specialized imaging modalities. Includes concepts and theories of equipment operations and their integration for medical diagnosis.

Prerequisite: RADR 2301.

RADR 2335 - Radiologic Technology Seminar (3:03:00)

A capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and lifelong learning.

Prerequisite: RADR 2305.

RADR 2366 - Radiographic Practicum IV (3:00:24)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Prerequisite: RADR 1266.

RADR 2367 - Radiographic Practicum V (3:00:24)

Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

Prerequisite: RADR 2366.

RADR 2401 - Intermediate Radiographic Procedures (4:03:02)

A continuation of the study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for proper demonstration of anatomy.

Prerequisite: RADR 1411.

RBTC - Robotics Technology

RBTC 1401 - Programmable Logic Controllers (4:03:02)

A study in programmable logic controllers (PLC). Topics include processor units, numbering systems, memory organization, relay type devices, timers, counters, data manipulators, and programming.

Prerequisite: CETT 1405.

RELE - Real Estate

RELE 1300 - Contract Forms and Addenda (3:03:00)

Promulgated Contract Forms, which shall include but is not limited to unauthorized practice of law, broker-lawyer committee, current promulgated forms, commission rules governing use forms and case studies involving use of forms.

RELE 1301 - Principles of Real Estate I (3:03:00)

A beginning overview of licensing as a real estate broker or salesperson. Includes ethics of practice as a license holder, titles to and conveyance of real estate, legal descriptions, deeds, encumbrances and liens, distinctions between personal and real property, appraisal, finance and regulations, closing procedures, and real estate mathematics. Covers at least three hours of classroom instruction on federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment. Fulfills at least 30 of 60 hours of required instruction for salesperson license.

RELE 1303 - Real Estate Appraisal (3:03:00)

The central purposes and functions of an appraisal, social and economic determinants of value, appraisal case studies, cost, market data and income approaches to value estimates, final correlations, and reporting.

RELE 1309 - Real Estate Law (3:03:00)

Legal concepts of real estate, land description, real property rights, estates in land, contracts, conveyances, encumbrances, foreclosures, recording procedures, and evidence of title.

RELE 1311 - Law of Contracts (3:03:00)

Elements of a contract, offer and acceptance, statute of frauds, specific performance and remedies for breach, unauthorized practice of law, commission rules relating to use of adopted forms, and owner disclosure requirements.

RELE 1315 - Property Management (3:03:00)

The role of the property manager, landlord policies, operational guidelines, leases, lease negotiations, tenant relations, maintenance, reports, habitability laws, and the Fair Housing Act. This is a capstone course for the AAS and CERT degrees. Students must complete WorkKeys tm Test.

RELE 1319 - Real Estate Finance (3:03:00)

Monetary systems, primary and secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes and procedures, closing costs, alternative financial instruments, equal credit opportunity laws affecting mortgage lending, Community Reinvestment Act, and the state housing agency.

RELE 1338 - Principles of Real Estate II (3:03:00)

A continuing overview of licensing as a broker or salesperson. Includes ethics of practice as a license holder, titles to and conveyance of real estate, legal descriptions, deeds, encumbrances and liens, distinctions between personal and real property, appraisal, finance and regulations, closing procedures, and real estate mathematics. Covers at least three hours of classroom instruction on federal, state, and local laws relating to housing discrimination, housing credit discrimination, and community reinvestment. Fulfills at least 30 of 60 hours of required instruction for salesperson license.

Prerequisite: RELE 1301.

RELE 2301 - Law of Agency (3:03:00)

Law of agency including principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying representation procedures, and the disclosure of an agency.

RELE 2331 - Real Estate Brokerage (3:03:00)

A study of law of agency, planning and organization, operational policies and procedures, recruiting, selection and training of personnel, records and control, and real estate firm analysis and expansion criteria.

RSPT - Respiratory Care

RSPT 1141 - Respiratory Home Care/Rehabilitation (1:00:03)

A study of respiratory home care/rehabilitation equipment, procedures, and patient education. Emphasizes treatment of patients in home care and alternate settings.

Prerequisite: RSPT 1213, RSPT 1329, RSPT 2210, RSPT 1331, RSPT 1335. Corequisite: RSPT 2255, RSPT 2414, RSPT 2361.

RSPT 1201 - Introduction to Respiratory Care (2:01:04)

An introduction to the field of respiratory care. Topics include the history of respiratory care, hospital organization, medical malpractice, ethics, vital signs, body mechanics, basic cardiopulmonary assessment, infection control, and cardiopulmonary resuscitation (CPR).

Prerequisite: Acceptance into the program. BIOL 2301, BIOL 2101, BIOL 2302, BIOL 2102, MATH 1332.

RSPT 1207 - Cardiopulmonary Anatomy and Physiology (2:02:01)

An introduction to the anatomy and physiology of the cardiovascular, renal, and pulmonary systems.

Prerequisite: RSPT 1201. Corequisite: RSPT 1213, RSPT 1329, RSPT 2210, RSPT 1325.

RSPT 1213 - Basic Respiratory Care Pharmacology (2:02:01)

A study of basic pharmacological principles/practices of respiratory care drugs. Emphasis on classification, routes of administration, dosages/calculations, and physiologic interaction.

Prerequisite: RSPT 1201. Corequisite: RSPT 1329, RSPT 1207, RSPT 2210, RSPT 1325.

RSPT 1325 - Respiratory Care Sciences (3:03:01)

Physics, mathematics, and chemistry as related to respiratory care.

Prerequisite: RSPT 1201. Corequisite: RSPT 1213, RSPT 1329, RSPT 1207, RSPT 2210.

RSPT 1329 - Respiratory Care Fundamentals I (3:02:04)

Provides an introduction to the knowledge and skills for respiratory care including history, medical terms/symbols, medical/legal issues, infection control, vital signs, physical assessment, chest x-ray interpretation, medical gas therapy, oxygen analyzers, and humidity/aerosol therapy.

Prerequisite: RSPT 1201. Corequisite: RSPT 1213, RSPT 1207, RSPT 2210, RSPT 1325.

RSPT 1331 - Respiratory Care Fundamentals II (3:02:04)

Provides a continuation of knowledge and skills for respirtory care including lung expansion therapy, bronchial hygiene therapy, artificial airways, manual resuscitation devices, suctioning, pulse oximetry, bedside spirometry, arterial sampling techniques and blood gas analysis and interpretation.

Prerequisite: RSPT 1329.

RSPT 1335 - Cardiopulmonary Testing (3:03:01)

A study of pulmonary testing functions and cardiac dysrhythmia interpretation.

Prerequisite: RSPT 1113, RSPT 1207, RSPT 1325, RSPT 1329, RSPT 2310.

RSPT 1360 - Clinical - Respiratory Care Therapy/Therapist (3:00:18)

A health-realted work-based learning experience that enables the students to apply specialized occupational therapy skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: RSPT 1113, RSPT 1207, RSPT 1325, RSPT 1329, RSPT 2310.

RSPT 1461 - Clinical: Respiratory Care Therapy/Therapist (4:00:20)

A health-related work-based learning experience that enables the students to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: RSPT 1360.

RSPT 2147 - Specialties in Respiratory Care (1:00:03)

Emerging and speciality practices in respiratory care.

RSPT 2210 - Cardiopulmonary Disease (2:01:03)

Etiology, pathogenesis, pathology, diagnosis, history, prognosis, manifestations, treatment, and detection of cardiopulmonary diseases.

Prerequisite: RSPT 1201. Corequisite: RSPT 1213, RSPT 1329, RSPT 1207, RSPT 1325.

RSPT 2230 - Respiratory Care Examination Preparation (2:01:04)

Comprehensive review to optimize respiratory care credentialing exam success.

RSPT 2255 - Critical Care Monitoring (2:01:02)

Advanced monitoring techniques used to assess a patient in the critical care setting.

Prerequisite: RSPT 1213, RSPT 1329, RSPT 2210, RSPT 1331, RSPT 1335. Corequisite: RSPT 2414, RSPT 2361.

RSPT 2319 - Mechanical Ventilation for the Neonatal/Pediatric Patient (3:02:04)

A study of mechanical ventilation for the neonatal and pediatric patient.

RSPT 2361 - Clinical: Respiratory Care Therapy/Therapist (3:00:18)

A health-related work-based learning experience that enables the students to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

Prerequisite: RSPT 1461. Corequisite: RSPT 2414, RSPT 2255, RSPT 1141.

RSPT 2362 - Clinical - Respiratory Care Therapy/Therapist (3:00:18)

A health-related work-based learning experience that enables the students to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional.

RSPT 2414 - Mechanical Ventilation (4:03:04)

The study of mechanical ventilation with emphasis on ventilation classification, methods, principles, and operational characteristics. Includes indications, complications, and physiologic effects/principles of mechanical ventilation. Emphasizes initiation, management, and weaning of ventilatory support.

Prerequisite: RSPT 1213, RSPT 1329, RSPT 1207, RSPT 2210, RSPT 1325, RSPT 1331. Corequisite: RSPT 2255, RSPT 2361, RSPT 1141.

SCIT - Science Courses

SCIT 1320 - Physics for Allied Health (3:03:00)

An introduction to physics with emphasis on applications to health-related fields of study. Topics include forces, motion, work and energy, fluids, heat, electricity and magnetism, wave motion, sound, electromagnetic radiation, and nuclear radiation.

SCIT 1418 - Applied Physics I (4:03:02)

An introduction to physics with emphasis on applications to health related fields of study. Topics include forces, motion, work and energy, fluids, heat, electricity and magnetism, wave motion, sound, electromagnetic radiation, and nuclear radiation.

Prerequisite: MATH 1314 or MATH 1332.

SCIT 1494 - Special Topics in Chemistry, General (4:03:02)

Study of the general concepts of chemistry with an emphasis on industrial application.

Prerequisite: TMTH 0114, TMTH 0373, TMTH 0375.

TECM - Applied Mathematics

TECM 1349 - Technical Math Applications (3:03:00)

Trigonometry and geometry as used in a variety of technical settings. Includes the use of plane and solid geometry to solve areas and volumes encountered in industry.

Prerequisite: TSI complete in Mathematics.

WLDG - Welding Technology

WLDG 1323 - Welding Safety, Tools, and Equipment (3:03:00)

An introduction to welding careers, equipment and safety practices, including OSHA standards for industry.

WLDG 1327 - Welding Codes (3:03:00)

An in-depth study of welding codes and their development in accordance with structural standards, welding processes, destructive and nondestructive test methods.

WLDG 1417 - Introduction to Layout and Fabrication (4:04:00)

A fundamental course in layout and fabrication related to the welding industry. Major emphasis on structural shapes and use in construction.

WLDG 1428 - Introduction to Shielded Metal Arc Welding (SMAW) (4:02:08)

An introduction to shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions.

WLDG 1434 - Introduction to Gas Tungsten Arc (GTAW) Welding (4:04:00)

Principles of gas tungsten arc welding (GTAW), including setup, GTAW equipment. Instruction in various positions and joint designs.

WLDG 1437 - Introduction to Welding Metallurgy (4:04:00)

A study of ferrous and nonferrous metals from the ore to the finished product. Emphasis on metal alloys, heat treating, hard surfacing, welding techniques, forging, foundry processes, and mechanical properties of metal including hardness, machinability, and ductility.

WLDG 2406 - Intermediate Pipe Welding (4:02:08)

A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Welds will be done using various positions. Topics covered include electrode selection, equipment setup, and safe shop practices. Students must successfully complete a 5G pipe ASME certification. This is a capstone course for the Certificate of Completion in Welding Technology.

Prerequisite: WLDG 2443.

WLDG 2413 - Intermediate Welding Using Multiple Processes (4:02:08)

Instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), flux-cored arc welding (FCAW), gas tungsten arc welding (GTAW), or any other approved welding process.

Prerequisite: WLDG 2443.

WLDG 2443 - Advanced Shielded Metal Arc Welding (SMAW) (4:02:08)

Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions.

Corequisite: WLDG 1428.

WLDG 2447 - Advanced Gas Metal Arc Welding (GMAW) (4:02:08)

Advanced topics in Gas Metal Arc Welding (GMAW). Includes welding in various positions.

Prerequisite: WLDG 2413.

WLDG 2453 - Advanced Pipe Welding (4:02:08)

Advanced topics involving welding of pipe using the shielded metal arc welding (SMAW) process. Topics include electrode selection, equipment setup, and safe shop practices. Emphasis on weld positions 5G and 6G using various electrodes. Students must successfully complete a 6G pipe ASME certification. This is a capstone course for the Associate of Applied Science in Welding Technology.

Prerequisite: WLDG 2406.

Full-Time Faculty

The following list reflects the status of the Lamar Institute of Technology faculty. The date following each name is the academic year of first service to Lamar Institute of Technology and may not imply continuous service since that date.

Abedelwahab, Widad, 2013, *Instructor I of Mathematics.* B.S., M.Ed., Lamar University.

Arnold-Calder, Lauri, 2005, *Instructor II & Program Director of Computer Networking & Troubleshooting Technology.* A.A.S., Lamar Institute of Technology; B.A.A.S., Lamar University; M. Ed. Lamar University.

Booth, Kara, 2007, *Instructor II & Program Director of Management Development.* B.B.A., M.B.A., Lamar University.

Banks, Baron, 1998, *Instructor II of Process Operating Technology.* B.A., University of Houston.

Barron, Bryan, 2009, *Instructor I of Anatomy and Physiology,* B.A.., Virginia Intermont College, Doctorate in Chiropractic, Texas Chiropractic College.

Barrow, Brenda, 1991, *Associate Professor & Program Director of Radiologic Technology.* A.A.S., Lamar University; B.S., Midwestern State University; M.Ed., Lamar University. Registered Radiographer.

Bland, Lisa, 2011, *Instructor II of Radiologic Technology* . A.A.S., Lamar University. Registered Radiographer.

Bingham, Jason, 2010, *Instructor I of Welding Technology* . A.A.S., Lamar Institute of Technology.

Bourgeois, Luke, 2004, *Assistant Professor of Computer Networking & Troubleshooting Technology.* A.A.S., Lamar State College-Port Arthur; B.A.A.S., Lamar University.

Brown, Deborah, 1999, *Associate Professor & Program Director of Dental Hygiene.* B.S., Northeast Louisiana University; M.S., Lamar University. Registered Dental Hygienist.

Campbell, Brent, 2016, Instructor I of Computer Drafting. B.S., M.S., Central Oklahoma University.

Campbell, Jerry, 1976, *Instructor IV of Advanced Engine Technology.* A.A.S., Lamar University.

Champagne, Stephen, 2009, *Instructor I of Instrumentation Technology.* A.A.S., Lamar University.

Cobb, Bonnie. 2017. *Instructor I of Computer Networking & Trouble Shooting Technology.* B.S., University of Houston-Clear Lake.

Cobb, Tena, 2010, *Instructor II of Health Information Technology*. A.A.S., Lamar Institute of Technology. Registered Health Information Technician.

Cummings, Barbara, 2012, *Instructor I of Respiratory Care.* A.A.S., B.S., Lamar University. Registered Respiratory Therapist.

Davis, Michelle, 2010, *Instructor II of Speech and Communication, Chair, Department of General Education and Developmental Studies.* A.A., Paducah Community College, B.S., University of Kentucky, M.S., Murray State University.

de la Rosa, Alfred, 2004, *Assistant Professor of Mathematics.* B.S., M.S., Lamar University.

DeMoss, Michelle, 2016, *Instructor I of Dental Hygiene.* B.S., Idaho State University. Registered Dental Hygienist.

DeRanieri, Dianne, 2007, *Instructor II of Diagnostic Medical/Cardiac Sonography/Director of Clinical Education.* A.A.S., Lamar Institute of Technology.

Drake, Regina, 2015, *Instructor I of Sociology.* A.A.S., B.S., University of Houston; M.A. Texas Southern University.

Fruge ', Vicki, 1992, *Assistant Professor of Applied Chemistry and Applied Physics.* B.S., Lamar University.

Garza, Andrew, 2015, *Instructor I of Psychology.* B.S., M.S., Lamar University.

Gaus, Henry, 1997, *Instructor III & Program Director of Heating, Ventilation & Air Conditioning Technology.* A.A.S., Lamar Institute of Technology.

Green, Samantha, 2010, *Instructor II of Radiologic Technology,* A.A.S., B.A.A.S., Lamar University, Registered Radiographer.

Griffin, Joy, 2007, *Instructor III & Program Director of Occupational Safety & Health Technology.* A.A.S., Lamar Institute of Technology; B.S., Lamar University.

Grissom, Darrell, 1999, *Instructor II of Heating, Ventilation & Air Conditioning Technology.* B.S., Lamar University, A.A.S., Lamar Institute of Technology.

Hargrave, Minus, 1987, *Instructor I of Instrumentation Technology.* A.A.S., Lamar University Institute of Technology.

Harrell, Lisa, 2005, *Instructor III of Dental Hygiene.* A.A.S., B.S., Lamar University. Registered Dental Hygienist.

Henry, Bradd , 2012, *Instructor I of Mathematics, B.B.A, M. Ed.* Lamar University.

Hoke, Chelsea, 2015, *Instructor I of Instrumentation Technology.* A.A.S. Lamar Institute of Technology, B.A ., Lamar University.

Holton, William, 2004, *Instructor I of Program Director of Industrial Mechanics.* B.B.A., Lamar College of Technology.

Hooker, David, 1994, *Associate Professor of English.* B.A., M.A., Lamar University.

Hudnall, Stephen, 2013, *Instructor I of Real Estate,* A.A.S., Lamar Institute of Technology

Hurlbut, Brian, 1982, Instructor *III of Developmental Math.* B.S., Iowa State University; M.S., San Diego State University; M.B.A., University of Houston.

Jacobs, Sharon, 2002, *Assistant Professor of Computer Information Systems.* A.A.S., Lamar Institute of Technology; B.A.A.S., M.Ed., Lamar University.

Jacobs, Weldon, 1998, *Instructor II of Program Director of Instrumentation Technology.* A.A.S., Lamar Univeristy; B.A.A.S., Lamar University.

Johnson, Tonia , 2011, *Instructor I of Nurse Aide Program.* R.N., A.A.S., Durham Technical Community College.

Katz, Dawn, 2013, *Instructor II of Speech.* B.S., Lamar University, M.A., University of Houston.

Koenig, Russell, 2000, *Instructor II of Program Director of Utility Line Technology.* A.A.S., Angelina College.

Lanoue, Stephanie, 2006, *Assistant Professor of Anatomy & Physiology.* B.S., Lamar University; M.A., University of Houston.

Lewis, Shunetta, 2014, *Instructor I of Pharmacy Technician Certificate*. Bachelor of General Studies, Lamar University.

Mann, Melissa, 2013, *Instructor I of Diagnostic Medical/Cardiac Sonography. A.A.S.,* Lamar Institute of Technology.

Marken, Alys, 2016, *Instructor I of Mathematics*, B.S., University of Iowa; M.S., Lamar University.

Marshall, Vicki, 2016, *Instructor I of English.* B.A.A.S., M.A., Ed.D., Lamar University.

Mason, Kenneth, 2007, *Instructor II of Criminal Justice, Chair, Department of Public Service and Safety.* B.S., M.S., Lamar University. Licensed Texas Peace Officer.

Matak, III, Pete, 1978, *Instructor IV & Program Director of Advanced Engine Technology.* A.A.S., Lamar University.

McAnally, Richard, 2012, *Instructor I of Welding Technology.* A.A.S., Lamar Institute of Technology.

McClelland, Rita, 2000, *Instructor III of English & Humanities.* B.A., M.A., Lamar University.

McKeehan, John, 2008. *Instructor II & Program Director of Welding Technology.* A.A.S., Lamar Institute of Technology.

McKinley, Cynthia, 1997, *Assistant Professor, Respiratory Care/Director of Clinical Education,* A.A.S., B.A.A.S., Lamar University. Registered Respiratory Therapist.

McMahon, Gina, 2003, *Instructor III, Radiologic Technology.* A.A.S., B.A.A.S., Lamar University. Registered Radiographer.

Mendoza, Kristina, 2016. *Instructor I of Dental Hygiene,* A.A.S., Lamar Institute of Technology; A.A., D.D.S., Centro Escolar University. Registered Dental Hygienist.

Mitchell, Nicole, 2014, *Instructor I of Homeland Security. B.S., M.S. Grambling State University*

Nance, Sheryl, 1994, *Assistant Professor of Radiologic Technology/ Director of Clinical Education.* A.A.S., B.A.A.S., Lamar University. Registered Radiographer.

Neal, Bryan, 2016, *Instructor I of Physics*, A.S., Lamar State College-Orange; B.S., Lamar University.

Neely, Edgar, 2001, *Instructor II of Instrumentation Technology.* A.A.S., Lamar Institute of Technology.

Noyola, Tom, 2013, *Instructor II of Criminal Justice.* B.S., M.S., Ed.D. Lamar University

O'Connor, Patrick, 2007, *Instructor III of Computer Drafting Technology, Chair of the Technology Department.* B.S., Sam Houston State University.

Parrack, Brian, 2017, *Instructor I of Process Operating Technology,* A.A.S., Lamar Institute of Technology.

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