



Records Policies and Procedures

Transfer of Credit from Other Institutions

Equivalent college course credits earned at other regionally accredited institutions may apply to degrees awarded by LSCS if at least a grade of "D" was earned. Official transcripts from previously attended regionally accredited institutions are needed before registration for prerequisites and placement. Official transcripts *must* be received before subsequent registration or before a student is admitted to any degree or certificate program. If requested, it is the student's responsibility to bring in course descriptions so the evaluator may determine if it is equivalent to a LSCS course.

International Transcripts

Should a student wish to use credits obtained from an institution outside the boundaries and territories of the United States toward a certificate or degree from LSCS, a course by course evaluation must be done by one of the following:

1. American Association for Collegiate Registrars and Admissions Officers (AACRAO) International Education Services, or
2. An evaluation service which is a member of the National Association of Credential Evaluation Services Inc. (NACES)

Evaluations must be provided in addition to the official transcripts of credit. A list of evaluation providers affiliated with NACES is available from the admissions office. This evaluation must be mailed directly from the agency to the college or student information services office.

Transcripts of Credit from Lone Star College

The transcript of credit earned is an official copy of the student's complete academic record accumulated at Lone Star College System. Transcripts can be requested through MyRecords Web site. After the request has been submitted or after the close of a semester, the student should allow approximately one week for delivery.

Copies of student transcripts from another school will not be released through LSCS. Official transcripts should always be requested from the institution at which credit was earned.

Official transcripts may be withheld if any financial obligations to the college system have not been paid.

Registration in subsequent semesters will not be allowed until all outstanding debts with the college system are cleared and/or official transcripts received.

Grade Reports

Students are expected to monitor progress in their courses. Final grade reports are available at <https://myrecords.lonestar.edu/datatel/openweb> at the end of each semester.

Students should review the transcript/grade report for accuracy. All requests for corrections or review must be submitted to the admissions office within 12 months of the close of the semester in which the course was taken. Requests submitted after this period will not be accepted.

Repetition of Courses

When a student repeats a course, all grades remain on the record with a notation for the course no longer used in GPA calculation. It is the student's responsibility to fill out a **course repeat form** and to request an adjustment of the cumulative grade point average. The highest grade received is the permanent grade for the course. Repeated courses may also be designated by college officials with the GPA being adjusted accordingly. When a course is repeated, the credit hours will be counted only once toward graduation, unless a degree plan specifies that a course may be repeated for additional credit. If a student registers again for a course with a current mark of "I," the "I" becomes an "F." Most courses that are repeated three or more times will have an additional fee of \$60 per credit hour.

Classification Status

First year student: 0 to 29 semester hours of credit earned.

Second year student: 30 to 72 semester hours of credit earned.

Enrollment Status

For the fall, spring or summer semester, a full-time student is one enrolled in at least 12 semester hours as of the official day of record of the semester.

RECORDS POLICIES AND PROCEDURES

Verifications of enrollment are not released until the official day of the semester.

Exceptions may be permitted for special programs. Contact the admissions office for additional information concerning certification of enrollment status.

Veteran's status must be verified with the veteran services office at gibill@lonestar.edu or 832.813.6651.

Release Of Student Records Policy

In compliance with the Family Educational Rights and Privacy Act of 1974, Lone Star College System gives notice that the following types of information will be released upon request and may require approval of the appropriate administrator, unless the student desires to withhold all or any portion of it: student's name, address, LSCS e-mail address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, semesters enrolled, degrees, certificates and awards received, photograph, enrollment status, student classification, and the most recent previous educational agency or institution attended by the student.

Any student objecting to the release of all or any portion of such information must notify the admissions office in writing as soon as possible during each semester of enrollment.

Release of any additional information pertaining to student records must be authorized by the student (i.e., grades, transcripts). The student's parents may authorize release of information if the student is younger than 18 years of age and a dependent as defined by the Internal Revenue Service. A student or parents of a student under the age of 18 may request to view the student's educational records with a written request to the student services office at the college(s) attended.

Degree Plans And Transfer Guides

Counselors and faculty advisers will assist students in planning course schedules to meet specific degree plans or certificates as outlined in this catalog. A currently enrolled student whose goal is to pursue a baccalaureate degree may request a transfer guide which provides specific information relating to course transfer to other colleges or universities.

Students who are currently enrolled may complete a degree plan request in the admissions office at

any LSCS college. Official transcripts of all previous work, bearing the college seal and appropriate official's signature, are required before the request is processed. Many transfer guides are available online www.lonestar.edu or at the LSCS colleges.

Transfer To Other Institutions

It is the responsibility of each student to check with the institution to which he or she expects to transfer as soon as this choice is made. It is also the student's responsibility to be sure that courses are selected that will be acceptable for the chosen program of study at the four-year institution. A careful review of the current catalog from the chosen college or university will answer most questions. There have been some statewide fields of study (agreements between community colleges and universities) that have been approved by the Texas Higher Education Coordinating Board (THECB) for a selected group of majors. See the advising/counseling office for additional information. Students may also sign up for the Joint Admissions Program. Visit www.tuc.edu/services/jointadmissions.htm for more information.

1. A 2.0 "C" grade point average is generally sufficient to gain admission to a four-year college upon transfer, but there are some colleges and universities which require a grade point average above 2.0. Admission to certain fields of study may require a higher grade point average than the general college requirements for admission.
2. Students who enroll in classes in excess of 30 hours beyond the baccalaureate degree plan may be required to pay out-of-state tuition rates for additional credits.
3. The student should consult with the counseling/advising office for information regarding transferability of course work. In addition, the student should contact the director of admissions of the college or university to which the transfer is planned for specific admission requirements and evaluation of transfer work. The THECB has enacted specific steps to resolve transfer disputes involving first- or second-year courses.
 - a. If an institution of higher education does not accept course credit earned by a student at another institution of higher education, the receiving institution shall give written notice to the student and to the sending institution that transfer of the course credit is denied. A

receiving institution shall also provide written notice of the reasons for denying credit for a particular course or set of courses at the request of the sending institution.

- b. A student who receives notice as specified in Subsection (1) may dispute the denial of credit by contacting a designated official at either the sending or the receiving institution.
- c. The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with THECB rules and guidelines.
- d. 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 its denial and the reasons for the denial.
- e. The commissioner of higher education or the commissioner's designee shall make the final determination about a dispute concerning the transfer of course credit and give written notice of the determination to the involved student and institutions.
- f. The THECB shall collect data on the types of transfer disputes that are reported and the disposition of each case that is considered by the commissioner or the commissioner's designee.
- g. If a receiving institution has cause to believe that a course being presented by a student for transfer from another school is not of an acceptable level of quality, it should first contact the sending institution and attempt to resolve the problem. In the event that the two institutions are unable to come to a satisfactory resolution, the receiving institution may notify the commissioner of higher education, who may investigate the course. If its quality is found to be unacceptable, the Board may discontinue funding for the course.
4. Some courses in the program of instruction may not transfer. Several are designed specifically for job entry or career preparation, and these frequently are not transferable. Such courses are listed in the associate of applied science degree plans and the requirements for a cer-

tificate. Since developmental courses will not apply toward the completion of a degree, they do not transfer. In other instances, courses in our curriculum which are taught at the junior level or above in a senior institution usually will transfer only as electives, not as equivalent courses. Check with the counseling/advising office for specific information.

5. An official transcript of credit earned at LSCS will be forwarded only upon the student's written or electronic request. Transcripts of credit earned at colleges or universities other than LSCS must be requested from that school by the student.
6. Tuition rebates up to \$1,000 are available to students if they complete their bachelor's degree with having attempted no more than three hours above the requirements for the degree. This program is available for coursework related to the first baccalaureate degree received from a Texas public university, and it is available for students who have enrolled for the first time in higher education in the fall 1997 semester or later. The student must be a Texas resident and attempted all coursework at a Texas public institution of higher education.

Students should contact the admissions office at the university or college where they intend to enroll after completing work at LSCS.

Common Course Numbering System

LSCS is part of a group of Texas colleges and universities that teach courses similar in nature and have been designated with common numbers. The purpose of assigning a common number is to facilitate transferability of courses among participating institutions.

The Texas Common Course Numbering System (TCCNS) is designed to help identify courses needed when transferring to another member institution after completion of course work at LSCS. Courses contained in the TCCNS are general academic courses (not developmental courses and workforce courses).

More information about the TCCNS at LSCS may be obtained at www.tccns.org or by visiting the admissions office.

Students currently enrolled at another institution should contact the appropriate departments at that institution for information.