



Academic Policies, Procedures and Services

COURSE NUMBERING SYSTEM

Courses numbered from 1000 to 2999 are college-level courses.

Courses numbered 0000 to 0999 are considered developmental/pre-college level. These courses carry institutional credit, but are not considered transferable. Credits from these courses do not meet degree requirements.

CREDIT FOR COURSES

The semester hour is the unit of measurement at Lone Star College. One semester credit hour is generally defined as one hour of class per week for a 16-week semester lecture course. The number of semester hours for a course which includes a laboratory, practicum, or internship component varies.

It is the student's responsibility to take courses in sequence and at the proper level.

FLEXIBLE SCHEDULE OPTIONS

The colleges of LSCS offer a number of alternative scheduling options in addition to the traditional semester length college credit courses. Some of these options require fewer student trips to campus.

Hybrid Classes:

Hybrid classes, previously called flexible schedule or flex classes, require visits by the student to campus during the semester or term. These classroom meetings are varied by the instructor. Other meeting times are replaced through the use of alternative delivery systems including:

- Internet
- Video
- Computer

Class Attendance

Attendance in hybrid or other classes is not optional. Students are expected to abide by the faculty member's attendance policy as stated in the course syllabus. It is the student's responsibility to consult with faculty members regarding absences and the possibility of make-up work.

Online Learning:

The instruction for online learning classes is delivered via the Internet. Students must have access to a computer and Internet services. Proctored exams may be required. Students enrolling in online classes are expected to login to their classes before the end of the first day of the class. Students having any difficulties should contact the distance learning helpdesk by going to <http://ecampus.lonestar.edu> to chat with a helpdesk representative or call 832.813.6700 or e-mail distance.learning@lonestar.edu.

Weekend College:

Classroom credit courses are scheduled Friday night, Saturday, or Sunday, normally meeting one day a week.

Mini-mester courses:

Mini-mester courses are credit courses offered in a condensed time frame but with the standard number of contact hours.

CLASS ATTENDANCE

Students are expected to abide by the faculty member's attendance policy as stated in the course syllabus. It is the student's responsibility to consult with faculty members regarding absences and the possibility of make-up work.

STUDENT ABSENCE ON RELIGIOUS HOLY DAYS

The student must notify the faculty member in writing within the first 12 days of the semester of the intent to be absent due to a religious holy day. Under Texas Education Code 51.911, a student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time as established by the faculty member.

COURSE OUTCOMES & EXAMINATIONS

Course outcomes are provided in the faculty member's course syllabus to students at the beginning of each course. The evaluation of student

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course progress and the final grade are based on the degree of mastery of course outcomes.

A final examination or evaluation activity will be given in each course at the end of each semester during the scheduled examination period unless the faculty member has made special arrangements with the appropriate vice president.

GRADING STANDARDS

There are four grades indicating that credit has been received. One grade (F) and marks listed

below indicate that no credit has been achieved. The marks are an accounting device to indicate enrollment in courses with no credit received and no grade points awarded. A mark of CR indicates that the student has received credit for a course but no grade was awarded. In some program areas such as developmental studies and nursing, a grade of "C" or above is required to meet degree requirements or indicates that credit has been received.

Using the following system, final grades or marks are reported for each student for every course taken:

Grade/Marks Interpretation		Grade Points
A	Excellent Performance	4
B	Good Performance	3
C	Acceptable Performance	2
D	Passing (not available for developmental studies courses)	1
F	Failing	0
I	Incomplete. Given instructor approval, work must be completed according to the timelines on the "I" contract but no later than the end of the subsequent fall or spring semester. Failure to complete the work within the specified time will result in an "F." A student should not register again for a course in which a mark of "I" has been given. If the student registers for the course, the "I" will change to a grade of "F."	Not Computed
W	Withdrawal	Not Computed
IP	Course in progress (for developmental courses, or approved special circumstances courses only). Students who earn an IP have participated fully in the class but have not met all criteria for making progress to the next level of courses. IP remains on the transcript.	Not Computed
NR	No Grade reported by faculty member	Not Computed
*	Course repeated at LSCS	Not Computed
NC	No credit (prior to September 1982)	Not Computed
X	No credit (prior to September 1975)	Not Computed
P	Course in Progress (prior to September 1993)	Not Computed
CR	Credit awarded	Not Computed

GRADE POINT AVERAGE

Grade points earned for each course are determined by multiplying the number of points for each grade by the number of credit hours the course carries. For example, a student who takes a three-hour course and earns an "A" accumulates 12 grade points for that course. A student's grade point average is computed by adding the grade point values for all college-level courses for which grade point values

(A, B, C, D, F) may be computed, and dividing this total by the appropriate number of credit hours attempted during the same period. Only hours for which grades are awarded are used in calculating the grade point average.

ACADEMIC ACCOUNTABILITY

The academic standards of LSCS are based on a philosophy of maximizing student progress to-

ward successful course and program completion. Academic success in college requires maturity and dedication to regular and well-defined study habits. Academic standards criteria are designed to monitor student progress so that student and college staff can intervene and explore options to assist students who have difficulty meeting minimum requirements for successful course or program completion.

Academic standing is computed at the end of each enrollment period and is based upon the following grades and marks (A, B, C, D, F) earned by the student at LSCS. Different grade point average calculations are used in determining academic standing:

- **Semester Grade Point Average (GPA):** Includes grades earned in all courses at LSCS during the most recent semester (includes developmental courses).
- **Cumulative Credit GPA:** Includes grades earned in all college-level classes at LSCS (does not include developmental courses).

Academic Standing Categories

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

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

Students who do not maintain the minimum GPA outlined above will be placed on academic warning, academic probation, continued academic probation or academic suspension. These four academic status levels alert the student, faculty and staff to problems in the student's academic performance so that strategies for intervention and assistance can be employed.

Students placed into one of the following academic standings are expected to take advantage of the many resources available on each campus and are encouraged to establish contact with their college counseling center for additional support and assistance.

In addition, students in these standings may be required to register for a reduced course load; register for specific courses or to participate in specially designed programs designated by the college.

Academic Warning: The first time a student earns a semester GPA of less than a 2.0, the student is placed on academic warning.

Academic Probation: The second time a student earns a semester GPA of less than a 2.0, the student is placed on academic probation.

Continued Academic Probation: A student will be placed on continued academic probation when the student: 1) Has been on academic warning and probation and; 2) Has a cumulative GPA that is 2.0 or higher and; 3) Has a semester GPA that is less than 2.0. Students may still enroll in courses under the guidelines stated above.

Academic Suspension: A student with a continuing history of low academic performance is placed on academic suspension when the student: 1) Has been on academic warning and probation and; 2) Has a cumulative GPA below 2.0 and; 3) Has a semester GPA below 2.0. An academic suspension will result in a student being denied enrollment for a minimum of one spring or fall semester. Students desiring to appeal a suspension must follow the guidelines stipulated by the individual college at which the majority of their courses have been completed. For more information on appealing a suspension, students may contact their college counseling center.

A student who re-enters the college after having been suspended will return on academic probation status and will be subject to the requirements outlined above.

Financial Aid Students: Students receiving financial assistance must make satisfactory academic progress in accordance with this system policy and are also subject to the academic progress requirements governing financial assistance awards. Students on academic warning, probation, continued probation, or suspension, and also receiving financial assistance are encouraged to contact their college financial aid office to determine further eligibility.

ACADEMIC ACHIEVEMENT RECOGNITION

There are several ways that outstanding academic achievement by students is recognized at LSCS colleges. Graduates are recognized as follows:

- Students who earn a degree from a LSCS college with a cumulative GPA of 3.9-4.0 will be

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acknowledged by **Summa Cum Laude** on the diploma.

- Students who attain a cumulative GPA of 3.7 - 3.899 will be acknowledged by **Magna Cum Laude** on the diploma.
- Students who attain a cumulative GPA of 3.5 - 3.699 will be acknowledged by **Cum Laude** on the diploma.
- Students receiving a certificate with a cumulative 4.0 GPA will be acknowledged by **With Distinction** on the diploma in recognition of this achievement.

Currently enrolled students are acknowledged each semester through the President's List if they have accumulated at least 12 credit hours (including developmental studies hours) and have a semester grade point average of 3.30 or above for 6 or more credit hours completed that semester. All "I" grades must be changed to a letter grade prior to computing the semester GPA for President's List status.

Honors Program:

LSCS offers an innovative honors program for highly motivated, academically capable students. Honors students enjoy the freedom to work independently and collaboratively with faculty who encourage lively, engaging discourse and challenging activities inside and outside the classroom.

Honors credit is earned through special contracts or classes with faculty members who are committed to an open-ended approach to learning. Students have many opportunities to contribute extensively and creatively through small group interaction, seminars, laboratories, oral reports, special research topics, informed discussion, and/or individual and group projects.

Involvement in the **Honors Program** can result in several levels of recognition for students. These are:

- Students successfully completing an **honors course** will receive appropriate designation on their transcripts.
- Students who complete 15 hours of honors credit with a 3.5 GPA will be recognized at commencement and will receive the designation of **Honors Program Graduate** on their transcript.
- Students completing 9 hours of honors credit with a 3.5 GPA and 25 hours of community

service will be recognized at commencement and will receive the designation of **Honors Scholar Graduate** on their transcript.

- Students who complete 15 hours of honors credit with a 3.5 GPA and 25 hours of community service will be recognized at commencement and will receive the designation of **Honors Scholar with Distinction** on their transcript.

Phi Theta Kappa:

Colleges within the system all have active chapters of Phi Theta Kappa International Honor Society. Students who have a 3.5 cumulative GPA or higher, have completed at least 12 college-level credit hours, and are currently enrolled in at least three credit hours are eligible for membership. In addition to emphasizing academic excellence, Phi Theta Kappa International Honor Society promotes the hallmarks of leadership, service, and fellowship among its members. In recent years, members from the colleges' chapters have held several leadership positions within both the international and the Texas region of this society and have been recognized with numerous awards. Graduating students belonging to the local and national Phi Theta Kappa International Honor Society will be recognized in the commencement program and wear the Phi Theta Kappa International Honor Society stole with their regalia.

Service Learning:

Service learning combines community service with academic instruction to create an opportunity for experiential learning. Students will find service learning opportunities offered in a variety of courses system-wide. Students who engage in a minimum of 15 contact hours of service learning activities in a course will receive service learning designation for the course on the transcript.

AWARD OF CREDIT FOR NONTRADITIONAL EXPERIENCES

ADVANCED STANDING

Advanced standing permits the student to move to more advanced work by the equating of test results, previous grades, and/or interviews by the appropriate department. Advanced standing is not placed on a student's official transcript. No credit

is awarded. There is no fee for this evaluation. Contact the dean of the specific subject area for more information.

For additional information and levels/scores for advanced standing, contact the counseling/advising office.

CREDIT BY INTERNAL CHALLENGE EXAMS

System course challenge exams are developed and approved by LSCS curriculum teams, and administered by the college division. The same course challenge exam, cooperatively developed by the curriculum team for the department, is used at all campuses. Credit awarded by LSCS through course challenge exams applies to its programs of study. Other academic institutions may not accept credit obtained through LSCS course challenge exams.

1. Students receiving credit by examination must be fully admitted to LSCS at the time credit is awarded.
2. All credit by examination must be equated with an LSCS course number and description.
3. Each examination may only be attempted one time.
4. Credit by examination will be recorded on the student's official transcript without grade equivalent or inclusion in the student's GPA.
5. Applicable test fees must be paid in advance.

The following courses can be completed by taking an internal challenge exam. A student may not take a challenge exam for a course in which he/she has already been enrolled on or after official day. For further information on exams and other course requirements, click on www.lonestar.edu/PLA/ or contact the program area of interest at an LSCS college.

AUMT 1405	DFTG 1309	EMSP 2444
AUMT 1407	DFTG 1325	HART 1407
CETT 1402	EMSP 1338	HITT 1305
COSC 1401	EMSP 1355	ITAL 1412
CSME 1254	EMSP 1356	ITSC 1401
CSME 1310	EMSP 2330	ITSE 1402
CSME 1501	EMSP 2338	ITSW 1301
CSME 1505	EMSP 2348	METL 1405
DFTG 1305	EMSP 2434	NDTE 2311

PHRA 1102	PHRA 1449	RADR 1411
PHRA 1304	POFT 1329	SGNL 1211
PHRA 1305	POFT 1371	SGNL 1401
PHRA 1309	RADR 1260	SGNL 1402
PHRA 1347	RADR 1313	WLDG 1428
PHRA 1413	RADR 1409	WLDG 1457

CREDIT BY EXTERNAL EXAMINATION

The purpose of the credit by examination program is to provide college credit for work experience and/or educational work without transcript credit. This allows a student to complete undergraduate requirements in less time and at lower cost and to enrich educational experience by taking courses other than those that merely repeat previously learned material.

LSCS curriculum teams recommend if external examinations may be used for awarding of credits. For more information, contact the counseling/advising office.

LSCS offers course credit to academically qualified entering students. Such credit may be obtained by different methods in certain subject areas.

1. Achievement Test (ACT)
2. College level examination program (CLEP): Specific subject areas only. No general examinations will be accepted.
3. Advanced placement program by the college board. The AP College Board tests are offered through the high schools.
4. International baccalaureate (IB) diploma program examinations.

Lone Star College-Tomball is the official testing site for CLEP exams at LSCS. The registered Lone Star College-Tomball CLEP test center number is 8720. Scores made on the CLEP should be submitted to the counseling office four weeks prior to enrollment.

A list of credits available through external examination follows. For updates throughout the year, check www.lonestar.edu/PLA.

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Subject Area	Examination	LSCS Course	Min. Score
<u>ENGLISH</u>			
English	IB (SL)	ENGL 1301& 1302	4
English	IB (HL)	ENGL 1301, 1302 & 2332	4
English Usage	ACT	ENGL 1301	31
English Language & Composition	AP College Board	ENGL 1301	3
American Literature	CLEP	ENGL 2327 & 2328	46
English Literature	CLEP	ENGL 2322 & 2323	46
English Literature & Composition	AP College Board	ENGL 1302	3
<u>FOREIGN LANGUAGES</u>			
French *	CLEP	FREN 1411 & 1412	50
French *	CLEP	FREN 1411, 1412 & 2311	55
French *	CLEP	FREN 1411, 1412, 2311 & 2312	61
Spanish	IB (AB)	SPAN 1411	4
Spanish	IB (B) (SL)	SPAN 1411& 1412	4
Spanish	IB (HL)	SPAN 1411, 1412, 2311 & 2312	4
Spanish *	CLEP	SPAN 1411 & 1412	50
Spanish *	CLEP	SPAN 1411, 1412 & 2311	55
Spanish *	CLEP	SPAN 1411, 1412, 2311, 2306 & 2312	61
German *	CLEP	GERM 1411 & 1412	50
German *	CLEP	GERM 1411, 1412 & 2311	55
German *	CLEP	GERM 1411, 1412, 2311 & 2312	61
Spanish Language	AP College Board	SPAN 1411 & 1412	3
Spanish Language	AP College Board	SPAN 1411, 1412 & 2311	4
Spanish Language	AP College Board	SPAN 1411, 1412, 2311, 2312 & 2306	5
French	IB (AB)	FREN 1411	4
French	IB (B) (SL)	FREN 1411 & 1412	4
French	IB (HL)	FREN 1411, 1412, 2311 & 2312	4
French Language	AP College Board	FREN 1411 & 1412	3
French Language	AP College Board	FREN 1411, 1412 & 2311	4
French Language	AP College Board	FREN 1411, 1412, 2311 & 2312	5
German	IB (AB)	GERM 1411	4
German	IB (B) (SL)	GERM 1411 & 1412	4
German	IB (HL)	GERM 1411, 1412, 2311 & 2312	4
German Language	AP College Board	GERM 1411 & 1412	3
German Language	AP College Board	GERM 1411, 1412 & 2311	4
German Language	AP College Board	GERM 1411, 1412, 2311 & 2312	5
Italian	IB (AB)	ITAL 1411	4
Italian	IB (B) (SL)	ITAL 1411 & 1412	4
Italian	IB (HL)	ITAL 1411, 1412, 2311 & 2312	4
Italian Language	AP College Board	ITAL 1411 & 1412	3
Italian Language	AP College Board	ITAL 1411, 1412 & 2311	4
Italian Language	AP College Board	ITAL 1411, 1412, 2311 & 2312	5
<u>SOCIAL & BEHAVIORAL SCIENCE</u>			
American Government	CLEP	GOVT 2301	50
US History I	CLEP	HIST 1301	50
US History II	CLEP	HIST 1302	50
US History	AP College Board	HIST 1301 or 1302	4
World History	IB (SL)	HIST 2321 or 2322	5
World History	IB (HL)	HIST 2321 or 2322	4
Western Civilization I	CLEP	HIST 2311	46
Western Civilization II	CLEP	HIST 2312	47
Sociology	CLEP	SOCI 1301	53
Social & Cultural Anthropology	IB (HL)	ANTH 2346	4
Statistics**	CLEP	PSYC 2317	50
Philosophy	IB (SL)	PHIL 1301	4
Psychology	AP College Board	PSYC 2301	3
Psychology	IB (SL)	PSYC 2301	5
Psychology	IB (HL)	PSYC 2301	4
Psychology **	CLEP	PSYC 2301	47
Geography	IB (HL)	GEOG 1303	4

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Subject Area	Examination	LSCS Course	Min. Score
<u>BUSINESS</u>			
Financial Accounting	CLEP	ACCT 2401	52
<u>MATH AND SCIENCE</u>			
Mathematical Studies	IB (SL)	MATH 1332	4
Further Mathematical Studies	IB (SL)	MATH 1332	4
Mathematics	IB (HL)	MATH 1325	4
Math	ACT	MATH 1314	28
College Algebra	CLEP	MATH 1314	50
Precalculus	CLEP	MATH 2412	50
Calculus with Elementary Functions	CLEP	MATH 2413	50
Biology	IB (SL)	BIOL 1406	4
Biology	IB (HL)	BIOL 1406 & 1407	4
Biology	AP College Board	BIOL 1406 & 1407	4
Math Calculus AB	AP College Board	MATH 2413	3(AB)
Math Calculus BC	AP College Board	MATH 2413 & 2414	4(BC)
Math Calculus BC	AP College Board	MATH 2413	3(BC)
Chemistry	AP College Board	CHEM 1411 & 1412	4
Chemistry	IB (SL)	CHEM 1411	4
Chemistry	IB (HL)	CHEM 1411 & 1412	5
Physics	IB	PHYS 1401	4
Geology	IB (SL)	ENVR 1401 or GEOL 1405	4
<u>ARTS, MUSIC</u>			
Music	IB	MUSI 1306	4
Music Theory	AP College Board	MUSI 1211 & 1216	4
Drawing Studio Art ***	AP College Board	ARTS 1316	4
Design Studio Art ***	AP College Board	ARTS 1311	4
History of Art	AP College Board	ARTS 1303	4
Visual Arts	IB	ARTS 1301 or 1311 or 1316	4
Theatre Arts	IB	DRAM 1310	4

A student who wishes to take the French/German/Spanish (F/G/S)-CAPE placement exam will be placed into the following classes:

EXAM	CAPE SCORE	CLASS PLACEMENT
F/G/S-CAPE	277-329	Student places in 1412 #
F/G/S-CAPE	330-389	Student places in 2311 #
F/G/S-CAPE	390-424	Student places in 2312 #

The following footnotes refer to activities which must take place on campus. Please contact the counseling office for additional information.

- # Students are placed according to the score they obtain on the computerized test. Further assessment may be required for students without formal learning experience. Upon completion of the course with a grade of C or better, the student receive credit for the course and can request credit for the lower level courses. See www.lonestar.edu/PLA to determine the lower level courses for which a student may be eligible.
- * The CLEP score determines maximum possible credit. Additionally, an interview and essay in foreign language are required. The actual credit decision is based on the professional judgment of the faculty member evaluating the results of the interview and essay component of the assessment.
- ** LSCS Essay required.
- *** Portfolio review with LSCS faculty.

Note: A fee of \$25 per assessment will be charged for any additional assessments needed including portfolio review or foreign language interviews.

ACADEMIC INTEGRITY

Lone Star College System upholds the core values of learning: honesty, respect, fairness, and accountability. The system promotes the importance of personal and academic honesty. The system embraces the belief that all learners – students, faculty, staff and administrators – will act with integrity and honesty and must produce their own work and give appropriate credit to the work of others. Fabrication of sources, cheating, or unauthorized collaboration is not permitted on any work submitted within the system.

Consequences for academic dishonesty determined by the professor, or the professor and academic dean, or the professor and chief student services officer can include but are not limited to:

1. Having additional class requirements imposed,
2. Receiving a grade of zero or “F” for an exam or assignment,
3. Receiving a grade of “F” for the course,
4. Being withdrawn from the course or program,
5. Being expelled from the college system.

Professors should clearly explain how the student’s actions violated the academic integrity policy, how a grade was calculated, and the actions taken.

ACADEMIC APPEALS

An academic appeal is a formal request by a student to change a grade or to challenge a penalty imposed for violation of standards of academic integrity such as plagiarism or cheating. A request to change a grade or to challenge a penalty must be made within 12 months of the action. A grade may only be changed by the instructor of record (or by a full-time instructor in the absence of the instructor of record) or by the Academic Appeals Committee. Students in specialized disciplines should check their student handbook for program-specific appeal procedures.

An academic appeal will be considered if there is evidence that one or more of the following conditions exist: (1) error in calculation of grade; (2) deviation from the syllabus or system policy manual; (3) disparate academic treatment of a student that is not addressed by EEO processes; or (4) inappropriate penalties imposed for an academic integrity violation. An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor’s professional judgment of the quality of the student’s work and performance is also not an admissible basis for an academic appeal.

Before a student brings an academic appeal, he or she should first meet with the instructor to request that a change be made. If the student is not satisfied with the outcome or cannot consult with the instructor, he or she must meet with the appropriate dean to determine if resolution can be reached.

If resolution is not reached and the student desires to pursue the appeal, the student will state specifically the basis of the appeal in writing to the instructional vice president. If the instructional vice president determines that the appeal does not meet the requirements of this policy, he/she shall communicate this in writing to the student. The decision of the vice president is final.

If the instructional vice president determines that the appeal is appropriate under this policy, he/she will convene the Academic Appeals Committee to consider the complaint. The instructional vice president will notify the student regarding the Academic Appeals Committee meeting date, his/her rights, and next steps in the process.

An Academic Appeals Standing Committee will be appointed at each college for one year by the instructional vice president and shall consist of:

1. Four full-time faculty members who will be appointed by the instructional vice president. One of the four faculty members will be appointed by the instructional vice president as chairperson of the committee.
2. Two students who will be nominated by the chief student affairs officer.
3. Members will be replaced or added by the instructional vice president if conflict of interest is apparent or specific expertise is required in regard to the circumstances of an appeal.

The committee will be convened by the chairperson in a timely manner and will conduct its activities in private. The student and the faculty member will be permitted to present witnesses and evidence relevant to the appeal.

The committee will not be bound by rules of evidence and will conduct its hearing in an informal manner. The student or faculty member may have a representative present but that person is not allowed to participate during the hearing. A two-thirds majority vote of the full committee shall be required to change the grade, penalty or academic action at issue.

The committee will inform the instructional vice president of its decision in writing. The instructional vice president will notify the student and faculty member in writing of the committee’s decision. The decision of the Academic Appeals Committee is final.

REQUESTS FOR COURSES

Students' suggestions of courses to offer are an important part of course and curriculum planning. Requests should be made as follows:

- If the course is listed in the catalog, a student may present a request to either the dean or the instructional vice president that the course be placed on the schedule.
- If the course or program is not listed in the catalog, a written request may be made to the dean or to the vice president of instruction for the course or program to be added to the curriculum.

LIBRARY

The library at each college provides print, electronic, and audiovisual resources and services for students and faculty. The materials have been selected to serve the curricular, workforce and leisure needs of the college community.

LSCS libraries participate in several reciprocal/joint borrowing agreements, including the statewide program known as TexShare and the local Harmonic Consortium group which includes both Montgomery and Harris County public library systems. TexShare is a state-wide academic library cooperative program that encourages reciprocal borrowing privileges at all participating college and university libraries in Texas. Through the Harmonic Consortium, two of the LSCS libraries, located at Lone Star College-CyFair and Lone Star College-Tomball, provide borrowing privileges with the Montgomery County Memorial Library system and the Harris County Public Library system.

The libraries maintain a common electronic catalog of holdings, so that students at any college have online access to the system-wide collection. Each college library also provides online access to a variety of information including full-text databases, indexes to journals, and a variety of internet resources. Library users are able to access the library's electronic resources remotely from their home computers or from their job workstations. Library facilities and selected services are available to the community according to system-wide policies.

LSCS is also a member of Online Computer Library Center Inc. (OCLC). Affiliation with this international organization enables the system to supplement the collection by cooperative arrangements for sharing resources with other institutions in the community, region, state and nation through affiliation with the OCLC Interlibrary Loan Subsystem. Further

information on both intra- and interlibrary loans is available from the library at any college. Students are responsible for clearing their library records before the end of each semester. Official transcripts will not be released and registration for subsequent semesters may not be allowed until all obligations with the library are cleared.

LEARNING CENTERS

Learning Centers at each college provide facilities and services to extend learning beyond the classroom and to enable students to achieve academic goals. Services may include individualized tutoring in reading, writing, math, science, foreign languages, ESL and other disciplines, group sessions and workshops on student success skills, research skills, course related materials, Internet access, and computer programs, as well as academic testing. Facilities may include computer labs providing access to e-mail, the Internet, and course related software, as well as specialized labs supporting specific disciplines. Materials supporting both direct course outcomes and generalized study skills are available from the Internet, in print, or through audio-visual aids.

THE DEVELOPMENTAL STUDIES PROGRAM

The function of the developmental program is to involve students in building relevant skills necessary for success in college-level courses and programs. The program includes courses, lab assignments, tutorials, seminars, learning activities, and a referral system. Developmental courses are offered in English, English as a second language (ESL), human development, and math. Developmental course numbers begin with a zero; the course description section of this catalog provides specific information about these courses.

Developmental courses appear on transcripts from LSCS but do not transfer to four-year institutions, nor do they apply to LSCS degrees or certificates.

GED, HIGH SCHOOL EQUIVALENCY

LSCS offers a high school equivalency preparation and examination program. The GED exam is administered on a regular schedule. Consult the continuing education office or Web site at www.lonestar.edu for further information and for registration.