SCOPE: Students

1. New students seeking admission to college credit and certificate programs must complete an Admissions application and comply with all admissions requirements.

> 1.1. All methods of admission listed above require completion of an Application for Admission. Students should apply online at applytexas.org.
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> 1.2. Students applying to Lamar Institute of Technology must have had a bacterial meningitis vaccine.
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>> 1.2.1. A student is not required to submit evidence of receiving the vaccination against bacterial meningitis if the student meets any of the following criteria:
>>> 1.2.1.1. the student is 22 years of age or older by the first day of the start of the semester
>>> 1.2.1.2. the student is enrolled only in online or other distance education courses
>>> 1.2.1.3. the student is enrolled in a continuing education course or program that is less than 360 contact hours, or continuing education corporate training
>>> 1.2.1.4. 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
>>> 1.2.1.5. the student is incarcerated in a Texas prison.
>>
>> 1.2.2. A student is not required to submit evidence of receiving the vaccination against bacterial meningitis if the student submits to the institution:
>>> 1.2.2.1. 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
>>> 1.2.2.2. 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
>>> 1.2.2.3. 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).
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> 1.3. Students must submit high school transcript or GED scores.
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>> 1.3.1. High school transcript required if student has fewer than 18 semester credit hours.
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>> 1.3.2. Transfer students who have successfully completed at least 18 hours of college credit may provide official college transcripts in lieu of high school transcripts.
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>> 1.3.3. All applicants, except for dual enrollment and home-schooled students, must have either an official copy of their high school transcript sent directly to the College

or provide a copy of their GED diploma (and GED scores if from out-of-state) or high school equivalency scores that meet admissions standards.

1.4. Students must submit official college transcripts from all attended colleges.

1.5. Degree-seeking students must submit TSI (Texas Success Initiative) Assessment scores, unless exempt.

1.6. Applicants for limited enrollment or selective programs may be required to provide additional documentation. Selective program applicants are referred to respective departments and program advisors for guidance.

1.7. Returning LIT students must reapply by updating their previous application if the last date of enrollment is over one year old or if they have attended another college/university since attending LIT.

1.8. Admissions "holds" are placed on the applicant's record when required documents have not been provided or an incomplete application has been submitted.

1.9. An electronic file will be created for each new applicant. All documents will be filed as received. The Admissions and Records Office is responsible for maintaining and updating student files.

1.10. Admissions and Records will notify each applicant of his/her acceptance (if all documents are received) or inform the students if any additional information is needed to complete the admissions process.

1.11. As transcripts and other required documents are received, the Admissions and Records Office will remove or add admission holds as appropriate. If test scores appear on a high school/college transcript, scores will be added to the students electronic file.

2. Student Admissions Criteria:

2.1. High School Graduate:

2.1.1. High school graduates must submit an official high school transcript and an Application for Admission. Applications should be submitted on www.GoApplyTexas.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.

2.2. High School Completer:

2.2.1. 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.

2.3. General Equivalency Diploma (GED) Holders:

2.3.1. A holder of a GED certificate must submit GED scores with an Application for Admission.

2.3.2. Applications should be completed at 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. Texas students can print a GED transcript from tea.texas.gov.

2.4. Dual Enrollment Student:

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

2.4.2. High school students attending LIT are subject to all requirements regarding assessment, admissions, academic standards, and conduct. Students are eligible to enroll in dual credit courses if they demonstrate college readiness by achieving the minimum passing standards under the provisions of the Texas Success Initiative (TSI) or if they are exempt under the provisions of the TSI. Dual enrollment students may enroll in a dual credit course with the following EOC scores:
    2.4.2.1.   English II EOC (4000)
    2.4.2.2.   Algebra I EOC (4000)+ Algebra II course (grade of A, B, or C)
    2.4.2.3.   PSAT, SAT and ACT scores may also be used to meet TSI requirements.

2.4.3. To enroll in dual enrollment courses, students must apply using applytexas.org and select certificate programs as your first-choice school and high school co-enrollment as your first choice major.

2.4.4. For more information on dual enrollment, please contact LIT's Dual Credit Department and refer to Procedure LIT.7.01.02.

2.5. Readmission Student:

2.5.1. Students previously enrolled at Lamar Institute of Technology (who have not been registered at LIT for two long semesters or more) must reapply for admission on applytexas.org to be re-admitted.

2.5.2. Re-admission may require a student to complete new statewide testing requirements.

2.5.3. Students with unsettled financial debts or with incomplete records will not be allowed to register until such problems are resolved.

2.5.4. Students on disciplinary probation or suspension and/or academic suspension are not eligible to return until the terms of their suspension are complete. After readmission, probated or suspended students must meet with the Associate Vice President of Student Services before registering for classes.

2.6. Transfer Student:

2.6.1. Transfer students are considered for admission on the basis of their previous university and college records. Applicants must apply for Admission at applytexas.org and submit official transcripts from all universities and colleges attended.

2.6.2. 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.

2.6.3. Students on academic suspension/probation from another institution must petition the Provost/Vice President for Instruction for acceptance.

2.6.4. 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 Associate Vice President of Student Services.

2.6.5. Refer to *Policy LIT.7.09 Transfer of Coursework* for additional transfer student guidance.

2.7. International Student:

2.7.1. 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:

2.7.1.1. LIT Application for Admission at applytexas.org

2.7.1.2. International Student Application for Admission http://international.lamar.edu/

2.7.1.3. 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 Lamar University International Admissions Office. The transfer evaluation and document authentication must be completed for all documents before the student will be reviewed for admission and/or accepted by LIT. To evaluate documents, students may select from a variety of credential evaluation agencies.

2.7.1.4. 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.

2.7.1.5. 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.

2.7.2. 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:
2.7.2.1.   Fall Semester: July 1
2.7.2.2.   Spring Semester: December 1
2.7.2.3.   Summer Semester: April 15

2.7.3. 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.

2.7.4. 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.

2.7.5. 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
USA

Related Policies: LIT.7.01 *Admissions, LIT.7.09 Transfer of Coursework*

Relevant Forms/Documents:

Relevant TSUS Policies/Forms/Documents:

Relevant Statutes:

Relevant SACSOC Standards:

<u>**Document History**</u>:
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