

- Process admission applications with completed and official file: 3 working days.
- Processing transcript requests: 3 working days.
- Arranging specialized services: students are encouraged to contact the Office of Disability Services Coordinator at least two weeks prior to class to arrange for specialized services. When special materials or equipment must be purchased, students should allow sufficient time to order, receive and install the equipment.
- Reporting ASSET results: students administered the test will have results reported within one to two working days. The writing sample will be graded off-site and will take approximately five days.

Complaints, Grievances and Appeals: The goal is to provide equitable, timely, fair and accurate resolutions to problems and complaints. Initial

complaints or problems should be brought to the attention of the relevant department for resolution. If an acceptable resolution is not reached within five working days, the student can then file a formal written complaint. If a student wishes to file a formal complaint, the process and procedures for filing a written complaint, grievance or appeal is available through The Texas State University System Rules and Regulations, the LSCPA Student Handbook, the Faculty Handbook, the college catalog and/or website.

Student Relations Representative: Vice President for Academic Affairs, Lamar State College Port Arthur, P.O. Box 310, Port Arthur, Texas 77641-0310. Phone (409) 984-6209 and fax (409) 984-6000. Email: VPAA@lamarpa.edu. Additional contacts for student relations include the President, the Vice President for Finance and the Dean for Student Services.

Student Rights and Responsibilities

Student Conduct

To meet its educational objectives, an institution of higher learning must expect rational, mature behavior from its constituency. To accept anything less invites the destruction of not only academic freedom, but also the system of higher education.

Student discipline at Lamar State College Port Arthur is based on an educational philosophy of helping students grow and mature into responsible citizens. When a student behaves in a manner that requires disciplinary action, a careful investigation of all facts is made and the student is afforded every opportunity to assist in arriving at a just and equitable decision.

Counseling, conferences with parents and/or instructors, conferences with peer groups and other techniques as may seem appropriate, may be employed in making discipline an educational experience.

Grievance Procedure

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. For academic issues, the student should discuss the issue with the instructor, department chair, Dean of

Technical Programs (if applicable) and the Vice President for Academic Affairs.

- a. Academic issues. The student should first discuss the issue with the instructor, then the department chair, and the Vice President for Academic Affairs.
- b. Non-academic issues. The student should first discuss the issue with the campus individual they have an issue, then their immediate supervisor, and finally the Dean for Student Services.

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.

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. If the unresolved issue is academic in nature, the referral will be forwarded to the Vice President for Academic Affairs. If the unresolved issue is non-academic in nature, the referral will be forwarded to the Dean for Student Services.

The Vice President for Academic Affairs will review the unresolved academic issues. The Dean of Student Services will review unresolved non-academic issues. If the issue remains unresolved, the Vice President or Dean 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.

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.

Academic Dishonesty

In an attempt to clarify possible misunderstandings, LSCPA 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.

Penalty for False Statements

A student who provides false information or makes false statements to any college official or office or on an official form submitted to the College is subject to immediate dismissal.

Computer Services Policies

The use of the college's computing and electronic communication resources is a privilege, not a right. That privilege can be revoked at any time if a user violates policies outlined here and contained in detail on the college website.

The Information Resource Use Policy is designed to ensure the ethical, efficient, effective and lawful use of computer hardware, software, networks and systems. Students who violate the policy will receive appropriate disciplinary action from the College and may also face legal action from civil authorities.

No provision of the college's policy supersedes or limits any state or federal laws, or any other Texas State University System or Lamar State College Port Arthur policies regarding confidentiality, information dissemination or standards of conduct.

The College is committed to:

- Providing students with the computer hardware and software necessary to perform their instructional assignments;
- Protecting its computer environment from viruses;
- Maintaining compliance with the U. S. copyright laws and software license agreement and;
- Discouraging and monitoring for copyright infringement.

Each user is granted non-commercial use of the computing and communications facilities and services of the College according to rules that may be posted at those facilities, and to the terms described in this publication. A student who illegally duplicates software and/or its documentation, violates the policies of the Information Resources Use Policy or otherwise fail to comply with the college's third-party software license agreements, will be subject to disciplinary action up to and including expulsion from school.

Computer Facilities Policy

The college's computer facilities are provided for the support of college programs. All users are responsible for seeing that the facilities are used only for transaction of college business. Computer

facilities and accounts are owned by the College and may be used only for college-related activities.

The College reserves the right to allocate and restrict access to computer resources. Users may not use computer systems, facilities or services in any way that diminishes or interferes with the reasonable and confidential use of those systems.

The College retains the right to access and immediately remove any data or files that demonstrate misuse.

Account access information assigned to an individual is not to be given to another individual. The individual assigned to an account is responsible for all activity for which that account is used.

The following policies govern the use of all college computing facilities. Any use of these facilities in any way other than those stated below will be considered in violation of college policy.

- Users are accountable for using computer facilities in an effective, ethical and lawful manner.
- Use of college computer facilities to create, display, modify, or transmit files that are abusive, harassing, threatening, indecent, or illegal is expressly prohibited.
- Material that might be considered indecent, abusive, harassing or threatening may be accessed, activated and viewed only insofar as those materials and resources are required to perform legitimate college-related functions.
- Illegal material may not be accessed, viewed or stored on college computer facilities.
- Conduct that involves the use of computing or communications resources to violate a college policy or regulation, or to violate another's rights, is a serious abuse and can result in limitation of privileges and lead to appropriate disciplinary action.

Software Use Policies

Neither licensed software, nor college-developed software, shall be copied except as specifically stipulated in license agreements or in The Texas State University System Rules and Regulations. All software protected by copyright shall not be copied except as specifically stipulated by the owner of the copyright.

Students have permission to use licensed software according to the regulations established by the College. The use of such software is governed by the terms of licensing agreements between the College and the software licensors. Users must read and abide by the terms of those agreements.

Internet Use Policies

The College maintains a connection to the internet in support of its mission. Users must be aware that all internet usage, including source and destination, can be recorded and stored. Users have no right to privacy with regard to internet use.

The College has the ability and right to view any user's usage patterns and take action to assure internet resources are devoted to maintaining the highest levels of productivity.

The internet path record is the property of the College and therefore the people of the State of Texas. Such information is subject to the Texas Public Information Act and the state laws applicable to records retention.

Using the college's internet connection to access information, images or other materials that violate any federal laws, state laws, Texas State University System rules or LSCPA policies is strictly prohibited. Using the internet connection to access other computer systems in violation of state or federal law is prohibited. Using the internet connection to access other computer systems in violation of the policies of the entity that owns those systems is strictly prohibited.

Electronic Messaging Policies

Access to and the responsible use of modern information resources are essential to the pursuit and achievement of excellence. The College encourages the appropriate use of electronic messaging to enhance productivity. Use of these resources must be consistent with the college's goals of education, research, and public service.

"Electronic messaging" refers to those computer applications such as email, instant messaging, video and/or audio conferencing/collaboration, chat rooms, newsgroups, list servers, streaming media, message boards or any other application that allows a user to interactively or passively communicate with one or more persons or entities using the college computing or communications resources.

Responsible users of electronic messaging applications are expected to act in accordance with the following policies based on common sense, common decency and civility applied to the networked computing environment.

Information sent as electronic messages should meet the same standards for distribution or display as if they were tangible documents or instruments. Users must be clearly and accurately identified in all electronic communications.

Concealing or misrepresenting a name or affiliation in order to be dissociated from responsibility for actions taken is never appropriate. Alteration of the

source of electronic messages or postings is unethical and possibly illegal.

Electronic messaging facilities are for college-related activities only. All electronic messaging files belong to someone. Aside from the college's right of access, they should be assumed to be private and confidential unless the owner has explicitly made them available to others.

The College cannot guarantee the privacy or confidentiality of electronic documents or communications.

Users must respect the rights of others and must not send, post or broadcast abusive, threatening, illegal, indecent or harassing materials. While debate on controversial issues is inevitable and essential, users must do so in a way that actually advances the cause of learning and mutual understanding.

Electronic messaging and other network resources may not be used for commercial purposes or for personal financial gain.

The same standards of conduct expected of users regarding the use of telephones, libraries and other college resources apply to the use of electronic messaging.

Users will be held no less accountable for actions in situations involving electronic messaging than when dealing with other media.

Any communication where the meaning of the message, or its transmission or distribution, would be illegal, unethical or irresponsible is to be avoided.

Telephone System Use Policies

The college's telephone facilities include any telephone or voice communication device including the Phone Mail System.

Users shall:

- Be accountable for using these facilities in an effective ethical and lawful manner.
 - Only use those facilities for which they have authorization, whether these facilities are at the College or at any other facility accessible through the telephone network.
 - Take all reasonable steps to protect the privacy of others as well as the integrity of the College. Users shall not share with others PIN numbers, passwords, or any other authorization which has been assigned to them.
- Be aware that all calls are monitored by a Call Detail Recording System located in the Computer Center. These reports are published to the President, Vice President of Academic Affairs and the Director of Computer Services

monthly and are available to the Department Chairs upon written request.

Consequences of Information Resources Policy Violations

An individual's computing and communications resources use privileges may be suspended or restricted immediately upon discovery of any policy violation. Removal of the suspension or restriction will be by appeal to the Director of Information Technology Services or the Vice President for Academic Affairs. Continued or major violations of these policies may result in the College exercising its right to deny future computing privileges. In addition, any user found in violation may also be subject to further disciplinary action by the College, including termination of employment or suspension from school, as well as legal action under state and federal laws, and legal action by the owners and licensors of proprietary software for violation of copyright laws and license agreements.

Disciplinary Action

Students are subject to disciplinary action for unacceptable behavior, as outlined in the Student Handbook under "Student Conduct and Discipline." The Vice President for Student Services may classify behavior as unacceptable and may refer the case to the proper judicial body for investigation and decision. The student has the privilege of appealing the decision to the College Discipline Committee. This appeal is made through the Office of the Vice President for Student Services and the action of the College Discipline Committee is subject to review by the President.

Official Summons

An official summons takes precedence over other college 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 disciplinary action.

Personal Information

Personal information, such as an address and telephone number, is used to communicate with students. Students are responsible for notifying Lamar State College Port Arthur of any change of name, address, and/or telephone number. Changes must be reported to the Records Office. Students may request that directory information not be shared by submitting a request in writing to the

Registrar's Office. This shall remain in effect until rescinded in writing by the student.

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

The following information concerning student records maintained by LSCPA is published in compliance with the Family Education Rights and Privacy Act of 1974 (FERPA).

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 LSCPA 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 Lamar State College Port Arthur 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 Registrar's Office. 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 address, telephone number, major and minor, number of institutional hours earned, participation in officially recognized activities, dates of attendance, degrees and awards received, 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 State College Port Arthur 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 LSCPA 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 LSCPA 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 Services. 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.

Bacterial Meningitis Information

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.

How can I find out more information?

- Contact your own health care provider.

- Contact your local or regional Texas Department of Health office at (409) 832-4000.
- Contact Web sites: www.cdc.gov; www.acha.org/.

Drug-Free Workplace Policy

Lamar State College Port Arthur is committed to assure the safety and health of students and employees, the College seeks to maintain a work and learning environment free of the unlawful manufacture, distribution, possession or use of a controlled substance or the abuse of alcohol. Drug and alcohol abuse affects the responsible conduct of business, teaching and learning and therefore will not be tolerated.

The unlawful manufacture, distribution, possession or use of illicit drugs or alcohol is strictly prohibited.

Sanctions will be imposed on students and employees (consistent with local, state and federal law), up to and including expulsion or termination of employment and referral for prosecution, for violation of the standards of conduct set forth in 3.1.

Electronic Device Policy



Electronic devices (such as cell phones, MP3 players and laptops) may not be used during tests unless specifically allowed by the instructor, or if the Office of Disability Services Coordinator determines that a device is an acceptable accommodation for a physical or mental disability. Under any other circumstances, the use of an electronic device during a test is considered “academic dishonesty” and will result in appropriate sanctions as outlined in the Instructor’s syllabus, the Faculty Handbook (Section IX-1) and the Student Handbook (“Academic Dishonesty”).

Use of electronic devices during normal class hours distracts other students, disrupts the class and wastes valuable time. The syllabus for every LSCPA course includes that instructor’s policy regarding the use of electronic devices during class.

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 LSCPA.

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 LSCPA and that of the preceding semester is eligible to participate in extracurricular activities.

Individual organizations may establish higher requirements for GPA and enrollment status.

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.

Hazing

Hazing is prohibited in state educational institutions by the Texas Education Code, Section 4.19. Lamar State College Port Arthur students are forbidden to engage in, encourage, aid or assist any person(s) participating in what is commonly known and recognized as hazing.

Any student who does so will be subject to college disciplinary action and might also expect to be dealt with by civil authority. Refer to the Student Handbook for more specific definitions and information relevant to the legal implications of hazing.

Smoke Free Workplace Policy

In order to protect the health, safety and welfare of the campus community, the College is committed to providing an environment that limits exposure to the harmful effects of tobacco products.



All campus buildings are designated “smoke free,” including all instructional facilities; faculty, staff and administrative offices; and student services areas. Smoking is also prohibited in campus-owned vehicles available for general use.

The use and sale of smokeless tobacco, including snuff and chewing tobacco, is prohibited on campus.

As used in this policy, the term “smoking” shall include all of the following:

- a. Carrying or holding a lighted pipe, cigar, cigarette or any other lighted smoking equipment or device;
- b. Lighting a pipe, cigar, cigarette or any other smoking equipment or device;
- c. Emitting or exhaling the smoke of a pipe, cigar, cigarette, e-cigarette, hookahs or any other smoking equipment or device.

Parking

Students who purchase a Parking Permit will be issued a parking tag that authorizes the owner to park on campus. The parking tag is numbered and must be displayed as instructed in official parking and



traffic regulations, which are issued when automobiles are registered.

Designated handicapped parking spaces are available.

Lost parking tags can be replaced by making the request at the Records Office.

Health Insurance

All full-time students enrolled in the College are eligible to purchase health and accident insurance. Coverage may be purchased for an entire year or on a semester basis and is available to students only or students and their dependents. The fees for the year may be paid upon enrollment or during the academic year.

Information explaining the coverage, cost and benefits is available in the Student Activities Office. Proof of health and accident insurance is required of all foreign students and all participants in intercollegiate/intramural/ recreational sports programs.

Student Travel

Authorization and Supervision

Each college related activity that requires student travel must be authorized by the sponsoring department’s Dean or Department Chair. The authorizing Dean or Department Chair must designate a faculty/staff member(s) to be responsible for the safety and conduct of the trip.

Student employees of the College, in the course of their employment, may be drivers on and in the vicinity of campus are exempt from the authorization requirement.

Student Drivers

Only persons meeting the college’s policies defining “Employee” and who hold an “Approved Driver Certificate” from Lamar State College Port Arthur are eligible to drive. Students, except student employees driving as part of their employment with the College, are expressly excluded from operating college vehicles.

Insurance Requirements for Transporting Students

Sponsors of student travel are accountable for the transportation of each student passenger in a vehicle used to transport students to a college related activity. All student travel must be approved by the Director of Student Activities and Dean of

Student Services prior to the travel date to determine if special event insurance is necessary.

College travel guidelines are presented in the college's Vehicle Fleet Management Plan (VFM) on the college website for additional requirements related to student travel.

Transporting Students Involved in College-Related Activities

Loading of the vehicle shall be done in accordance with the vehicle manufacturer's recommendations. Particular attention should be paid in loading the large (3/4 ton) vans. No more than eleven (11) 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.

All occupants must remain seated with their seat belts fastened while the vehicle is in motion. The number of occupants must never exceed the number of working seat belts in the vehicle.

The use of tobacco products is not allowed in any vehicles owned by the College.

The Trip Manifest, Itinerary and Authorization for Student Travel documents must be verified by the LSCPA sponsor of the trip and the driver.

Each vehicle transporting students involved in college-related activities shall be equipped with the following items: a first aid kit, a fire extinguisher, a flashlight, water, a Texas state map, a cellular telephone and a Voyager Fleet credit card.

Student trips will be planned in accordance with the following restrictions:

- The driver may not drive more than eight hours in any calendar day.
- The driver may not drive more than 48 hours in a week.
- Every driver must take a rest period of at least 12 hours between driving periods.
- The maximum number of hours any passenger car or van may be driven during any calendar day is 12 hours.

Other Services

Alumni Association

The Alumni Association, which includes former students, current and former employees and friends of the College, supports the school and provides six student scholarships every academic year. The group's activities include an annual banquet meeting in October.

The association traces its beginning to the Port Arthur College Alumni Association organized in 1917 and active until the early 1950s. In 1986, with the encouragement of Lamar State College Port Arthur former President, former PACAA members, faculty and staff reactivated the group as the Lamar University-Port Arthur Alumni Association. The organization changed its name in 2000 to reflect the change of the institution's name.

Campus Security

Community Service officers help to provide a safe environment for students, visitors and college employees. They provide escort service to vehicles upon request and provide parking lot surveillance. The College also utilizes video and other forms of surveillance to aid in providing a secure and safe

operation. The campus also relies on the Port Arthur Police Department when in need.

Campus emergencies must be reported to the Security Office by dialing '0'.

Counseling Services

Lamar State College Port Arthur recognizes that stressful personal and family problems can have an adverse impact on the academic performance of college students. While no program can eliminate all personal problems, efforts to provide timely assessment and effective counseling are steps that can be taken to address such concerns. In an effort to provide support in this area, Student Services offers assistance to students in the form of personal counseling to help students confront and cope with today's problems.

Counseling services referral can be arranged for students by contacting the Vice President for Student Services.