

at Lamar University, Lamar State College-Orange and the Port Arthur Public Library.

Student Success Center

The Student Success Center (SSC) provides help for students needing assistance with study skills or remediation in the areas of math, English and reading. Computer-aided tutorial programs and teacher certified tutors are available to students. The Student Success Center houses a testing center and administers approved tests for TSI purposes and other diagnostic tests.



Small Business Development Center

The Small Business Development Center supports economic development in Port Arthur, Groves, Nederland and Port Neches by providing counseling, training and technical assistance to owners and managers of new and existing small businesses.

The center offers confidential consulting on a variety of topics, including business plan preparation, finance sources, marketing, personnel actions, taxes and regulations. The center's library provides additional information about many business fields.

Since its inception, the SBDC has created 2,340 jobs, assisted in obtaining more than \$81 million in loans/equity, helped start 307 new business, held 505 business training classes and assisted 3,440 clients.

The SBDC, 1401 Procter St., works in association with Lamar State College-Port Arthur, the University of Houston and the U.S. Small Business Administration.

Port Arthur Higher Education Foundation

Far sighted leaders formed the Port Arthur Higher Education Foundation as a 501(c)(3) non-profit organization in 1973. Its purpose is to promote the arts, sciences and programs of Port Arthur College, which later became Lamar State College Port Arthur.

The Foundation's early role included assisting the College in acquiring property surrounding the campus and in making special contributions, such as providing \$125,000 to purchase books for the Gates Memorial Library after city voters donated the library to the College.

The Foundation's current primary purpose is to administer more than five million dollars in permanently endowed scholarships for Lamar State College Port Arthur students. The awards bear the names of longtime community members, celebrities and local social and civic clubs, including Robert Rauschenberg, H.S. and Bernice B. Anderson, Lloyd and Joe Hayes, Sydalise Fredeman, G.W. Bailey and the Port Arthur Rotary Club. Lamar State College Port Arthur receives applications for the foundation's scholarships, which may be awarded based on academic merit, financial need or both.

Admissions

Lamar State College Port Arthur welcomes students interested in education and personal improvement. The Admission Office provides complete admissions assistance for entering students. Professionally trained personnel assist prospective students in assembling all admission credentials so that a transition into the college environment can be as smooth and problem free as possible. Correspondence pertaining to admissions should be addressed to the Admissions Office, Lamar State College Port Arthur, P.O. Box 310, Port Arthur, TX 77641.

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

A student may be admitted to Lamar State College Port Arthur based on one of the following criteria:

- High School Graduate
- High School Graduate of Non-Accredited High School
- High School Completer
- High School Equivalent Test Holder
- Dual Credit Student
- Home School Graduate
- Returning Student
- Transfer Student
- International Student
- Early Admissions High School Student

All methods of admission listed above require completion of an Application for Admission. Applications can be found online at www.lamarpa.edu or at the Admission Office.

Admission to Lamar State College Port Arthur does not guarantee admission to specific courses or programs of study. Prerequisites and co-requisites are required for some courses.

Bacterial Meningitis

Effective January 1, 2012, students applying to Lamar State College Port Arthur must have had a bacterial meningitis vaccine.

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

A student is not required to submit evidence of receiving the vaccination against bacterial meningitis if the student meets any of the following criteria:

1. The student is 22 years of age or older by the first day of the start of the semester or
2. The student is enrolled in a continuing education course or program that is less than 360 contact hours, or continuing education corporate training; or
3. 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
4. The student is incarcerated in a Texas prison.
5. An affidavit or certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, stating that in

the physician's opinion, the vaccination would be injurious to the health and well-being of the student; or

6. 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
7. Confirmation that the student has completed the Internet-based Department of State Health Services to claim an exemption for reasons of conscience (for entering students at public junior colleges only).

The Campus SaVE Act: Campus Sexual Violence Elimination Act

The Campus SaVE Act signifies a defining moment in our nation's handling of sexual assault, domestic violence, dating violence, and stalking on college campuses. With the work of the White House Task Force to Protect Students from Sexual Assault, this issue has gained national attention signaling positive change and action to improve the lives of many thousands of students.

Effective with the Fall 2014 semester, the Campus Sexual Violence Elimination Act addresses many of the secondary issues surrounding sexual assault. It defines what terms such as 'sexual assault' and 'stalking' mean within the bill, as well as outlines the rights that victims have when reporting crimes and seeking legal help. Educational programs focused on prevention and raising awareness on college campuses are also provided for within the bill.

The bill requires that every college and university nationwide to provide such training for all students, faculty and staff. Any questions regarding the requirements associated with the provisions of this Act may be addressed by contacting the Dean of Student Services and or the Human Resources Department.

Communication

Lamar State College Port Arthur uses a student's college email address for official communications with students. In some instances, telephone messages are broadcast to select student groups. Examples of information communicated to students include policy announcements, emergency notices, event notifications, financial aid information, schedule changes, course syllabi and requirements, correspondence between faculty and students, and other important information. Correspondence is

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emailed to the student's official LSCPA email address.

In order for students to receive official email communications and telephone communications, students must maintain a @lamarpa.edu email account. It is strongly recommended that students monitor their @lamarpa.edu email account on a daily basis.

Students must also report any changes in telephone numbers and mailing address to the Admissions Office. Students that need assistance with their email account should contact the Help Desk Coordinator (409-984-6150).

Emergency Communication

The College uses the Emergency Communications System (eLERTS) to notify students, faculty and staff about emergencies or dangerous situations that are believed to be an immediate threat to health or safety, including school closures related to weather or other circumstances.

In the event of an emergency or need for the College to make a mass notification, all students, faculty and staff will be contacted electronically (emails and/or phones and/or text message). Phone numbers and email addresses in the College system are automatically enrolled in the eLERTS system. When activated, the Emergency Notification System will send email, text messages and automated phone calls. If you want to modify contact information you must do so through your My.Lamarpa.edu account.

Warnings also are released to area media by the college Public Information Office, and are posted on the front page of the college website (www.lamarpa.edu).

My.Lamarpa.edu

Lamar State College Port Arthur uses your My.Lamarpa.edu email account as a primary point of contact. It is important that you secure or get assistance with your password as soon as possible so you are able to view important announcements and other communications.

Your My.Lamarpa.edu account can be checked on any computer with internet access including computers on campus. Students are strongly encouraged to log into their My.Lamarpa.edu account **DAILY**.

For assistance with email accounts, contact the My.Lamarpa.edu, Help Desk Coordinator at 409-984-6150.

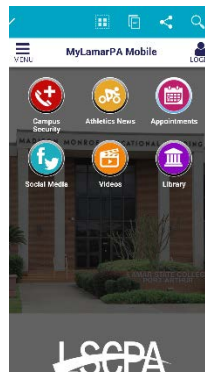
WiFi

Students have access to wireless internet service in each building on campus.

For assistance with WiFi access, contact the Help Desk Coordinator at 409-984-6150.

Mobile App

The MyLamarPA Mobile app is a convenient set of mobile-friendly resources for students, faculty, alumni, future students and visitors of LSCPA. Features include Social Media, Videos, Library, Campus Security, Athletic News, Appointments, Account Management, Class Schedule, Lookup Classes, Add/Drop Classes, Holds, and Final Grades.



The MyLamarPA Mobile app is FREE to all students, faculty, staff, alumni, and visitors at LSCPA. The app can be downloaded from the Apple's App Store for iPhone, iPod, and iPad or from Google's Android Marketplace for Android devices. The MyLamarPA Mobile app provides access to public and private resources from the convenience of your phone.

Categories of Students

High School Graduate (First Time in College)

High school graduates must apply and submit an official high school transcript. LSCPA recommends that students apply to LSCPA by submitting an application online at www.ApplyTexas.org. Students who plan to complete a degree must also submit the results of the Texas Success Initiative Assessment Test (TSI Test).



High School Graduate of Non-Accredited High School

Applicants who did not graduate from an accredited high school may be admitted if they 1) graduated in the upper two-thirds of their class, 2) score 700 or above on the Scholastic Aptitude Test (SAT) and 3) have the recommended high school preparation credits, or by individual approval provided the admitting officer is convinced that the applicant's record indicates ability to carry the College work assigned.

High School Completer

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

Admission by Examination

Students may be admitted based upon a qualifying examination. The qualifying examinations include a General Educational Development Test (GED) or a state certificate received after passing a state-authorized examination that the state recognizes as the equivalent of a high school diploma, such as the High School Equivalency Test (HiSET), Test Assessing Secondary Completion (TASC), and the California High School Proficiency Exam (CHSPE).

A student must submit an LSCPA Application for Admission and GED verification or verification of a state authorized examination.

Dual Credit Students

Lamar State College Port Arthur has agreements with several school districts to offer dual credit courses for high school students.

High school students attending LSCPA are subject to all requirements regarding assessment, admissions, academic standards, and conduct. Interested students should contact an advisor to learn more about dual credit and exemptions for qualifying students.

Dual credit students must meet TSI Requirements. For academic courses, TAKS scores of 2200 in math and/or 2200 in English / Language Arts with a writing sub score of 3 or STAAR scores of 4000.

For workforce education or technical courses, TAKS scores of 2100 in math and/or 2100 in English / Language Arts with a writing sub score of 3 or STAAR scores of 4000.

Parental permission and permission from the high school principal or designee is required.

To enroll in Dual Credit courses, students must apply to LSCPA, complete the Texas Residency Questionnaire, submit an official high school transcript, and a submit a copy of TAKS or STAAR scores.

Early Admissions High School Student

Lamar State College Port Arthur allows and encourages high school students to enroll in college courses in order to get a "head start" on their college careers. This is particularly true for students who are seeking admission into allied health programs soon after high school graduation and wish to satisfy the academic prerequisites for those programs. Early admissions also offers students the opportunity to enroll for courses that are not offered through dual credit programs at their high schools but will be required at the colleges or universities they plan to attend.

The courses would normally be taken in the summer after the 10th and 11th grades or during the 11th and 12th grade years. The courses can be taken on the college campus or online. Students will demonstrate college readiness in the subjects for which they wish to enroll, if college readiness is required.

Early admissions courses differ from dual credit in that they will not be counted for high school credit or toward high school graduation. Students who are interested in using these courses to satisfy high school requirements should contact their high schools counselors for information. Any use of earned LSCPA credit toward high school graduation is the decision of the high school and must be approved by the high school prior to enrollment in college courses.

Home School Graduates

The State of Texas considers successful completion of a nontraditional secondary education to be equivalent to graduation from a public high school. Therefore, home school graduates that have completed a 'nontraditional secondary education' may register for classes at Lamar State College Port Arthur. Graduates must complete an application

and submit an official transcript. Graduates that apply and register after August 22, 2013 must complete the TSI Assessment Test.

Readmitting Former Students

Former LSCPA students or its predecessors who are not currently enrolled or who were not enrolled during the previous long semester, must submit a new application for admission.

Students with unsettled financial debts to any previous institutions or incomplete records will not be allowed to register until the problems are resolved.

International Students

International students are entitled to all student services and programs for which they are eligible according to law and definition. The College reserves the right to establish policies for selected groups of students if the policies are in the students' and the institution's best interest. Applicants will be carefully screened for academic excellence, English proficiency, adequate health, and financial self-sufficiency.

International students are encouraged and expected to participate in student activity and organizational programs so as to experience more fully the culture and lifestyles of southeast Texas. It is the student's responsibility to integrate into the campus environment; however, the College provides an atmosphere conducive to acceptance of internationals and affords them every opportunity to succeed.

The College recognizes this responsibility by setting entrance and exit standards for its non-native English speakers that take into account the minimum language skills necessary for success in academic work as well as the minimum standards that a diploma from the College represents.

For international students to achieve their educational objectives, certain academic services are essential. The College provides facilities and staff to meet those needs. Moreover, the College recognizes that English language proficiency, and not citizenship or immigration status alone, is a key criterion in determining and meeting the needs of students for whom English is a second language.

Individual Approval

A person who is eighteen (18) years of age or older may be exempt from the admission requirements and admitted on "individual approval," provided the admitting officer is convinced that the applicant's record indicates ability to complete college level courses. Students admitted on this condition shall be

subject to the same policies and regulations as all other students.

Ability to Benefit

Students entering Lamar State College Port Arthur without passing the General Educational Development Test (GED) or high school equivalent test, receiving a high school diploma, or a post-secondary degree must show the ability to benefit from the course of study they are pursuing.

These students must show the ability to benefit from the course of study they are pursuing by passing an independently administered test approved by the Secretary of the Department of Education before enrollment.

The College administers tests approved by the Department of Education to students who have been accepted for admission but have not yet enrolled in classes. The Texas Success Initiative Assessment (TSI) is administered by the Student Success Center to determine placement in classes and the ability to benefit from programs offered by the College.

Classification of Students

Students are classified as freshmen or sophomores. For the purpose of determining eligibility to hold certain offices and for other reasons, officially enrolled students are classified as follows:

Freshman: completed less than thirty (30) semester credit hours.

Sophomore: completed a minimum of thirty (30) semester credit hours with a minimum 2.0 GPA.

Early College High School

The Early College High School is a partnership between Lamar State College Port Arthur and the Port Arthur Independent School District. Participants in this program are chosen by the school district. Students classified as high school freshmen, sophomores, juniors, and seniors enrolling in college level courses as part of this program must meet the following requirements to be admitted for concurrent enrollment.

1. Submit a Lamar State College Port Arthur admission application.
2. Submit official TSI scores.
3. Meet the current academic standing rules of LSCPA to continue enrollment in college level courses.

4. Submit proof of current bacterial meningitis vaccination.

Admission Criteria

Students enrolling in college for the first time who fit one of these categories may apply for admission:

1. Graduate of an accredited high school or earned a GED certificate or a state-authorized high school equivalent test.
2. Those who are at least eighteen (18) years of age and do not have a high school diploma, GED or state-authorized high school equivalent test may be admitted upon individual approval if it can be determined there is an ability to benefit in the course of study they propose to enter.
3. Those younger than eighteen (18) years of age and do not have a diploma, GED, or state-authorized high school equivalent test may be admitted upon the written recommendation of the principal or superintendent of their last high school.

How to Apply

Future students may apply for admission on line or by completing a printed application.

1. Schedule an appointment with an Enrollment Counselor.
2. Complete an application. Apply online to LSCPA at www.ApplyTexas.org or complete a paper application and deliver/mail it to the Admission and Records Office, Lamar State College-Port Arthur, P.O. Box 310, Port Arthur, Texas 77641-0310. To expedite applying, LSCPA recommends that students apply online at www.applytexas.org. Online applications are processed quicker than printed applications.
3. Apply for financial aid. Complete the *Free Application for Federal Student Aid* as soon as possible. Meet with a Financial Aid Advisor long before the semester begins.
4. Submit a high school transcripts. Request that your high school transcript be sent to the Admission and Records Office immediately after graduation. Partial transcripts before graduation may be submitted, but final certification of graduation is necessary.
5. Placement scores. Entering students must complete the Texas Success Initiative (TSI) Assessment.

6. Title IX Training. Complete Title IX Training online before the first day of class.
7. Vaccines. Students must receive the bacterial meningitis vaccine. See Bacterial Meningitis, (page 10) for additional information.

Orientation

Several orientation and registration programs are scheduled during the summer. These small group sessions are designed to acquaint new students with campus facilities and services, and to give each student an opportunity to confer with key advising staff and departmental faculty/mentors about an academic or technical program.

Participation is optional, but is strongly recommended.

Registration for the fall semester is completed at this time and tuition and fees may be paid. Books may be purchased or reserved.

Attendance at each session is limited, so advance reservations are strongly encouraged.

Details of the program, including available dates and reservation forms, are sent out following issuance of acceptance notices. Reservations should be requested early so a convenient date may be selected. Parents are invited to attend and participate.

Title IX, Education Amendments Act of 1972

Title IX of the Education Amendments Act of 1972 (Title IX) prohibits sexual discrimination in federally funded educational programs or activities. Sexual harassment, which includes sexual violence, is a form of sexual discrimination. Lamar State College Port Arthur is committed to providing an environment that is free from all forms of discrimination, including discrimination based on sex. In order to address concerns related to sex discrimination on campus, Lamar State College Port Arthur has appointed Allison Wright as the Title IX Coordinator.

Students can file a report for any category of sexual misconduct including sexual assault, dating violence, stalking, sexual harassment, domestic violence, sexual exploitation, and sexual intimidation (cyber-stalking, indecent exposure, etc.).

Students can file a report for someone else, file a report anonymously, and file a report using a pseudonym.

Allison Wright, Title IX Coordinator
Business Office, Office 122
409-984-6117
allison.wright@lamarpa.edu

Title IX Training

Congress passed legislation that requires new students at all colleges and universities to complete training on sexual assault and violence prevention prior to attending classes. All new and transfer LSCPA students must complete the online Title IX/Clery Act Training Course before they register for class.

Each new and transfer applicant will receive a link to complete an online training course, 'Think About It', from Campus Clarity. Failure to complete the training course will prevent potential students from registering for class.

'Think About It' takes about two to two-and-a-half hours to complete. Students can work at their own pace from any computer. The online course allows the student to leave and return to the course at any time. When the student returns, the training will begin at the point you left. LSCPA will be notified when you have successfully completed the course and you can also print a Certificate of Completion.

Texas Success Initiative (TSI)

Assessment

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

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

academic skills necessary to perform effectively in the workplace.

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

Exemptions¹

According to Title 19 TAC §4.54, the following students shall be exempt from the requirements of the TSI, whereby exempt students shall not be required to provide any additional demonstration of college readiness and shall be allowed to enroll in any entry level freshman course.

1. **ACT.** Composite score of 23 or higher with at least a 19 on both English and math sections.
2. **SAT.**
 - a. Administered prior to March 5, 2016. Combined verbal and math score of 1070 with a minimum of 500 on both the verbal test and math test.
 - b. Administered on or after March 5, 2016. A minimum score of 480 on the Evidenced-Based Reading and Writing (EBRW) test shall be exempt for both reading and writing sections of the TSI Assessment.
 - c. Administered on or after March 5, 2016. A minimum score of 530 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment.
 - d. There is no combined score for the SAT test administered on or after March 5, 2016.
3. **TAKS.** Minimum score of 2200 on both the English and/or math sections with at least a 3 on the writing component of the 11th grade TAKS (for a period of 3 years from the date of testing)
4. **STAAR Scores for English.** A minimum score of Level 2 on the English III STAAR end-of-course (EOC) for reading and writing.
5. **STAAR Scores for Mathematics.** A minimum score of Level 2 on the Algebra II STAAR end-of-course (EOC) for mathematics.
6. **Previous Degree.** A student who has graduated with an associate or baccalaureate degree from an institution of higher education.
7. **Transfer.** Transfer from a private or independent institution or an accredited out-of-state institution and has satisfactorily

¹ Title 19 TAC §4.54

completed college level coursework as determined by the receiving institution.

8. **Certificate.** Enroll in a certificate program of one year or less (Level One certificates, 42 or fewer semester credit hours or the equivalent) at a public community college, a public technical institute, or a public state college.
9. **Military.** Veterans and active duty personnel serving for at least three (3) years preceding enrollment.
10. **Non-degree Seeker.** An institution may exempt a non-degree-seeking or non-certificate-seeking student.
11. **ESOL Waiver.** An institution may grant a temporary waiver from the assessment required under this title for students with demonstrated limited English proficiency in order to provide appropriate ESOL/ESL coursework and

interventions. The waiver must be removed prior to the student attempting 15 credit hours of developmental ESOL coursework or attempting entry-level freshman coursework, whichever comes first, at which time the student would be administered the TSI Assessment. Funding limits as defined in Texas Education Code, §51.3062(l)(1) and (2) for developmental education still apply.

Any student who has been determined to be exempt in mathematics, reading, and/or writing shall not be required to enroll in developmental coursework and/or interventions in the corresponding area of exemption.

Placement Guidelines

The TSI Placement Guidelines below are effective for students who applied after August 21, 2013 for admission to Lamar State College Port Arthur.

Math Pathways (Effective Fall 2018 Semester)			
TSI Score	ABE Scores	College Algebra Pathway	Non-College Algebra Pathway
310-335	1-2	Retest	Retest
310-335	3-4	DMTH 0110 and DMTH 0310	DMTH 0110 and DMTH 0310
310-335	5-6	DMTH 0310	DMTH 0310
336-341		DMTH 0310	DMTH 0310
342-349		DMTH 0314 and MATH 1314	DMTH 0132 and MATH 1332
350 or higher		MATH 1314	MATH 1332

Reading Pathway (Effective Fall 2018 Semester)		
TSI Score	ABE Scores	Courses
310-341	1-2	Retest
310-341	3-4	DENG 0110 and DENG 0410
310-341	5-6	DENG 0410
342-350		DENG 0301 and ENGL 1301
351 or higher		ENGL 1301

Writing Pathway (Effective Fall 2018 Semester)			
Essay Score	TSI Score	ABE Scores	Courses
0-3	310-329	1-2	Retest
0-3	310-329	3-4	DENG 0110 and DENG 0410
0-3	310-329	5-6	DENG 0410

Writing Pathway (Effective Fall 2018 Semester)			
0-3	330-339		DENG 0410
0-3	330-339		DENG 0301 and ENGL 1301
0-3	340 or higher		DENG 0301 and ENGL 1301
4	310-329	1-2	Retest
4	310-329	3-4	DENG 0110 and DENG 0410
4	310-329	5-6	DENG 0410
4	330-339		DENG 0301 and ENGL 1301
4	340 or higher		ENGL 1301
5 or higher	340 or higher		ENGL 1301
5 or higher	310-339	4 or higher	ENGL 1301

Transfer Students

Transfer applicants are considered for admission on the basis of their previous college records. Applicants must submit a completed "Application for Admission" form and official transcripts from all colleges previously attended. Transfer applicants must be in good standing with all institutions previously attended, regardless of the length of time in attendance and regardless of whether credit was earned.

Students on scholastic or disciplinary suspension from another institution must petition the Dean of Technical Programs or the Vice President for Academic Affairs for individual approval.

Students transferring from a Texas public college or university are subject to the same Texas Success Initiative requirements that apply to current students. Therefore, transfer students from Texas public colleges and universities who began their college careers in the 1989 fall semester or later must have TSI scores on file from an approved test for placement purposes. Otherwise, enrollment will be limited to remedial and/or other courses which will not count toward graduation.

Students transferring from a non-Texas public college or university who began their college career in the 1989 fall semester or later and have not attended college since then must take the TSI assessment test prior to enrollment at Lamar State College Port Arthur.

Placement scores and developmental courses transferred by students from other regionally accredited Texas public institutions of higher education (IHE) will be used for initial placement.

Transfer of Credit

Credit earned at another accredited institution is acceptable for transfer and may be used to meet degree requirements, provided the courses are applicable to the program and curriculum in which the student enrolls. A transcript evaluator is employed by the College and the instructional deans may be consulted to make a final determination in order to ensure the integrity of programs of study.

Transfer Students and TSI

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

Transferring Coursework

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

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

Transfer Guidelines

Lamar State College Port Arthur accepts transfer coursework from regionally accredited colleges and universities, non-regionally accredited colleges and universities, military educational training facilities, foreign educational institutions, and limited non-collegiate training facilities.

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

Educational Institutions" are used to determine the award of credit.

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

1. Grades of 'C' or better will be accepted as transfer credit for a course within a degree plan.
2. Courses transferred and applied to a degree plan will be used in the calculation of the cumulative grade point average.
3. Grades of 'D' will be accepted as transfer credit for a course not within a major. Some programs have additional policies that will not allow a grade of 'D' to transfer. Students are advised to contact individual program advisors for policies about the transfer of a grade of 'D'.
4. Grades of 'F' will not transfer to LSCPA.
5. Courses transferred and applied to a degree plan will be used to determine 'honors' upon graduation.
6. At least 25 percent of the semester credit hours required for the degree must be earned at Lamar State College Port Arthur.

Veterans as Students

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

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

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

Academic Record Appeals

Students that completed previous coursework at LSCPA and have a lapse in attendance may appeal to disregard previous coursework. Students may appeal to 1) disregard two successive semesters of coursework or 2) academic credits or grades that

were earned ten or more years prior to the semester in which enrollment is sought.

Previous Coursework

After an enrollment lapse of four or more years from Lamar State College Port Arthur, and after completing successfully (2.2 GPA) twenty four (24) semester credit hours of work at the College, a student may petition to disregard a maximum of two entire successive semesters of work taken previously at the College. The written petition must be filed with the Department Chair and follow regular channels to the appropriate Dean for a final decision.

Endorsements and/or recommendations shall be required at each academic level.

When approved by the registrar, disregarded work shall not count in determining the student's grade point average for academic progress or for graduation; however, it shall remain on the transcript with an appropriate notation, and it shall be used in determining honors. Once a degree has been conferred, a student may not use the academic appeals procedure for any courses used to award the degree or calculate the cumulative grade point average.

Academic "Fresh Start"

Applicants seeking admission and who have academic credits or grades earned ten (10) or more years prior to the anticipated enrollment may elect to seek entry under the terms of Academic Fresh Start Policy, Texas Education Code §51.931.

Under the Academic Fresh Start Policy the applicant who is a Texas resident may petition Lamar State College Port Arthur to not consider, in the admission process, course credits or grades earned ten (10) years or prior.

Applicants seeking entry under this section 1) will not receive any credit for courses taken at all institutions of higher education ten (10) or more years prior to enrollment, 2) are subject to all standard admission and testing criteria applicable to persons seeking admission, 3) are subject to standard admission and TSI criteria, and 4) when deciding eligibility for financial aid, LSCPA must still count all prior course credits earned.

Applicants seeking admission under the 'Academic Fresh Start' policy must deliver a written request to the Admissions Office two (2) weeks prior to the semester the applicant plans to enroll.

Advanced Standing

LSCPA students may earn college credit or advanced standing by successfully completing several testing programs. The testing programs include 1) Advanced Placement by the College Board, 2) ACT and SAT Scores, 3) Experiential Credit, 4) College Level Examination Program®, 5) Credit by Examination and, 6) Transfer of Military Credit.

Credit through any of the examinations listed in this section is awarded when the student has completed a semester at Lamar State College Port Arthur and has earned an amount of resident credit equal to the hours earned by examination.

Advanced Placement by the College Board

Applicants who wish to receive credit for college level work completed in high school may do so by submitting their scores on the College Board's Advanced Placement Examinations. Testing arrangement are made by high school counselors. Subject matter areas and the basis for granting credits for Advanced Placement courses are as follows:

Subject Area	Required Score	Credit Granted
Biology	3	BIOL 1306, 1106, 1307 & 1107
Calculus AB	3	MATH 2312 & 2413, or MATH 1324 and 1325, or MATH 2312 & 2313
Calculus BC	3	Math 2312, 2413, & 2414
Chemistry	3	CHEM 1311 & 1111
Chemistry	4	CHEM 1305, 1105, 1307 & 1107
Chemistry	5	CHEM 1311, 1111, 1312, & 1112
Economics-Macro	3	ECON 2301
Economics-Micro	3	ECON 2302
English	3	ENGL 1301
English	4	ENGL 1301 & 1302
Foreign Language	3	6 hours of foreign language
Foreign Literature	4	12 hours of foreign language
Government	3	GOVT 2305 or 2306
History (U.S.)	3	HIST 1301 or 1302
Music Theory	3	MUSI 1301

For more information, go to:
<http://www.collegeboard.com/student/testing/ap/about.html/>.

Credit for ACT and SAT Scores

Credit will be granted in composition, government, history and mathematics for students presenting the following minimum ACT Standard Scores:

ACT Standard	Score	LSCPA Course	SCH
English	28	ENGL 1301	3
Usage/Mech	14		
Rhet Skills	14		
English	30	ENGL 1301 and 1302	6
Usage/Mech	15		
Rhet Skills	15		
Mathematics	26	MATH 1332	3
Pre-algebra	14		
Algebra/Geometry	13		
Geometry / Trigonometry	13		
Mathematics	28	MATH 1332 and 1314	6
Pre-algebra	15 or		
Algebra / Geometry	14	MATH 1332 and 1324	
Geometry/ Trigonometry	14		
Reading	28-29	HIST 1301 or 1302	3
Social Studies	15		
Reading		HIST 1301 or 1302	6
Social Studies	16	GOVT 2305 or 2306	
Reading	30	ENGL 2326 or 2331	
Arts/Literature	16		
Reading	32	HIST 1301 or 1302	9
Social Science	16	GOVT 2305 or 2306	
Arts/Literature	16	ENGL 2326 or 2331	

Credit earned through the ACT Test will be recorded on the transcript after a student earns an equal amount of credit at Lamar State College Port Arthur. The student must petition the Registrar for ACT credit. ACT Test scores are valid for credit for five (5) years.

Credit will be granted in English and Mathematics for student with the following minimum score on the SAT I Reasoning Test:

SAT Scores	LSCPA Course	SCH
Critical Reading: 590	ENGL 1301	3
Critical Reading: 640	ENGL 1301 & 1302	6

SAT Scores	LSCPA Course	SCH
Math: 600	MATH 1332	3
Math: 630 or	MATH 1332 & 1314	6
	MATH 1332 & 1324	6

Credit earned for the SAT will be granted in composition and mathematics after a student earns an equal amount of credit at LSCPA. The student must petition the Registrar for SAT credit. SAT scores are valid for credit for five (5) years.

Experiential Credit

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

Surgical Technology

Students seeking Associate Degree in Surgical Technology who are currently certified through the *National Board of Surgical Technology and Surgical Assisting* (NBSTSA) may be awarded credit for certain Surgical Technology courses. A student wishing to receive credit must submit an application to the Allied Health Department after completing 18 semester credit hours of college level work at Lamar State College Port Arthur that applies to the AAS degree in Surgical Technology.

If granted, credit will be awarded for SRGT 1301, SRGT 1405, SRGT 1409 and SRGT 1360. The student must be in good standing and TSI complete at the time the credit is posted to the transcript.

College Level Examination Program®

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

Credit is awarded for most CLEP subject examinations. A list of subjects for which credit can be awarded and required minimum scores is available from the Admission and Records Office or the Vice President for Academic Affairs. Credit will not be awarded for the CLEP General Examinations.

Credit by Examination

Students enrolled at LSCPA may earn college credit by examination. Eligible students must: 1) be officially enrolled in a course at LSCPA, 2) have the approval of the department chair, Dean of Technical Programs, and the Vice President for Academic Affairs, 3) complete the Credit by Examination Form, 4) pay the necessary testing fee, and 5) successfully complete a comprehensive examination that includes the learning outcomes for the course.

Students are not eligible if they are enrolled in the course they want to earn credit by examination.

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

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

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

Transfer of Military Credit

Lamar State College Port Arthur follows, with limitation, the recommendations of the *American Council on Education* as published in the *Guide to the Evaluation of Educational Experiences in the Armed Forces* in granting credit for military service schools. For consideration of credit for military service schools, applicants may submit the following records to the Admission and Records Office:

1. Certified original of the DD form 295, or
2. Copy of the DD form 214, or
3. Official course completion certificate(s)