

Employment

Employment opportunities under the Federal College Work-Study Program and other employment programs of the College are available to students as part of the financial assistance program.

The College, local businesses and industries provide a number of part-time jobs which allow students to earn part or all of these expenses while attending the College.

Students with Disabilities

The Texas Rehabilitation Commission offers assistance with tuition and non-refundable fees to students who have certain disabling conditions, provided their educational objectives have been approved by a TRC Counselor. Examples of such conditions are orthopedic deformities, emotional disorders, diabetes, epilepsy, heart conditions, etc.

Other services are available to help students with disabilities become employable. Application for service should be made at the Texas Rehabilitation Commission, 5860 Ninth Avenue, Port Arthur, Texas 77642.

Academic Policies

Academic policies and procedures are periodically reviewed and are updated. They may change during the course of an academic year. For further policy information or updates, see the Student Handbook or go to the Lamar State College Port Arthur website, www.lamarpa.edu.

Academic Performance

Academic performance is a measure of a student's performance. Student performance is assessed by 1) grade point average (GPA); and 2) course completion. Academic performance is calculated beginning with the first semester that a student enrolls and all subsequent semesters.

Students are expected to make acceptable scholastic progress toward their degree objectives. A grade of 'C' is the minimum satisfactory grade and a 2.0 grade point average (GPA) constitutes satisfactory performance.

The levels of academic performance include 1) good standing, 2) academic probation, and 3) academic suspension. Students who do not maintain a minimum GPA of 2.0 will be placed on academic probation, or academic suspension.

Academic Probation

Students in the following categories at the end of the Fall or Spring Semesters are placed on Academic Probation:

- Freshman students (1-29 semester credit hours (SCH) work attempted) who have less than a 2.0 but greater than a 1.15 GPA;

- Sophomore students (30-59 SCH work attempted) who have less than a 2.0 but greater than a 1.58 GPA;
- Other students who have greater than 60 SCH work attempted and have less than a 2.0 but greater than a 1.72 GPA.

Suspension

Students with a GPA reflecting "academic suspension" at the end of the Fall or Spring Semesters shall be suspended. No first-time college students shall be suspended at the end of their first semester of attendance.

Students in the following categories at the end of the Fall or Spring Semesters are considered to be on Academic Suspension.

Semester Credit Hours Completed	GPA
1-29	>1.15
30-59	>1.58
60+	<1.72

Students suspended from Fall and/or Spring semesters may attend the Summer session on probation. Students who do not improve at least to the level of "academic probation" at the close of the summer session may register for the following fall semester, but will be charged with a suspension. Students returning from academic suspension must continue to improve their GPA every semester of enrollment until they achieve a minimum 2.0 GPA. If students fail to improve their GPA in any semester, they will be suspended, unless approved for probationary re-enrollment by the Dean of

Technical Programs or the Vice President for Academic Affairs.

Students enrolling for either a Fall or Spring semester, who passed fewer than 60 semesters hours, and who ended the previous two long semesters on scholastic probation, are required to enroll in EDUC 1300 OR PSYC 1300 Learning Framework, a course that helps students develop skills and techniques necessary for success in college, including memory development, note-taking, preparing for exams, study skills and time management. Students also learn about the importance of creativity, health, relationships and the effective use of resources for achieving collegiate success.

A grade of 'C' or better must be earned in EDUC 1300 OR PSYC 1300 to satisfy the institutional requirement; otherwise, the course must be repeated. EDUC 1300 OR PSYC 1300 may count as elective credit toward a degree or certificate. Students who petition for readmission after being placed on scholastic suspension either at Lamar State College Port Arthur or at another institution must enroll in and complete EDUC 1300 OR PSYC 1300 as a condition for readmission and retention in the College.

A department may set academic requirements for its majors in addition to the basic grade point standard, with the approval of the Vice President for Academic Affairs.

Attendance

Regular and punctual class attendance is important to the attainment of the educational objectives. Each instructor's policy is explained at the beginning of the semester and is enforced in a consistent and uniform manner. Determination of whether an absence is excused or approved is the responsibility of the instructor, except in the case of an approved absence for participation in a college-sponsored activity or a religious holy day. When absences, other than approved absences, seriously interfere with a student's performance, the instructor may recommend to his/her Department Chair that the student be dropped from a course.

Extended Class Absence

A student may submit a request to the Vice President for Student Services to notify faculty member's prior to or during an extended absence due to personal or family illness, accident, hospitalization or other emergency circumstance. This notification does not constitute an "excused absence" from class. It does advise faculty members

as to the reason a student is absent and the expected dates of his/her return.

Absence on Religious Holy Day

In accordance with Texas Education Code §51.911, all institutions of higher learning shall excuse a student from attending class or other required activities, including examinations, for the observance of a religious day, including travel for that purpose. A student whose absence is excused under this policy may not be penalized for that absence and shall be allowed to take an examination or complete an assignment within a reasonable time after the absence. Policies and procedures for absence due to religious holy days shall be consistent with (or no more arduous than) the instructor's policies and procedures related to other excused absences.

The Texas Education Code defines a "religious holy day" as a day observed by a religion in places of worship that are exempt from property taxes under Section 11.20 of the state tax code.

A student who will be absent to observe a "religious holy day" must notify the instructor for each class before the planned absence. If a student and instructor disagree about the nature of the absence, or if there is similar disagreement about whether the student has been given reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the President or Presidential designee. The decision of the President or Presidential designee is final.

Missed Examinations

Students must make arrangements with the course instructor for taking an examination outside of a regularly scheduled class meeting. Faculty members are not required to allow students to make up exams missed for any reason other than an excused absence. Students who know in advance that they will be absent from class on an examination day should discuss the matter in advance with their instructor.

Students who miss an examination without prior notification should contact the instructor as soon as possible after the absence and prior to the next class meeting.

Class Meetings Canceled

The semester calendar will not be lengthened if the College cancels class meetings because of weather or other circumstances. Final exams are administered as scheduled.

The method for including the subject matter that normally would have been covered in missed class

meetings will be left to the discretion of each instructor, and may include, but is not limited to, additional class meetings, lengthened class meetings, additional assignments, library or laboratory activities, field trips and/or fewer or take home exams in order to free more class time for demonstration, discussion and lecture.

Course Information

Students may register for classes in person or online. Students registering for the first time or students with registration holds should contact Student Services for assistance in registering. Students must register for courses before the deadline published in the Academic Calendar.

Academic Courses

Academic courses are used to satisfy the requirements of the Associate of Arts Degree. Academic courses are listed in the Lower Division Academic Course Guide Manual (ACGM) published by the Texas Higher Education Coordinating Board.

Lower Division Academic Course Guide Manual (ACGM)

The Lower-Division Academic Course Guide Manual (ACGM) is the official list of approved courses for general academic transfer to public universities that may be offered for state funding by public community and technical colleges in Texas. The ACGM lists courses alphabetically by discipline.

Technical Courses

Technical courses form the foundation of the Associate of Applied Science Degree. Technical courses are program specific and are listed in the Workforce Education Course Manual (WECM).

Workforce Education Course Manual (WECM)

The Workforce Education Course Manual (WECM) is a web-based inventory of current workforce education courses available for use by two-year public colleges. WECM courses are not generally transferrable to a baccalaureate program.

Semester Length

There are several semester lengths including sixteen (16), twelve (12), eight (8), six (6) week and three (3) week semesters. Most courses are taught in a sixteen (16) week semester, however, some courses are taught in a non-semester length. Non-semester length courses allow a course to be taught in a compressed time line. Classes taught in a non-semester length have the same instructional time,

are taught by qualified faculty, offer an approved curriculum, and utilize the same educational facilities.

Semester Credit Hour

The unit of measure for credit purposes is the semester credit hour. One hour of classroom lecture each week equals one semester hour. For each classroom hour, two hours of study are expected. Two or more hours of laboratory work usually are equal to one classroom hour. For laboratory work that requires reports to be written outside of class, two clock hours are usually counted as one semester hour.

Course Numbers

Most courses meet three hours each week and have a semester credit hour value of three semester credit hours (3 SCH). Each course has an individual alpha-numeric code (such as POFT 1311). The alpha numeric code indicates the subject area. Each number contains four figures. The first digit generally indicates the level of the course: 0 means a developmental level, 1 means it is freshman level, and 2 is sophomore level. The second figure indicates the number of semester credit hours. The third figure indicates the type of course. The fourth figure is a unique identifier for the course.

In the Course Descriptions, each course title is followed by three digits separated by colons (such as 3:2:2). This provides the following information: credits awarded, hours of lecture per week, and hours of lab/clinic/practicum per week.

Texas Common Course Numbering System

Common Course numbers assist transfer students in the transition from one institution to another. Colleges participating in the Common Course Numbering System identify "common" courses taught on their campuses. All courses designed for transfer adhere to this numbering system in the State of Texas.

Evening Classes

Classes scheduled after 5 p.m. are considered evening classes. Classes taught during the day or evening do not differ. Classes are taught by qualified faculty, offer an approved curriculum, and utilize the same educational facilities. Students employed during the day may attend classes in the evening and study to obtain a degree or to expand their knowledge in a special field of interest.

Course Load

The normal course load in a regular semester is 15-18 semester credit hours; for a six-week summer term, 6-8 semester credit hours.

Course Overloads

A Department Chair must approve all overloads. A student must have a 3.0 cumulative GPA to be approved for an overload.

New Courses

In order to meet changing educational requirements, Lamar State College Port Arthur reserves the right to add any needed courses at any time without regard to the listing of such courses in the college bulletin. It is expected that a listing of these courses will appear in the next year's issue of the college bulletin.

Class Size

The College reserves the right not to offer any course listed in this bulletin if fewer than 10 students register for the course.

Schedule Changes

Schedule changes including course section changes, adds and drops must be approved by the Department Chair or Dean of the student's major field. All changes are initiated by the completion of the proper form available in the Advising Office. Usually, a course may not be added after the first week of the semester or first two days of a Summer Semester.

Dropping Courses

Students may drop a course and receive a grade of "Q" during the first six weeks (two weeks in a summer session) of the semester after consultation with their advisor and/or department chair. Classes dropped after the penalty-free period, grades are recorded as "Q", "Q6" or "F," indicating the student was passing or failing at the time of the drop. A grade of "Q" may not be assigned unless an official drop has been processed through the Records Office.

A student may not drop a course within 15 class days of the beginning of final examinations or five class days before the end of the summer term.

Students may drop a course and receive a grade of "Q6" during the first six weeks of a regular semester and the first two weeks in a summer session.

Lamar State College Port Arthur requires that a student who is deficient on one or more of the basic skills (reading, writing or mathematics) must

participate continuously in a program of remediation until all deficiencies are removed. If a student drops a first-level developmental course, the co-requisite lab also must be dropped.

Students should check the published schedule for specific deadlines to drop a course.

Drop Initiated by Instructor

When absences, other than approved absences, interfere seriously with study or performance, the instructor may recommend to the Department Chair or Dean that a student be dropped from the course. If this action is taken after the first six weeks of the Fall or Spring semester or the first two weeks of a Summer session, a grade of 'F' may be recorded for the course. The student's Department Chair, Dean and Registrar's Office will be notified in writing that the student should be dropped for excessive unexcused absences.

Six Drop Rule

Under Section §51.907 of the Texas Education Code, "an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education." This statute was enacted by the State of Texas in spring 2007 and applies to undergraduate students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later.

Any course that a student drops after the census date is counted toward the six course limit if 1) the student was able to drop the course without receiving a grade or incurring an academic penalty; 2) the student's transcript indicates or will indicate that the student was enrolled in the course; and 3) the student is not dropping the course in order to withdraw from the institution.

Withdrawal

Students wishing to withdraw during a regular semester or summer term must complete a Withdrawal Petition and deliver the completed form to the Admissions Office.

Students must clear all financial obligations and return all uniforms, books, laboratory equipment and other materials to the point of original issue.

If a withdrawal is made before the end of the sixth week, second week of a summer term or if the student is passing at the time of withdrawal after the sixth week, a grade of "W" is issued for each course affected. A grade of 'F' is issued for all courses not being passed at the time of withdrawal after the penalty-free period.

A student who leaves without withdrawing officially will receive a grade of 'F' in all courses and forfeit all

returnable fees. (See Withdrawal & Student Financial Responsibility).

Dropping courses via the college's online registration system does not constitute an official withdrawal from the College.

Forced Withdrawal

The Vice President for Student Services, on the advice of competent medical personnel, may require withdrawal or deny admission of a student for health reasons (mental or physical).

Reinstatement

A student may be reinstated to class upon written approval on the official form by the major Department Chair, instructor of the course and Admission and Records Office verification.

Grading System

Grades

A	Excellent
B	Good
C	Satisfactory
D	Passing
F	Failure
I	Incomplete
W	Withdrawn
NG	No grade
Q	Course dropped
Q6	Course dropped, 6 drop rule applies
U	Unsatisfactory; no credit

A grade of "W", "Q" or "Q6" is given if the withdrawal or drop is made before the penalty date or if the student is passing at the time of withdrawal or drop.

Assigning a grade of 'I' (Incomplete) requires prior approval of the Department Chair.

An 'I' is assigned when the deadline for dropping the course has passed, the student is passing the course, and course requirements, including the final examination, but the course cannot be completed due to unavoidable circumstances. If incomplete work is not finished by the end of the next long semester, the 'I' will become an 'F' on the permanent record. The course must then be repeated to satisfy the degree plan requirements.

One semester extension requests may be honored if approved by the instructor and the Department Chair before the expiration of the normal deadline.

A grade of 'I' also automatically becomes an 'F' if the student re-registers for the course prior to removing the deficiencies and receiving a grade change.

An instructor must record the grade of 'F' for a student who is absent from the final examination and is not passing the course.

Grades for Developmental Courses

AD*	Excellent
BD	Good
CD	Satisfactory
DD	Unsatisfactory
FD	Failure
I	Incomplete
W	Withdrawn
Q	Course Dropped

* 'D' indicates a developmental class

Grade Replacement

Students have one opportunity to replace a grade earned in an academic or technical course. If a student repeats a course, the official grade will be the second grade earned, regardless of whether it is higher, lower or the same as the first grade. The first grade remains on the student's official transcript. Repeating a course first completed at LSCPA at another institution will not replace the grade earned at LSCPA when calculating the cumulative grade point average, nor will a grade earned in a LSCPA course replace a transcribed grade earned in the same course at another institution. Grades earned by repeating a course (third and subsequent grades earned in the same course) will be included in the calculation of the cumulative GPA. The College may charge additional fees to students who take a course multiple times.

Grade Points

Grade points are assigned to letter grades listed below:

A	4 points
B	3 points
C	2 points
D	1 point
F, I, S, U, NG, W	0 points

Grade Point Average

Grade point average is a measure of a student's overall academic performance and is used to determine academic standing, rank in class, eligibility for graduation, etc.

The number of grade points earned in a course is calculated by multiplying the number of semester credit hours by the number of points assigned to the letter grade made in the course.

The grade point average is calculated by dividing the total number of grade points earned by the total number of semester credit hours attempted in courses for which the grades A, B, C, D, F and I are assigned.

For grades S, U, NG, W, and Q, neither semester credit hours nor grade points are used in the computation of the grade point average. Hours attempted provide all work taken whether passed, failed or repeated.

Cumulative Grade Point Average

The Cumulative Grade Point Average is calculated and used to qualify students for graduation and graduation honors status. The Cumulative GPA is calculated using LSCPA college level courses with grades of A, B, C, D, and F recorded during all semesters enrolled at LSCPA. Courses transferred to LSCPA from other postsecondary institutions are excluded from the Cumulative GPA calculation. The Cumulative GPA is recorded on the LSCPA official transcript.

Grade Reports

Final grades are electronically posted to the students' "My.Lamarpa.edu" account at the end of each semester or term. Grade reports include semester grades and the grade point average for the semester.

A student who wants to register for a course and receive a grade of "NG" must have the written approval of the major Department Chair, instructor and the instructor's Department Chair and Records Office verification. Student semester credit hours attempted will be reduced by an appropriate number of hours.

Change of Major

Students that want to change their major must complete a 'Change of Major' form available in the Advising Office and faculty advisors. The completed form must be submitted to the Admission and Records Office.

Transfer Courses

Correspondence Courses

Lamar State College Port Arthur does not offer courses by correspondence. However, a maximum of nine (9) semester credit hours of correspondence work from an accredited institution may be applied toward an associate degree.

No correspondence course may be completed without the permission of the student's Department Chair. A permit signed by the Department Chair must be filed in the Office of Admission & Records before registration for the course. A student may not register for, carry or complete a correspondence course during the last semester of Summer Session before graduation except in the following circumstances: (a) a course required for graduation is not offered by LSCPA; and/or (b) the student has a schedule conflict between required courses. The statement of intent must be approved by the Department Chair and filed in the Admission and Records Office no later than the last day to apply for graduation.

Graduates must file correspondence transcripts fourteen (14) days before graduation.

Articulated Credit

A student who earned college credit while in high school under Articulation agreements may petition for the credit with the Dean of Technical Programs.

Records

Academic Records

Academic records are in the permanent custody of the Admission and Records Office. Documents received by that office become the property of Lamar State College Port Arthur and cannot be copied or returned. Transcripts of academic records may be secured by an individual personally or will be released on the student's written authorization.

Chapter 675, Acts of the 61st Legislature (1969 Regular Session) provides that "no person may buy, sell, create, duplicate, alter, give or obtain a diploma, certificate, academic record, certificate of enrollment or other instrument which purports to signify merit or achievement conferred by an institution of education in this state with the intent to use fraudulently such document or to allow fraudulent use of such document.

"A person who violates this Act or who aids another in violating this Act is guilty of a misdemeanor and upon conviction is punishable by a fine of not more than \$1,000 and/or confinement in the county jail for a period not to exceed one year.

Transcripts

Students may request an official copy of their transcript at the Records Office. They must complete a form, Official Transcript Request Form, and deliver the completed form by mail, fax, or in person to the Records Office.

All obligations to LSCPA must be cleared before transcripts may be released. Transcript requests are processed and mailed free of charge to the student.

Official transcripts are mailed, they will not be faxed.

Graduation

Apply for Graduation

Students must apply to graduate. Applications for graduation must be filed with the Admission and Records Office prior to the published deadline.

Before applications are approved, the following documents must be submitted:

1. Degree plan that shows a reasonable expectation that the courses in the degree plan will be completed by the graduation date.
2. Transcripts that demonstrate a 2.0 GPA for all courses in the degree plan. A course is counted each time it is taken whether failed or passed, unless excluded by GPA adjustment.
3. A receipt showing payment of cap and gown fee and diploma fee.
4. Clearance of all financial and property matters to date.
5. Approval of the department sponsoring the student.

Graduation candidates who have not achieved a 2.0 GPA in their major field will be removed from the graduation list at the beginning of the semester. If a student under such condition does complete all degree requirements, then the student must apply for the next regularly scheduled graduation date.

The student is responsible for making the graduation application, seeking the advice of an advisor about degree plans, and verifying compliance with all degree requirements.

Graduation Requirements

Level One Certificate

1. Satisfy all admission requirements specific to the program (if applicable).
2. Complete assessment and remediation if required.
3. Complete an approved Recommended Program of Study.
4. Complete a minimum of twelve (12) semester credit hours at LSCPA.
5. Earn a 2.0 Grade Point Average on all coursework in the Recommended Program of Study.



6. Make final application for graduation and pay all fees by the deadline date as stated in the current catalog.

Level Two Certificate

1. Satisfy all admission requirements specific to the program (if applicable).
2. Complete assessment and remediation if required.
3. Successfully complete all required developmental courses.

