

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.



4. Earn a 2.0 grade point average on all coursework in the Recommended Program of Study.
5. Complete at least fifteen (15) semester credit hours of major course work at LSCPA.
6. Make final application for graduation and pay all fees by the deadline date as stated in the current catalog.

Associate of Arts Degree

1. Complete the Recommended Program of Study.
2. Successfully complete all required developmental courses.
3. Earn a 2.0 Cumulative Grade Point Average for all courses in the Recommended Program of Study.
4. Complete twenty five percent (25%) or more of the semester credit hours required for the Recommended Program of Study at LSCPA.
5. Complete the core curriculum.
6. No more than fifteen (15) semester credit hours of correspondence credit, and/or credit by examination combined may be used to satisfy degree requirements. No more than nine (9) semester credit hours may be correspondence courses.
7. Make final application for graduation and pay all designated fees by the deadline as stated in the current catalog.

Associate of Arts Degree in Teaching

1. Successfully complete all required developmental courses.
2. Complete twenty five percent (25%) or more of the semester credit hours required for the Recommended Program of Study at LSCPA.
3. Attain a GPA of at least 2.0 on all work required by the respective degree plan.
4. Complete the prescribed core curriculum.
5. Complete the program of study for one of the areas of emphasis in the Associate of Arts in Teaching as outlined in this catalog.
6. No more than a total of fifteen (15) semester credit hours of correspondence credit, and/or credit by examination combined may be applied toward an associate degree. No more than nine hours may be correspondence courses.
7. Make final application for graduation and pay all designated fees by the deadline as stated in the current catalog.

Associate of Applied Science Degree

1. Complete the Recommended Program of Study.
2. Successfully complete all required developmental courses.
3. Earn a 2.0 Cumulative Grade Point Average for all courses in the Recommended Program of Study.
4. Complete twenty five percent (25%) or more of the semester credit hours required for the Recommended Program of Study at LSCPA.
5. No more than fifteen (15) semester credit hours of correspondence credit, and/or credit by examination combined may be used to satisfy degree requirements. No more than nine (9) semester credit hours may be correspondence courses.
6. Make final application for graduation and pay all fees by the deadline date as stated in the current catalog.

Catalog in Effect

A student graduates by satisfying the degree requirements in the catalog in effect at the time of the first completed semester of courses. The following exceptions apply:

1. A catalog more than seven years old shall not be used.
2. The College must currently offer the student's major that was included in the original catalog.
3. The program of a student who interrupts enrollment for reasons other than involuntary military service for more than one calendar year is governed by the catalog in effect at the time of the student's readmission to the College.

A student who interrupts enrollment for involuntary military service must re-enroll within one year from military service separation date to continue under the provisions of the original bulletin. For these purposes, enrollment is defined as "registration for and successful completion of at least one course during an academic term."

A student forced to withdraw for adequate cause before completing a course may petition for a waiver of this provision at withdrawal time. However, even in an instance of involuntary military service, a bulletin more than seven years old shall not be used.

The program of a student who first declares a major and then changes the major from one department to another shall be governed by the degree requirements in effect at the time the change of major becomes effective.

Second Associate Degree

When another associate degree is taken simultaneously, or previously was taken, the second associate degree may be granted upon completion of all required work for the second degree. A total of 15 semester credit hours above the number required for the degree having the greater semester credit hours requirement must be completed.

Graduation Ceremony

Graduation occurs in May, August, and December, however, graduation ceremonies are scheduled in May and December only.

Students that plan to participate in the Graduation Ceremony must complete the application for graduation and be eligible to graduate the current or following fall or spring semester.

Participation in the Graduation Ceremony should not be considered evidence that the student has satisfied all graduation requirements.

Candidates for graduation are required to wear the graduation regalia designated by LSCPA during the commencement ceremonies.

Scholarly Achievement

Honors

Students that achieve academic excellence are recognized as honor graduates. Honor graduates are identified by meeting several criteria. The criteria include: 1) completion of at least thirty semester credit hours (30 SCH) or fifteen semester credit hours (15 SCH) in a certificate program at Lamar State College Port Arthur, and 2) have a minimum grade point average of 3.5 GPA for all courses that apply to the program of study.

There are three levels of honors. The levels are Summa Cum Laude (highest honors), Magna Cum Laude (high honors), and Cum Laude (honors). Students earn honor status based upon their Cumulative Grade Point Average.

Honor Category	Grade Point Range
Summa Cum Laude (highest honors)	3.80 to 4.00
Magna Cum Laude (high honors)	3.65 to 3.79
Cum Laude (honors)	3.50 to 3.64

Deans' List

Full time students that earn a grade point average of 3.60 or above at the end of each long semester are



placed on the Dean's List. Developmental courses are not considered in the calculation.

President's List

Full time students that earn a grade point average of 4.0 at the end of each long semester are placed on the President's List. Developmental courses are not considered in the calculation.

These students then are listed on the President's List which is published after each fall and spring semesters.

Sydalise Fredeman Award

The Sydalise Fredeman Award is presented to the graduate with the highest grade point average receiving an Associate of Applied Science Degree and to the graduate with the highest GPA receiving a Level II certificate in a technical program requiring 30 or more credit hours other than an Allied Health program.

H.S. Anderson Award

The H.S. Anderson Award, which was inaugurated in 1982, is presented to the Allied Health graduate with the highest grade point average.

John C. Huval Memorial Award

The John C. Huval Memorial Award for Academic Excellence is awarded to the graduate who meets the following criteria:

1. Graduate with an Academic Associate Degree.
2. Earn the highest grade point average from among the eligible students.
3. Earn a Cumulative Grade Point Average of 3.8 or higher.
4. Graduate summa cum laude.

In the event of a tie, the award will be divided equally among eligible graduates. The award includes a monetary award and a commemorative certificate.

If no graduate meets the requirements, the award will not be given.

Student Services

Dean: Dr. Deborrah Hebert
Office: Student Center, Room 301B
Address: 1500 Procter Street, Port Arthur, TX
77641
Phone: (409) 984-6156
Email: hebertda@lamarpa.edu

Student Services provides services and programs that enhance the general education and development of students, enrich the quality of student life and support the teaching, and service mission of the College.

The Student Services office provides admission advising, admission and records, financial aid, recruiting, registration, security student activities, and student organizations.

Student Center

The Student Center is the center for student services, organizations and activities.

The first floor includes Campus Security, the Information Desk, dining and lounging areas and the Snack Bar. The second floor has meeting rooms, classroom, reading/listening area, TV lounge, game room and the offices of Student Activities and Student Government.

The third floor houses Admissions, Advising, Financial Aid, Records, Registrar and the Dean for Student Services. The 4th floor has faculty offices, a faculty/staff workroom and a reception area with a panoramic view of Pleasure Island, the Sabine-Neches Waterway and Sabine Lake.

Academic Advising

Academic advising is a shared responsibility between academic advisors and the faculty. First time in college students should meet with Academic Advisors located on the third floor of the Student Center. Returning students should meet with a faculty advisor.

Advisors assist students in their admission to the College and answer questions about residency, and registration for the Texas Success Initiative. Advisors also counsel students about dropping courses and withdrawing from school. They also help

with the selection of courses, completion of schedules and registering for class.

Bookstore

Barnes & Noble Bookstore operates a bookstore on campus for the convenience of faculty and students. The Bookstore inventory includes books, supplies, some clothing, snacks, and gift items. Depending upon availability, a variety of rental books are provided for some courses. Used books which currently are approved may be sold to the bookstore. Books which must be discontinued are not purchased by the bookstore except at wholesale price. The bookstore reserves the right to require a seller to prove ownership of books.

Job Placement & Career Guidance

Current available positions with community employers is maintained in the Department of Business and Industrial Technology office (UITC 201A). The list is posted on the college website. Office personnel will assist with computer searches of on-line job banks and job search techniques.

The Human Resources Office is located in the Business Office and provides assistance to students seeking part-time employment on campus.

Office of Disability Services

Students with disabilities who need special accommodations must notify the Office of Disability Services Coordinator at least two weeks before classes begin for the semester in which they will be enrolled. The Office of Disability Services serves individuals who have one or more disabilities; individuals from economically disadvantaged families, including foster children; individuals preparing for non-traditional training and employment; single parents, including single pregnant women; displaced homemakers; and individuals who encounter other barriers to educational achievement, including those with limited English proficiency and academic disadvantage.