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PREFACE

The Student Handbook is provided as a reference tool that contains directories, rules and regulations and general information about Lamar State College Port Arthur. Read the handbook and familiarize yourself with the contents.

Lamar State College Port Arthur is much more than bricks and mortar. Despite the steady growth that the Port Arthur campus has experienced, a person still feels a friendly atmosphere and sees evidence of the one-on-one personal touch.

LSCPA serves to educate our students with a traditional variety of academic and technical learning opportunities. Add to these traditional educational standards state-of-the-art equipment and facilities and the student will be academically challenged for a career in a high-tech environment.

The citizens of Texas, indeed the citizens of the nation, through support of higher education are making a significant commitment to you in the faith that you will repay that contribution by developing your intellectual ability and social skills to their full potential. Equally important is your commitment to your own individual fulfillment—the obligation you have to yourself.

We know that you have set high goals for this year. As part of your plan, we encourage you to take advantage of the many experiences and opportunities available at Lamar State College Port Arthur. Involvement is an integral part of the educational experience. Ours is a sharing, active community. We hope you will be a part of all Lamar State College Port Arthur has to offer.

The Student Handbook is a publication of Student Services.
Contact the Director of Student Activities at 409-984-6191 to revise the Student Handbook.
Lamar State College Port Arthur

Mission
Lamar State College Port Arthur provides learning experiences that prepare students to continue their education or enter the workforce.

Vision
Lamar State College Port Arthur strives to enhance lives by expanding opportunities through quality education.

Core Values
- Shared commitment by faculty, staff and administration to a mission characterized by student learning, diversity, and community involvement
- General education/core curriculum that develops the values and concepts that allow the student to make a meaningful contribution in the workplace or community
- Academic and technical programs designed to fulfill our commitment to accommodate students with diverse goals and backgrounds, using a variety of delivery methods, on and off campus
- Technical education programs that provide for the acquisition of the knowledge, skills and behavior necessary for initial and continued employment
- Student achievement characterized by attainment of individual goals and measured by successful accomplishments and completion of curriculum
• Co-curricular opportunities that develop social, financial and civic acuity

**Principles**
Lamar State College Port Arthur operates in the belief that all individuals should be:
• treated with dignity and respect;
• afforded equal opportunity to acquire a complete educational experience;
• given an opportunity to discover and develop their special aptitudes and insights; and,
• provided an opportunity to equip themselves for a fulfilling life and responsible citizenship in a world characterized by change.
STUDENT SERVICES

Academic Advising & Scholarship Services

The Academic Advising Office provides support for students. Academic Advisors or Faculty Advisors meet with students to review degree plans, change majors, and register for classes. Advisors also provide Texas Success Initiative Assessment (TSIA) compliance information for students who have not met state regulations in reading, writing, and math. TSIA restricted students must be registered for at least one developmental course until TSIA requirements have been met.

Students must make an appointment to meet with an Academic Advisor or a Faculty Advisor. Students can make an appointment by using ConexED™. ‘Walk in’ appointments are available to students as schedules permit.

Appointments are highly recommended. Students should meet with an advisor long before registration begins.

<table>
<thead>
<tr>
<th>Advisor</th>
<th>Location</th>
<th>Category of Students Advised</th>
<th>Schedule an Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advisors</td>
<td>Student Center, 3rd Floor</td>
<td>New, Re-admit, and Transfer Students</td>
<td>ConexED</td>
</tr>
<tr>
<td></td>
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<td></td>
<td>Walk in</td>
</tr>
<tr>
<td>Faculty Advisors</td>
<td>Faculty offices across the campus</td>
<td>Continuing Students</td>
<td>ConexED</td>
</tr>
<tr>
<td></td>
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<td>Walk in</td>
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</tbody>
</table>

Scholarship information is coordinated through the Academic Advising Office. Students interested in applying for scholarships are encouraged to apply online through the LamarPA homepage, and apply by the deadlines. The general application applies to both local and institutional scholarships.

Registering for Classes

Students who are TSIA complete may register for classes online using their MyLSCPA account or by emailing registration@lamarpa.edu from their LSCPA email account with the CRN for each course in which the student wishes to register.
TSIA. Online students can reach the Academic Advising Office via email at advising@lamarpa.edu.

### Barnes and Noble Bookstore and the Seahawk Book Bundle

The Barnes and Noble Bookstore is virtual. Textbooks, supplies, and college-related apparel may be purchased at www.lamar-pa.bncollege.com.

School supplies such as scantrons, notecards, bluebooks, and more may be purchased in a vending machine in the Madison Monroe Building (1st floor).

The Seahawk Book Bundle (SBB) is a new textbook rental program that provides students with all required textbooks, manuals and access codes before the first day of class. Regular price for the SBB is $25 per credit hour, but discounts may be available to lower this cost. For more information, visit www.lamarpa.edu/sbb.

### Campus Security Authority

The function of a campus security authority is to report to the official or office designated by the institution to collect crime report information, such as the Campus Security department (and possibly Port Arthur Police Department), those allegations of Clery Act crimes that he or she receives. CSAs are responsible for reporting allegations of Clery Act crimes that are reported to them in their capacity as a CSA. This means that CSAs are not responsible for investigating or reporting incidents that they overhear students talking about in a hallway conversation; that a classmate or student mentions during an in-class discussion; that a victim mentions during a speech, workshop, or any other form of group presentation; or that the CSA otherwise learns about in an indirect manner.

Lamar State College Port Arthur defines campus security authorities as the following: Dean of Student Services, student conduct, athletics, Title IX Coordinator and Deputy Coordinators, and advisors to student organizations.

### Career Counseling

Career counseling is available to all students through The Texas Workforce Commission at https://texascareercheck.com/ExploreCareer/InterestProfiler. This software also provides support to assist many students with college decisions and career paths and goals. Career guidance and information is available to assist students with undeclared majors or students needing to make career changes. In addition, an extensive collection of career/placement resources are available in the Gates Memorial Library.

Students can take career assessments, browse careers, browse programs of study, and build resumes, through the Career Exploration Center at https://www.lamarpa.edu/Current-Students/Student-Information or https://www.lamarpa.edu/Future-Students/Admissions-Information.

### Counseling Services

Counseling services for students are provided through a partnership with the Samaritan Counseling Center of Southeast Texas in Port Arthur and Beaumont. If a student needs counseling services, they must contact the Dean of Student Services in the Student Center, Office 301. Eligible students can receive at least two counseling sessions with Samaritan, paid for by the College. Additional requests must be approved by the
Dining

The Seawall Café, located in the Student Center, provides breakfast and lunch. Menu items vary from hamburgers, fries, salads, sandwiches, specials, soft drinks, and light lunches.

Food and drink vending machines are also available in various locations on campus. Vending concerns or refunds may be taken to the Dean of Student Services office, Student Center 301.

Disability Services

Students with disabilities are encouraged to register with Disability Services and provide appropriate documentation of their disability. Students should register with Disability Services as early as possible to help ensure that all accommodations are in place by the beginning of the semester. For more information visit https://www.lamarpa.edu/Current-Students/Student-Information/Admission-Resources/Special-Populations

Located in Madison Monroe Education Building Room 231B. Phone number: 409-984-6241.

Employment

Many students earn a large portion of their expenses by working during the school year. LSCPA employs students while they are enrolled at LSCPA. College employment is an integral part of financial aid available to students.

The Human Resources Office maintains a list of current jobs available on campus online at: www.lamarpa.edu then click on Jobs@LSCPA at the top of the page.

Students may obtain detailed information on:

College-Work Study Program
Qualifying students may work on campus and receive an hourly wage for a maximum of 20 hours per week. Check with the Financial Aid Office about eligibility requirements.

Student Assistants
Students may work in various campus offices or facilities for a maximum of 20 hours per week.

Enrollment Services

The goal of the Enrollment Services Office is to make the admission and registration process simple. Enrollment Services Counselors help guide students during the enrollment and admissions process by assuring each requirement in Enrollment Services, Admissions, Financial Aid, and the Academic Advising Offices. Enrollment Services Counselors also monitor the enrollment process for each student.

Students are encouraged to make an appointment to visit the campus and have questions answered by one of the Enrollment Services Counselors. Scheduled campus walking tours for individuals or groups are available upon request. We look forward to seeing you soon.

Located in the Fuller Building 114, 115 and 119. Phone: (800) 477-5872 or (409) 984-6467. Email: enrollmentservices@lamarpa.edu

Excelencia Center

The Excelencia Center is a centralized location for support services and resources for students located in the Ruby Fuller Building. One-on-one and group tutoring sessions, student success workshops and financial
literacy workshops, are a few programs that will be taking place in the Excelencia Center.

**Financial Aid**

The financial aid program is intended to provide educational opportunities to capable students. The Office of Student Financial Aid is located on the 3rd floor of the Student Center. The types of financial assistance available for students are:

**Loans**

In addition to Federal Direct Loans, Lamar State College Port Arthur provides short term loans. Short-term loans are awarded only during registration periods for half the amount of tuition and fees. The balance of the tuition is put on the installment plan at the business office.

**Scholarships**

A wide variety of scholarships and grants are offered to Lamar State College Port Arthur students. Scholarships are generally awarded on the basis of academic achievement, programs of study, or special skills. Scholarships are administered by the Scholarship Coordinator located in the Office of Academic Advising & Retention on the 3rd floor of the Student Center.

**Grants**

Grants are awarded through the determination of financial need. Grants range from $200 to $4286 per academic year. The following grants may be applied for through the Office of Student Financial Aid:

- Pell Grant
- Supplemental Educational Opportunity Grants (SEOG)
- Texas Public Educational Grant (TPEG)
- Texas Educational Opportunity Grant (TEOG)
- Direct Subsidized and Unsubsidized Loans

**Application Procedure**

2. Complete the online [Texas Application for State Financial Aid (TASFA)](https://collegeforalltexans.com) (College for All Texans website).

Application forms can be obtained in the Office of Student Financial Aid in the Student Center Building. However, it is best to do the forms electronic.

Awards are determined during the summer for the following academic year. Therefore, priority is given to applications received by the following deadlines: for the Fall semester, apply by April 1st; Spring semester by October 1st, and when possible, by April 1st; summer sessions by April 1st. Applications received after these dates are on a first-come, first-served basis.

Applicants who have met the April 1st deadline and are unconditionally accepted into the college will be notified of their eligibility during midsummer. Spring applications meeting the October 1st deadline will be notified in late December.

**Health Insurance**

Registered students taking six or more credit hours may purchase health insurance. Coverage may be purchased for an entire year or on a semester basis. The fee for the year may be paid upon enrollment or during the academic year. A brochure explaining the coverage, cost, and benefits is available in the Student Activities Office located on the 2nd floor of the Student Center. Health and accident insurance is required of all international students, and all participants in intramural/recreational or intercollegiate sports programs.

**Health Services**

Lamar State College Port Arthur does not provide health services on campus. Students are encouraged to
contact their physician or the Port Arthur City Health Clinic.

In an emergency, dial extension “911” then contact campus security for emergency medical assistance. Area hospital/urgent care/clinic phone numbers are:

- Medical Center of SETX ............................................... 409-724-7389
- PA Health Clinic ............................................................ 409-983-8850
- Golden Triangle Emergency Center .................................. 409-237-5870
- Mid-County Urgent Care ............................................. 409-527-9486
- Wellfast Health .............................................................. 409-722-WELL

**Housing**

Campus housing is available at Seahawk Landing. Seahawk Landing is a premier student housing facility for Lamar State College Port Arthur. Seahawk Landing is conveniently located across from campus at 1550 Lakeshore Drive and offers 1 to 4 bedroom apartments ranging in size from 404 to 1107 square feet. Amenities include a volleyball and basketball court, BBQ/picnic area, fireplace, furnished suites and more. Seahawk Landing applications are available at [http://www.seahawklanding.com/](http://www.seahawklanding.com/).

All requirements, rules and agreements of Seahawk Landing must be followed. Any housing violations or breach of conduct that take place in campus housing will be referred to the Dean of Student Services for disciplinary action, which may include removal from campus housing.

**Missing Student Notification (For Campus Housing Residents Only)**

In accordance with the Higher Education Opportunity Act, LSCPA must develop and implement certain procedures to be followed when residential students are determined to be missing for 24 hours. Students residing in campus housing will be informed annually that each student has the option to identify a person designated as a confidential missing person contact to be notified by LSCPA no later than 24 hours after the time the student is determined to be missing by the designated College officials authorized to make that determination (specifically, the Campus Security Office or the local law enforcement agency in which the student went missing).

When campus residents are determined to be missing for 24 hours (i.e., no one can identify where they are), LSCPA reports this to both the Campus Security Office and Port Arthur Police Department. If a member of the LSCPA community has reason to believe that a student who resides in campus housing is missing, that information should be reported immediately to the Campus Security Office at 409-984-6255 or the Dean of Student Services at 409-984-6156.

Suspected missing students should be reported immediately to the Campus Security Office. Students residing in campus housing provide a confidential missing person contact for the college to contact in the event the student is determined to be missing for more than 24 hours. LSCPA will notify that individual no later than 24 hours after the student is determined to be missing. When students are informed of their option to provide a confidential contact, they are advised that their contact information will be registered confidentially, and that this information will be accessible only by authorized campus officials, and law enforcement personnel and that it may not be disclosed outside of a missing student investigation.

If the missing student is under the age of 18 and is not emancipated, LSCPA will also notify that student’s custodial parent or legal guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. For all missing students, LSCPA will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

Time is of the essence when a person is missing. The National Child Search Assistance Act now allows police to report missing persons under 21 years of age to the National Crime Information Center and begin an investigation as soon as a missing person report is received. If you receive reliable information that a student cannot be located, please contact the Campus Security Office immediately at 409-984-6255.
Missing Student Procedures

All concerns regarding a resident student’s unexplained absence or lack of contact that is contrary to the student’s normal behavior and/or is unusual based on existing circumstances will be immediately investigated in an attempt to locate the student and confirm their safety.

An official Missing Person Report will be prepared any time a resident student is determined to have been missing for more than 24 hours.

If the student has not been located and their safety confirmed, the following procedures will be followed:

1. Notify the contact person within 24 hours.
2. If the student is under 18 years of age and is not emancipated, notify the student’s custodial parent or guardian and any other designated contact person within 24 hours.
3. Contact the local law enforcement agency that has jurisdiction in the area that the student is missing within 24 hours.

International Students

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

Since the presence of international students also entails responsibility for the College in meeting certain distinctive needs, adequate provision must be made for doing so. The College recognizes the responsibility by setting entrance and exit standards for its non-native English speakers that consider the minimum language skills necessary for success in academic work as well as the minimum standards that a diploma from the College represents.

In order for the international students to achieve their educational objectives, certain academic services are essential; the College provides facilities and staff commensurate with those needs. Moreover, the College recognizes that English language proficiency and not citizenship or immigration status alone is a key criterion in determining the meeting of requirements and needs of students for whom English is a second language. For further information, see the Dean of Student Services.

Gates Memorial Library

The Gates Memorial Library is located at the historic Stillwell Plaza.

The fully accessible Wi-Fi facility includes a student computer lab, a quiet study carrel area, group study areas, a loggia with fountain, a periodical reading room, stack areas, audiovisual services and a reference desk.

Parking

Students must purchase a parking tag to park on campus. The Parking Fee is paid during registration or at the Business Office. Parking tags can be obtained in the Student Activities Office.
Handicap parking spaces are available and marked around the campus with and a dedicated Handicap Parking Lot located at 1600 Procter Street in front and between the Student Center and the Madison Monroe Building.

Automobile registration fees are: Fall Semester, $40; Spring Semester, $35; Summer Session I, $30; Summer Session II, $25.

Located in the Student Activities Office on the 2nd Floor of the Student Center.

Performing Arts
The Commercial, Visual and Performing Arts Department plans plays, musicals, and concerts. Dramas and musicals are coordinated by Director of Theater Productions, through Lamar State College Port Arthur Speech and Theater course offerings.

Scholarships are available. Most performing art productions are staged in the Theater, located in the Sam and Linda Monroe Performing Arts Center. For more information, contact the Director of the Theater.

Placement Services
Placement Services for on campus employment are coordinated by the Human Resources Department located in the Business Office.

Off Campus Placement Services is coordinated by Title V. Job placement assistance is available to all LSCPA students and alumni regardless of major or classification. Full-time, part-time, and summer employment opportunities are posted on the job placement board located in the hallway of the Madison Monroe Education Building.

The Placement Office maintains current information on career fields and the job market. Students can request this information or help with job search techniques, resume writing, and interview skills. In addition, an extensive collection of career/placement resources are available in the Gates Memorial Library and the Excelencia Center located in the Ruby Fuller Building.

Seahawk Food Pantry
No student or campus employee at Lamar State College Port Arthur should ever go hungry. Food insecurity is a problem that some students and employees experience.

To alleviate food insecurity, we’ve teamed up with our partners across campus to create The Seahawk Food Pantry, a free and anonymous food pantry for students, faculty, and staff.

The goal of the Seahawk Food Pantry is to help students succeed in their pursuit of higher education and to support those who help provide this education by providing access to free, nutritious food and additional resources. All current LSCPA students and employees are eligible to participate. Those in need of donations must have a valid LSCPA ID.

Located in Student Center Room 206. Phone number: 409-984-6191.

Public Information
The purpose of the Lamar State College Port Arthur Office of Public Information is to communicate the story of LSCPA through graphic design, Web content, advertising, publications, public relations, events, and other communications and media. The department has numerous responsibilities that serve faculty, staff, students,
and the entire LSCPA community.

The Office of Public Information assists the campus in advertising, business cards/letterhead, events, internal communications, media relations, photography, publications, public information requests, Blackboard Connect, CampusNews email, social media, and website content.

Located in Student Center, Room 203. Phone number is 409-984-6342.

Safety and Security

The Community Service Officers help protect you and your property, as well as the College’s. Furthermore, they provide escort service to your vehicle upon request, maintain parking lot surveillance and enforce college regulations. The campus also relies on the Port Arthur Police Department Officers as part of our campus community services and security operation. All emergencies on campus should be reported by calling 911 and then contact Campus Security Office.

Located on the 1st floor of the Student Center. Phone number is 409-984-6255 or 409-720-7369.

Student Center

The Student Center is the four-story building which houses Student Services, campus security, faculty offices, Seawall Cafe, meeting rooms, Student Government Association offices, and recreational services.

The first floor includes Seawall Café, vending machines, Campus Security Office and common lounge area for students. During the course of the semester, live entertainment is presented as well as special events are conducted on the first floor of the Student Center.

The second-floor features student recreational equipment/pool tables, Seahawk food pantry, video games, TV and study lounge areas. The Director of Student Activities, Student Government Association and the Public Information offices are located on the second floor. Students can obtain their Identification Cards and Parking decals on this floor. Student Organizational and general campus meeting rooms are available for official use. Use of meeting rooms is scheduled through the campus events coordinator located in the Carl Parker Center Room 101.

The third floor includes offices for Admission & Records, Registrar, Academic Advising and Retention, Financial Aid/Veterans Affairs and the Dean of Student Services.

The fourth floor is the location for special meetings, gatherings and receptions. It is also the location of faculty offices.

Other Facilities

The Theater, located in the Sam and Linda Monroe Performing Arts Center, Carl Parker Multipurpose Center, and Music Hall feature guest speakers, debates, dramatic productions, musical performances and the student-services sponsored entertainment series. The Student Pavilion is located between the Ruby Fuller and the Madison Monroe Buildings. It provides the students with an opportunity to enjoy the outdoors. The Bandstand is located behind the Gates Memorial Library.

Student Organizations
Students are encouraged to participate in extracurricular activity programs to enhance their educational experience. Members of the faculty, staff and administration serve as advisors to the various organizations. Those interested in joining one of the registered groups or in forming another student organization should seek procedural information from the Director of Student Activities on the second floor of the Student Center or on the LSCPA website at https://www.lamarpa.edu/Current-Students/Student-Activities/Student-Organizations. Students have the opportunity to join a growing number of professional organizations and honor societies. A complete list of student organizations can be found on the Lamar State College Port Arthur website at LSCPA Student Organizations.

**Student Government Association**

The Student Government Association provides the official voice which the student opinion may be expressed in the overall policy and decision-making process of the college community. The governing structure consists of three branches: executive, legislative, and judicial.

The SGA president, vice president, and secretary and five senators are elected by the student body. Each student organization officially recognized by the college is allowed to send one representative to Senate meetings.

The Judicial Arm of SGA consists of 1) the Supreme Court which may rule on cases involving student conduct and 2) the Student Traffic Court which hears appeals concerning parking and traffic citations. The SGA President and Vice President also represent the College by serving on the Texas State University System Board of Regents Student Advisory Board (SAB). SGA representatives attend the TSUS Board of Regents quarterly meetings.

**Student Success Center (SSC)**

The Student Success Center assists students to successfully complete courses and programs of study, to prepare for and pass a range of standardized exams, and to develop and improve academic skills essential for success in a baccalaureate program. It is also home to the college's testing services.

**Services**

1. **Tutoring**
   
   Tutoring for math and English is provided by peer and Teacher Certified Tutors and is free of charge to all students.

2. **Computer Lab**
   
   A Computer lab located in the SSC contains computers and printer for student use. The system provides Microsoft Office and internet capabilities.

3. **Test Administration**
   
   The Texas Success Initiative Assessment (TSIA2), PEARSON VUE tests, proctored and makeup
exams are administered in the SSC.

**Hours of Operation**

**Fall & Spring**
- Monday, Wednesday & Friday ................................................................. 8:00AM – 5:00PM
- Tuesday & Thursday ................................................................. 8:00AM – 8:00PM

**Summer**
- Monday - Friday ................................................................. 8:00AM – 5:00PM

Times are subject to change.

For more information about services provided by the Student Success Center, contact the Student Success Center Director at (409) 984-6321.

**Super Saturday**

Lamar State College Port Arthur hosts a Super Saturday event the Saturday before school starts in the fall semester. During this event, students have access to amenities such as advising, financial aid, admissions and records, parking and ID services, and campus tours.

**Veterans Affairs**

Lamar State College Port Arthur is approved under most of the Veterans Educational Assistance programs for educational training of veterans of the U.S. Armed Forces.

The Staff that is designated to assist the veterans, spouse and dependent is maintained in the Office of Student Financial Aid and assists veterans in obtaining their educational benefits. Appointments are available at [https://booknow.appointment-plus.com/7q6vp6t8/](https://booknow.appointment-plus.com/7q6vp6t8/)

Persons who were citizens of Texas at the time of entry into the Armed Forces, who served the proper length of time, were discharged in any other character except dishonorable, and no longer eligible for federal benefits are exempt from tuition and laboratory fees. To obtain this exemption, necessary papers must be presented prior to registration and approval obtained from the Office of Veteran Affairs.

The above exemption also extends to qualifying spouses, children and dependents of members of the Armed Forces.

Students who expect to attend Lamar State College Port Arthur under some veterans benefit plan should contact the Office of Student Financial Aid 60 to 90 days prior to registration. The Office of Student Financial Aid advises veterans on program and training opportunities, academic assistance and counseling. Located in the Student Center, Room 304. Phone number is 409-984-6203 or email [financialaid@lamarpa.edu](mailto:financialaid@lamarpa.edu).
GENERAL POLICIES

AIDS Policy
This policy can be found in the Policies and Procedures Manual located on the LSCPA website here.

Building Security
In order to provide proper security of college buildings and the safety and welfare of college students and personnel, the following procedures will be followed:

1. Students must possess written authorization from the respective dean before entering any building or remaining in a building on campus between the hours of 10 p.m. and 7 a.m. on weekdays, and on weekends and holidays.
2. Students are not allowed to be in college buildings without the supervision of college staff or faculty.
3. All college personnel intending to enter a closed facility after or during the above designated hours shall notify Campus Security, preferably by Email, of their entry and departure time. Approval must also be granted for such entries.

Address, Phone Number, Name and Gender Changes
LSCPA communicates by email with students. It the responsibility of students to maintain current contact information in Banner.

Students who move must complete a Change of Address form and deliver it to the Records Office. Change of Address forms are located at the Office of Admissions and Records third floor of the Student Center. Students may also update their address or phone number using their assigned MyLSCPA email address with an email sent directly to admissions@lamarpa.edu.

Change of name because of marriage or correction of name because of spelling errors may be made by completing a Name Change Form at the Office of Admission and Records. All name changes must be accompanied by a copy of the legal document making the name change official, such as a marriage certificate or signed social security card.

Students who wish to make changes to gender must provide a copy of the legal documentation that indicates the change being made.

Emergency Communications
The College uses several methods 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 students, faculty and staff are contacted electronically via email, text message, phone, and Blackboard Connect.

Students must maintain their current contact information by updating contact information in their My.Lamarpa.edu account.

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

**Schedule Change**

**Before the first day of class.** Students who are TSIA complete can change their class schedule using their MyLSCPA account before the first day of class. Students who are not TSIA complete are encouraged to work with an Advisor to change their class schedule before the first day of class.

**Starting the first day of class.** Students can change their class schedule through their MyLSCPA account, in person at the Admissions and Records office, or by emailing Registration@lamarpa.edu from their LSCPA email account (must include CRN of course to drop and CRN of course to add) the first week of each semester.

It is important that students pay attention to the Academic Calendar for the semester they are enrolled.

**Course Load**

The full-time course load in a 16-week semester is 12-18 semester credit hours; a full-time course load in a six-week summer term is 6-8 semester credit hours. Overloads must be approved by the student's instructional Dean. No student will be allowed to enroll for more than 21 semester credit hours.

**Discrimination**

Lamar State College Port Arthur is an equal opportunity/affirmative action educational institutional and employer. Students, faculty, and staff members are selected without regard to their race, color, creed, sex, gender, age, disability, or national origin, consistent with the Assurance of Compliance with Title VII of the Civil Rights Act of 1964; Executive Order 11246 as issued and amended; Title IX of the Education Amendments of 1972, as amended; Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; Civil Rights Act of 1991; and Family Medical Leave Act of 1993.

**Student Employment**

Information about student job opportunities and applications for student employment may be obtained from our website at [http://www.lamarpa.edu/Faculty-Staff/Human-Resources/Useful-Links/On-Campus-Student-Employment](http://www.lamarpa.edu/Faculty-Staff/Human-Resources/Useful-Links/On-Campus-Student-Employment).

**Dropping A Course (Refund Policy)**

Students who drop courses during the first 12 class days of the fall or spring semester, or within the first four days of a summer session, and remain enrolled at Lamar State College Port Arthur will receive a prorated refund on tuition and fees for dropped course(s). Questions regarding refunds should be directed to the Business Office.
Drug-Free Campus

DRUG-FREE WORKPLACE

Purpose

1. Based on its commitment to assure the safety and health of its students and employees, Lamar State College Port Arthur 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 affect the responsible conduct of business, teaching, and learning, and therefore will not be tolerated. This Student Handbook contains Lamar State College Port Arthur's policy establishing a drug-free workplace. We intend that this policy comply with:
   a. The Drug-free Workplace Act of 1988 found in 41 U.S.C. Chapter 701;
   b. Section 2.4 (10) of Chapter V of the Rules and Regulations of the board of Regents, Texas State University System;
   c. The Rules of the Texas Workers' Compensation Commission, found in 28 TAC Chapter 169; and

2. This policy is based on the following objectives:
   a. To maintain a safe and healthy environment for all students and employees;
   b. To maintain the good reputation of the College and its employees;
   c. To minimize accidental injuries to a person or property;
   d. To keep absenteeism and tardiness at a minimum and to improve the effective performance of job duties and productivity of all employees and the educational performance of all students;
   e. In appropriate circumstances, to assist students and employees in securing substance abuse rehabilitation;
   f. To comply with the federal Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1989, and other applicable legislation;
   g. To adopt and implement a program to prevent use of illicit drugs and abuse of alcohol by students and employees;
   h. This policy shall be in addition to any drug abuse policy or policies relating to participation in intercollegiate athletics.

Definitions

As used in this policy, the following definitions apply:

1. “Drugs or other controlled substances” mean any substance, other than alcohol, capable of altering an individual’s mood, perception, pain level or judgment.
2. A “prescribed drug” is any substance prescribed for individual consumption by a licensed medical practitioner. It includes prescribed drugs and over-the-counter drugs which have been legally obtained and are being used for the purpose for which they were prescribed or manufactured.

3. An “illicit drug” or chemical substance is (a) any drug or chemical substance for the use, sale or possession of which is illegal under any state or federal law or (b) one which is legally obtainable but has not been legally obtained. The term includes prescribed drugs not legally obtained and prescribed drugs not being used for prescribed purposes.

4. The term “controlled substance” means a controlled substance in schedules I through V of Section 202 of the Controlled Substance Act (21U.S.C.S. 812) or which possession, sale or delivery results in criminal sanctions under the Texas Controlled Substances Act (Art. 4476-15, TCS). In general, this includes all prescription drugs, as well as those substances for which there is no generally accepted medicinal use (e.g., heroin, LSD, marijuana, etc.) and substances which possess chemical structures similar to that of the controlled substance (e.g., “Designer Drugs”). The term does not include alcohol.

5. “Alcohol” refers to any beverage that is “alcohol or any beverage containing more than one-half of one percent of alcohol by volume, which is capable of use for beverage purposes, either alone or when diluted.”

6. “Alcohol abuse” means the excessive use of alcohol in a manner that interferes with (1) physical or psychological functioning, (2) social adaptation, (3) educational performance, or (4) occupational functioning.

7. The term “conviction” means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.

8. “Cause for reasonable suspicion” shall be established by: (1) observation; (2) action/behaviors of the individual; (3) witness by supervisor or other reliable individual of possession or use; or (4) any other legal measure used for alcohol or drug detection.

9. The term “criminal drug statute” means a criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance.

10. “Sanctions” may include completion of an appropriate rehabilitation or assistance program, probation, expulsion, termination, or referral to authorities for prosecution. If an employee has been convicted of a criminal drug statute, sanctions must be imposed within 30 days.

Policy

1. Standards of Conduct. The unlawful manufacture, distribution, possession or use of illicit drugs or alcohol are strictly prohibited.

2. 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 above.
Risks
Some of the psychological and physical health risks associated with the use of illicit drugs and the abuse of alcohol are listed below.

Physical and Mental
- Increased or decreased tolerance for alcohol or drugs
- Red face, red nose
- Bumps and bruises from falling
- Puffiness of face or extremities
- Sudden vision difficulties
- Swollen nasal membrane
- Chest and heart problems including bronchitis, changed heart rhythms, heart failure
- Enlarged liver
- Frequent infections
- Digestive problems
- Lingering colds and flu
- High blood pressure
- Signs of bad nutrition
- Tremors
- Blackouts
- Changes in reflexes
- Loss of coordination
- Dizziness
- Confusion and slow comprehension
- Memory loss
- Anxiety or depression
- Delirium
- Hallucinations
- Insomnia
- Impotence
- Craving for sweets or complete avoidance
- Loss of appetite

Behavior and Social
- Increased reliance on drugs
- Family problems
- Financial difficulties
- Frequent change of jobs, lateness, other job-related problems
- Car accidents
- Increased legal problems from behavior
- Suicidal behavior
- Unusually passive behavior
- Loud, angry and/or abusive behavior
SOCIAL AND BEHAVIORAL

Alcohol

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse, partner, or child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses could result in death.

Assistance

AREA SUBSTANCE ABUSE SERVICES

- Spindletop Center-Beaumont, Port Arthur, Silsbee and Orange-www.stmhmr.org
- Land Manor- Beaumont, TX www.landmanor.org
- Texas Treatment Services- Beaumont, TX http://texastreatment.com
- Baptist Behavioral Health Center- Beaumont, TX www.bhset.net

Federal law

Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance
21 U.S.C. 844(a)-1st conviction: Up to 1-year imprisonment and fined at least $1,000 but not more than $100,000, or both.

After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least $2,500 but not more than $250,000, or both.

After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least $5,000 but not more than $250,000, or both.

Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to $250,000, or both, if:

- 1st conviction and the amount of crack possessed exceeds 5 grams.
- 2nd crack conviction and the amount of crack possessed exceeds 3 grams
- 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853 (a)(2) and 881(a)(7)- Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack).

21 U.S.C. 881(a)(4)- Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a- Civil fine of up to $10,000 (Pending adoption of final regulations).

21 U.S.C. 853- Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses up to 1 year for first offense, up to 5 years for second and subsequent offenses.
18 U.S.C. 922(g)- Ineligible to receive or purchase a firearm.

Miscellaneous—Revocation of certain Federal licenses and benefits, (e.g. pilot licenses, public housing tenancy, etc..) are vested within the authorities of individual Federal agencies.

Note: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.

Grade Point Average

The grade point average is used in the determination of academic standing, rank in class, eligibility for graduation, etc. In order to compute Lamar State College Port Arthur grade averages, quality points are assigned to letter grades as follows: to the grade A, 4 points; to B, 3 points; to C, 2 points; to D, 1 point and to F, I, S, U, Q, W, 0 points. The number of grade points earned in a course is obtained by multiplying the number of semester credit hours by the number of quality 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 hours attempted in courses for which the grades A, B, C, D, F, and I are assigned. Thus, for grades S, U, Q and W, neither semester 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.

Grade Replacement

Students have one opportunity to replace a grade earned in a 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. The first grade remains on the student’s official transcript. A course completed at another institution will not replace the grade earned at Lamar State College Port Arthur in the calculation of the student’s cumulative grade point average, nor will a grade earned in a LSCPA course replace a transcript grade earned for the same course at another institution. Any grade earned by further repetition of a course (third and subsequent grades earned in the same course) will be included in the calculation of a student’s cumulative grade point average.

Students receiving various forms of financial aid or VA benefits who repeat a course may have complications regarding their financial aid award. These students must consult the Financial Aid Office prior to repeating a course under the provisions of the program.

Hazing

The College reserves the right to take disciplinary action against individual students and/or groups who are involved in hazing activities. Such disciplinary action may be taken independently of state or local prosecutorial actions, regardless of the outcome of such prosecutorial actions. Hazing on the part of students, faculty, or staff is strictly forbidden, whether on or off campus. The state law providing penal sanctions in the event of a conviction of hazing is set forth in sections 4.51-4.58, Texas Education Code, and provides in part, as it pertains to students, as follows:

1. Hazing means any intentional, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution. The term includes but is not limited to:

   a. any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing a harmful substance on the body, or similar activity;
2. Personal Hazing Offense

A person commits an offense if the person:

a. engages in hazing;

b. solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing;

c. intentionally, knowingly, or recklessly permits hazing to occur; or

d. has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the Dean of Students or other appropriate official of the institution.

3. Penalties for Hazing

a. The offense of failing to report is a misdemeanor punishable by a fine not to exceed $1,000, confinement in county jail for not more than 180 days, or both such fine and confinement.

b. Any other serious offense under this section which does not cause serious bodily injury to another is a misdemeanor punishable by a fine of not less than $500 nor more than $1,000, confinement in county jail for not less than 90 days nor more than 180 days, or both such fine and confinement.

c. Any other offense under this section which causes serious bodily injury to another is a misdemeanor punishable by a fine of not less than $1,000 nor more than $5,000, confinement in county jail for not less than 180 days nor more than one year, or both such fine and confinement.

d. Any other offense under this section which causes the death of another is a misdemeanor punishable by a fine of not less than $5,000 nor more than $10,000, confinement in county jail for not less than one year nor more than two years, or both such fine and confinement.

4. Organizing Hazing Offense

a. An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the
commission of hazing.

b. An offense under this section is a misdemeanor punishable by a fine of not less than $5,000 nor more than $10,000 or if a court finds that the offense caused personal injury, property damage, or other loss, the court may sentence the organization to pay a fine of not less than $5,000 nor more than double the amount lost or expenses incurred because of such injury, damage, or loss.

### Identification Card

All students must carry a Student Identification Card while on campus. Identification cards are required to use college facilities and to attend college functions. Students receive their ID cards during the registration process. The Student ID replacement fee is $5. Lost or stolen Student ID Cards can be replaced after payment is made at the Business Office.

The card must be validated each semester the student is enrolled. Student ID’s are prepared on the second floor of the Student Center.

### Title IX/Sexual Misconduct

The Texas State University System and Lamar State College Port Arthur are firmly committed to maintaining an educational environment free from all forms of sex discrimination. Sexual misconduct is a form of sex discrimination and will not be tolerated. LSCPA will maintain an environment that promotes prompt reporting of all types of sexual misconduct and timely and fair resolution of sexual misconduct complaints. The college will take prompt and appropriate action to eliminate sexual misconduct when such is committed, prevent its recurrence, and remedy its effects.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex in educational programs and activities. Sexual harassment of students or employees, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX.


For more information about your rights under Title IX, the college’s grievance process, and community resources, please visit the college’s Title IX website at [https://www.lamarpa.edu/TitleIX](https://www.lamarpa.edu/TitleIX).

### Title IX Training Requirement

All incoming freshman and transfer students are required to complete the college’s online Sexual Assault Prevention training during their first semester. The online training is approximately 2 hours in length and can be completed in multiple sessions. A link to our online training course is sent to the student’s MyLSCPA email account and students may also access the training through MyLSCPA. Weekly reminders include the training link. Failure to complete this training may be considered a conduct violation and may impact a student’s ability to register for classes. The training course allows the student to work at their own pace and leave the course to return at a later time. When the student returns to the training session, the course will open to the page where they stopped.

Students that need help accessing the training should contact the Registrar’s office. Students that need help accessing their MyLSCPA email account should contact the IT Help Desk.

Faculty and staff are also required to take training within 30 days of hire and Title IX staff are required to take specialized training.
Title IX Reporting

Reports may be made online via the college’s Title IX website at https://www.lamarpa.edu/TitleIX or directly to the Title IX Coordinator, Susan Cook, Madison Monroe Educational Building Room 208i, (409) 984-6146, cooksl@lamarpa.edu. Reports may also be made to any of the Deputy Coordinators listed on the college’s Title IX website. You may file an anonymous report; however, anonymous reports may be difficult for the College to take action on.

While we encourage students to report directly to designated Title IX staff, we understand that you may feel more comfortable reaching out to a known, trusted faculty or staff member. With the exception of employees designated as Confidential Employees, all LSCPA faculty and staff are Responsible Employees, which means that they are required to report incidents of sexual misconduct to the Title IX Coordinator. As such, if you report to a Responsible Employee, Title IX staff will follow up with you in a timely manner.

Students that want to maintain confidentiality should contact Laurie Marcantel, M.Ed., L.P.C., A.T.S., Disability Services Coordinator, Madison Monroe Education Building Rm 231B, (409) 984-6241, marcantella@lamarpa.edu.

Title IX Awareness and Outreach

Awareness and education on topics related to Title IX can help create a culture of respect both on campus and in our community. Planned activities will take place in October for National Dating/Domestic Violence Awareness, in April for Sexual Assault Awareness Month, and periodically throughout the year.

Smoke-Free Campus

Lamar State College Port Arthur is a smoke-free campus. This includes campus housing at Seahawk Landing. The campus wide Tobacco/Smoke-Free/Vaping Policy can be found on the Lamar State College Port Arthur website at Tobacco/Smoke-Free Policy.

Student Records

The following college policy statement concerning student records maintained by Lamar State College Port Arthur is published in compliance with the Family Education Rights and Privacy Act.

Challenge of Records: A student has the right to challenge records and information directly relating to him/her. The challenge is limited to inaccurate, misleading, or otherwise inappropriate information. Issues may be resolved either through an informal hearing with the official immediately responsible or by requesting a formal hearing. For information regarding the procedure to be followed in a formal hearing, contact the Dean of Student Services.

Release of Records: The release of information to the public without the consent of the student will be limited to the categories of information listed below which have been designated by the college 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 requests to the Admission and Records Office. The request must be made by the last official day to register for a given session and applies to that session only.

1. Name
2. Current & Permanent Address
3. Telephone Listing
4. Date and Place of Birth
5. Major and Minor
6. Classification and Semester Hour Load
7. Participation in Officially Recognized Activities and Sports
8. Weight and Height of Members of Athletic Teams
9. Dates of Attendance
10. Degrees & Awards Received with Dates
11. Last Educational Agency or Institution Attended

Expunction of Records: It is the policy of the College to review records from time to time and to expunge records or parts of records which have served their purpose. Records are destroyed only as permitted by law.

Records-Transcripts: Academic records are in the permanent custody of the Admission and Records Office. Transcripts of academic records may only be secured by an individual personally or will be released on the student’s written authorization. Upon request, Lamar State College Port Arthur discloses educational records without consent to officials of another school in which a student intends to enroll.

Records-Withheld: Students who owe debts to the college will have their official transcripts withheld until the debt is paid.

Student Right-To-Know

The Student Right-To-Know policy can be found on the Lamar State College Port Arthur website at http://www.lamarpa.edu/About-LSCPA/Student-Right-to-Know.

Transfer from One Department to Another Department

Students who want to change their major must complete a “Change of Major” form with an Academic or Faculty Advisor. The completed form must be submitted to the Admissions and Records Office for processing.

Withdrawal

Students who want to withdraw must complete a Withdrawal Petition and a Drop Form for each course. A student is not withdrawn unless he or she complete the necessary steps in person or through a written and signed request. Students must clear all financial obligations and return all uniforms, books, laboratory equipment, and other materials to the point of original issue. The effective date of the withdrawal is established upon final processing of the withdrawal papers by the Admissions and Records Office. If a student is unable to complete this request on campus they must contact the Admissions and Records Office for the request via their MyLSCPA email address with an email sent directly to admissions@lamarpa.edu.
ACADEMIC POLICIES

Academic Dishonesty

Lamar State College Port Arthur expects all students to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action.

1. Lamar State College Port Arthur and its official representatives, acting in accordance with part 10 below, may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including but not limited to: cheating on an examination or other academic work which is to be submitted, plagiarism, collusion, and the abuse of resource materials. Definitions and penalties for academic dishonesty infractions shall be the same regardless of whether the offense occurs on the campus or in an on-line course.

2. “Cheating” includes but is not limited to:
   a. Copying from another student’s test paper, laboratory report, other report, computer files, data listings, and/or programs.
   b. Using, during a test, materials not authorized by the person administering the test.
   c. Collaborating, without authorization, with another person during an examination or in preparing academic work.
   d. Knowing, and without authorization, using, buying, selling, stealing, soliciting, coping, transporting, or possessing, in whole or in part, the contest of an un-administered test.
   e. Substituting for another student; permitting any other person, or otherwise assisting any other person, to substitute for oneself or for another student in the taking of an examination or the preparation of academic work to be submitted for academic credit.
   f. Bribing another person to obtain an un-administered test or information about an un-administered test.
   g. Purchasing, or otherwise acquiring and submitting as one’s own work, any research paper or other writing assignment prepared by an individual or firm. The section does not apply to the typing of the
rough and/or final versions of an assignment by a professional typist.

h. The unauthorized use of electronic devices during an examination.

i. Engaging in any other activity intended unfairly or false to receive credit for academic work which is not reflective or representative of the student's own efforts.

3. “Plagiarism” means the appropriation of another person's work or idea and the unacknowledged incorporation that work or idea into one's own work offered for credit.

4. “Collusion” means the unauthorized collaboration with another person preparing work for credit.

5. “Abuse of resource materials” means the mutilation, destruction, concealment, theft, or alteration of materials provided to assist students in the mastery of course materials.

6. “Academic work” means the preparation of an essay, problem, assignment, or other project that the student submits as a course requirement or for a grade.

7. The procedures for administering an academic penalty for dishonesty differ from ordinary student discipline cases. Texas State University System and college policies permit academic dishonesty cases to be first considered and reviewed by the faculty member. If, after reviewing the case, the faculty member determines that the student is guilty of the charge, the faculty member may assess an academic penalty prescribed by the college. Students have the right to appeal the decision to the Department Chair, Dean (if applicable), and eventually the Vice President for Academic Affairs (whose opinion shall be final) before imposition of the penalty.

8. During the appellate process, the student shall be entitled to written notice of the offense and/or the administrative decision, an opportunity to respond, and an impartial disposition as to the merits of the case. The procedures for considering and disposing of a student's appeal of an academic dishonesty decision are not the same as the procedures for resolving student grievances in matters relating to academic performance, i.e. the Student/Faculty Relations Committee is not involved.

9. After the process for assigning an academic penalty has been completed, and in particularly severe cases of academic dishonesty including but not limited to flagrant repeated violation, the Vice President for Academic Affairs may refer the matter to the Dean of Student Services for any additional discipline that may be appropriate. The process for considering disciplinary action shall not delay the consideration or implementation of an academic penalty.

10. Academic penalties for academic dishonesty are listed below.

a. Requiring a student to retake all or part of an examination or resubmit all or part of an academic work;

b. Assigning no credit, less than full credit, or a grade of “zero” to the part of the examination or academic work in question;

c. Assigning a grade of “zero” to the entire examination or academic work in question;

d. Assigning a grade of “F” for the course. In the case of a student's first offense the decision to fail the student for cheating should be one shared between the instructor and the Department Chair prior to notifying the student. In the case of a student with repeated violations, the faculty member may make this decision without consulting with the Department Chair, but most immediately notify the Department Chair of the action taken and the circumstances that prompted it.

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**Academic Grievance Procedures**

To provide for the resolution of alleged grievances in matters relating to the academic performance of students in a prompt and equitable manner, appropriate instructional departments and divisions of the institution follow the provisions of these grievance and appellate procedures. The grievance procedures described in this
section do not establish a contractual relationship between students and the institution, or between students and employees acting in behalf of the institution. Absolute compliance with the provisions of this section is required of students filing a grievance, while substantive compliance on the part of the institution and its employees shall be satisfactory. The provisions of the section are subject to change by action of the President or Board of Regents with or without prior notice to students. Instances of academic dishonesty are not subject to the provisions of this policy.

There shall be in each division a Student/Faculty Relations Committee. It shall be comprised of up to seven faculty members and three students. The membership of each Student/Faculty Relations Committee, including designation of a chairperson, shall be determined by procedures established by the Deans of the respective divisions. The committee may be appointed annually, permanently, or as needed. The committee should become involved in an alleged grievance only after normal procedures for resolving issues have been exhausted.

A student who claims a grievance because of grading or other actions by a faculty member or department that affect his or her academic standing MUST adhere to the following procedures:

1. The initial step in the normal procedure is for the student to discuss the issue with the offending party (usually a faculty member). This discussion between faculty member and student should occur within two working days of the action by the offending party. If the issue is not resolved, the student's second step MUST be to consult with the offending party's Program Coordinator. If a Program Coordinator is not employed in that instructional area, or if the Program Coordinator is the offending party, the student MUST appeal the matter directly from the offending party to the Department Chair. An appeal from the final decision of the offending party MUST be made to the next level—Program Coordinator or Department Chair—no later than 5:00 p.m. on the second working day following the final decision of the offending party.

2. When consulting with the Program Coordinator the student has the right to state what he/she perceives to be the facts of the issue without the offending party being present. After hearing the student's appeal, the Program Coordinator may call both parties together for a face-to-face discussion of the matter, although this is not required, or may pursue other methods for obtaining the information necessary for resolving the matter.

3. If the Program Coordinator cannot resolve the grievance to the student's satisfaction, the student may appeal the matter to the Department Chair. The appeal to the Department Chair MUST be made no later than 5:00 p.m. on the working day following the Program Coordinator's decision. The student has the right to state privately to the Department Chair what he/she perceives to be the facts of the matter without the offending party being present. The Program Coordinator may attend this conference unless he/she is the offending party. After hearing the student's appeal the Department Chair may conduct a meeting with the student, offending party, and Program Coordinator in attendance, or may use other methods as he/she deems appropriate for gathering the information necessary to reach a decision.

4. If the Department Chair cannot resolve the issue in the student's favor, the student may appeal the
matter to the Dean of the division or directly to the Vice President for Academic Affairs if the Dean’s position is vacant or if the Dean is absent. The appeal to the Dean MUST be in writing, MUST specify what actions of the offending party are being appealed, MUST state what remedies the student expects from the Dean, and MUST be received by the Dean on later than 5:00 p.m. on the second working day following the student’s notification of the Department Chair’s decision. The student has the right to meet privately with the Dean and state what he/she perceives to be the facts of the issue without the offending party being present; however, the Dean may invite the Department Chair and Program Coordinator, if applicable, to be present with the exception that if either is the offending party that person will not be included in the meeting. Later, the Dean may convene a meeting with the student, offending party, Program Coordinator, and/or Department Chair present, or may use other appropriate methods for gathering information necessary to reach a decision.

5. The Dean will provide a written response to the student. If the Dean cannot resolve the issue through negotiation and discussion in the student’s favor, the student may appeal the matter to the divisional Student/Faculty Relations Committee. The appeal is made through the Division Dean.

6. The student may address a written statement of alleged grievance to the Dean of the division or directly to the Vice President of Academic Affairs if the Dean’s position is vacant or if the Dean is absent that MUST be received no later than 5:00 p.m. on the second working day following the student’s notification of the Dean’s decision. The student’s written statement MUST specify the acts which necessitated the grievance, MUST identify the desired remedies, and MUST request that the Dean refer the grievance to the appointed Student/Faculty Relations Committee for action. The Student/Faculty Relations Committee shall represent the division that includes the department responsible for the course in which the offending act occurred.

7. The Student-Faculty Relations Committee will fully investigate the alleged grievance to determine if it has a basis in fact and results from an incorrect application of a departmental or institutional policy or procedure, an incorrect action by Lamar State College Port Arthur personnel, or a combination of these factors. In the event that any member of the committee is a party to the alleged grievance, the Dean shall appoint a substitute member or ask a previously appointed alternate to serve as a substitute. After conducting its inquiry the committee shall present such findings and recommendations to the Dean of the Division as it, by majority vote, finds appropriate. If the committee determines that the grievance has a basis in fact due to these reasons it shall recommend specific redress to the Dean.

8. The Dean shall notify all involved persons and the Vice President for Academic Affairs by separate communication of the committee’s findings and recommendations.

9. To assure prompt resolution of alleged grievances, the Student-Faculty Relations Committee shall make a reasonable effort to complete the committee report within two weeks (ten working days) from the date it receives the statement of grievance from the Dean. If this schedule cannot be followed the committee chairperson should notify the Dean and provide an estimate of the projected date on which the committee’s work will be completed.

10. The Student/Faculty Relations Committee is not obligated to conduct a hearing as part of its investigation. However, in the event that the committee conducts a hearing the following procedures will be in place:

a. A minimum of three faculty members must be present to constitute a quorum.

b. The committee chair will vote only if his/her vote can change the outcome.
c. The Dean of the division or appropriate department chair if the Dean’s position is vacant or if the Dean is absent may open the hearing with an overview of the history of the case, the reasons for the hearing, and the prescribed hearing procedures, or may delegate this responsibility to the committee chair.

d. The committee members may interrupt statements at any time for the purpose of asking questions or for clarification.

e. The student will open the hearing by stating the reasons for the appeal/grievance. The student will then present his/her version of the facts of the case.

f. The student may present witnesses to substantiate his/her case. Witnesses shall not be present in the hearing room either before or after making their statements. Witnesses presented by the student must testify to circumstances surrounding the act that caused the grievance and/or to corroborate the statements of the student, and shall not be character witnesses.

g. Following the student’s presentation and any questions by the committee, the alleged offending party (or Program Coordinator or Department Chair if the grievance resulted from a program or departmental decision) may present the reasons for the acts that caused the grievance to be filed.

h. The committee has the power to ask other witnesses, students and employees to attend the hearing and provide additional information either before or after the student and offending party have made their presentations.

i. Following the presentations and questioning, the committee chair will allow both parties to make a brief closing statement.

j. After the closing statements the committee chair will ask all parties other than the committee members to leave the hearing room. The committee will then decide to deliberate immediately, determine if more facts are required, or postpone deliberations until another date.

11. The Student/Faculty Relations Committee shall at the conclusion of its considerations and deliberations report to the Dean one of the following:

In the considered opinion of the Student/Faculty Relations Committee, the alleged grievance has a basis in fact and results from (select one) an

- incorrect application of a departmental or institutional policy or procedure, an incorrect action by Lamar State College Port Arthur personnel, or a combination of these factors, and the specific redress recommended by the committee is

- ...  

In the opinion of the Student/Faculty Relations Committee, the alleged grievance is not in fact a grievance resulting from an incorrect application of a departmental or institutional policy or procedure, an incorrect action by institutional personnel, or a combination of these...
factors and the appeal is rejected.

12. The decision and recommendation of the Student/Faculty Relations Committee is not binding on the administration of the institution. However, the Dean will consider its findings when deciding the final disposition of the alleged grievance.

13. The Dean shall provide the student with a written account of the committee's recommendations and the Dean's decision concerning the final disposition of the alleged grievance.

14. Any alleged grievance regarding grades must be handled only in accordance with policies stated in the Policy and Procedure Manual. In most circumstances grades remain as recorded and are changed only by the instructor. In the event the instructor is no longer employed, the Department Chair and Division Dean are charged with the responsibility for changing grades. However, grades may be changed by the Department Chair and Dean when the Student/Faculty Relations Committee determines that a faculty member has failed to follow a previously established grade policy or has violated a departmental or institutional policy. The Division Dean and the Vice President for Academic Affairs have the authority to order the reinstatement of a student into a technical or allied health program.

15. In the event that the student involved in the alleged grievance should seek to appeal the decision and/or recommendation of the Student-Faculty Relations Committee or the Dean, the written appeal shall be addressed to the Vice President for Academic Affairs. An appeal of the final disposition of the grievance shall be considered only if it addresses one or more of the following criteria:
   a. An allegation that the student was denied due process during the previous stages of appeal. If the Vice President determines that due process was denied the grievance shall be returned to the level at which due process was not granted, at which time it shall be afforded appropriate consideration. If the grievance cannot be resolved in the student's favor at this level the student has the right to repeat the appellate procedures through the Student/Faculty Relations Committee, if necessary.
   b. A grievance concerning the denial of a right guaranteed under state or federal law or the Texas State University System Rules and Regulations.

16. In matters of appeal regarding the denial of a right guaranteed under law or System policy, the Vice President for Academic Affairs shall notify the Dean of Student Services regarding an alleged grievance based on a prohibited action. The Dean of Student Services shall inform the person who presented the alleged grievance, the major Department Chair, the Division Dean, the Vice President for Academic Affairs, and the President of the final decision and disposition of the appeal.

17. Additional appeal procedures are provided to Lamar State College Port Arthur students in the following areas:
   a. Academic Dishonesty/Student Conduct/Lamar State College Port Arthur Discipline Code
   b. Traffic and Parking Regulations
   c. Racial Harassment
   d. Sexual Harassment

**Attendance**

Regular and punctual class attendance is important to student success. Instructors formulate an attendance policy consistent with departmental policies, but suited to the needs of the particular course. Attendance policies are enforced in a consistent and uniform manner. However, determination of whether an absence is excused or approved is the responsibility of the instructor, except in the case of an approved absence for a college-sponsored activity or religious holyday.
A list of absences, approved because of college-sponsored activities, is maintained in the office of the approving Dean or department chair/director. Absences also may be approved by the instructor. Approved absences call for the privilege to make up examinations and written assignments without penalty. This privilege does not extend to unapproved absences. Students may request the Office of Student Services to notify faculty members prior to or during an EXTENDED absence due to personal or family illness, accident, hospitalization, etc. This notification does not constitute an excused absence from class; however, it does advise the instructor as to the reason the student is absent and of the expected date of return to class.

CAMPUS LIFE

Extracurricular Activities

Extracurricular activity is any activity representing the student body, a student organization, any department or division organization, or any general activity representing the College.

Eligibility

Any student not on disciplinary or scholastic probation, who is officially registered, is eligible to become a candidate and/or to hold student office, or to represent the College in any extracurricular activity provided such student has a grade point average of at least 2.0 for both the total of college work completed at Lamar and that of the preceding semester. For the purpose of establishing eligibility, two six-week summer terms may count as one semester.

Food Sales

All food sales will be limited to college-approved groups and will be subject to the following regulations:

1. All food date events must be approved by the faculty/staff advisor and the president of the organization.
   - An “Event Approval Form” must be submitted to the Director of Student Activities and be approved by the Dean of Student Services at least four (4) weeks in advance of the event.

2. Food events must meet the city and state regulations on preparation and sale of food.
   a. All organizations must maintain a valid health permit issued by the City of Port Arthur.
   b. All items to be sold must be individually wrapped.
c. All items must be handled in a manner to protect them from contamination.

Gambling
Gambling is prohibited in the State of Texas as defined by the Texas Penal Code, Section 47.01. Students and visitors of Lamar State College are prohibited from participating in any form of gambling on College-owned or College-controlled property.

1. Definition
   a. A person commits a gambling offense if he/she:
      i. Makes a bet on the partial or final results of a game or contest or on the performance of a participant in a game or contest.
      ii. Makes a bet on the result of any political nomination, appointment, or election, or on the degree of success of any nominee, appointee, or candidate.
      iii. Plays and bets for money on other things of value at any game played with cards, dice, or balls.
   b. “Lotteries” are also gambling and are defined as any scheme or procedure whereby one or more prizes are distributed by chance among persons who have paid for promised consideration for a chance to win anything of value, whether such scheme or procedure is called a pool, raffle, gift, gift enterprise, sales, policy game, or some other name.

2. Legal Consideration
   a. Under the state penal code, offenses range from Class C misdemeanor to a felony of the third degree depending on the severity of the violation.
   b. Gambling is a violation of College regulations as defined in the “College Student Conduct Code” and other College literature and therefore subjects a student to disciplinary action by the College.

Events
Lamar State College Port Arthur recognizes the right of college-affiliated groups and organizations to sponsor and hold off-campus events. The college assumes no responsibility for the conduct of participants nor for the financial and/or contractual obligations associated with off-campus events; however, the College does hold each group/organization and its officers responsible for abiding by all state and local laws and college policies.

Sponsoring groups or organizations and their officers are responsible for conducting off-campus events in a manner that reflects favorable upon themselves and the College, and for arrangements for adequate safeguards at these events.

Sponsoring groups or organizations and their officers are responsible for fulfilling all financial and contractual obligations entered into in conjunction with off-campus events.

Violations of law, unacceptable conduct, and/or failure to meet financial or contractual responsibilities may subject a group or organization to disciplinary action by the College.
Freedom of Speech and Guest Speakers

The freedom of speech and assembly guaranteed by the first and fourteenth amendments to the United States Constitution shall be enjoyed by the students of Lamar State College Port Arthur. Assembly and distribution of written material is permitted in the Stillwell Plaza in front of the Gates Memorial Library during normal college operating hours as long as the activity is not unlawful or disrupts the functioning of the College. Free discussion of subjects of either controversial or noncontroversial nature shall not be curtailed. Any violation or interference with expressive activities is a breach of conduct and will subject any student or group to disciplinary action.

However, there is no absolute right to assemble, distribute written material, make or hear a speech or issue invitations to outside speaker(s) in other campus locations without approval from the Dean of Student Services. These shall be limited in the following ways:

1. If a registered campus organization or student group is sponsoring an assembly or outside speaker, it has the responsibility of making clear the fact that the group/organization, not the College, is extending the invitation to speak and that any views the speaker may express are the speaker's own and not necessarily those of the System or of the College.

2. No contract or formal commitment between any recognized group/organization and an outside speaker can be issued to an outside speaker without prior written approval by the Dean of Student Services. Requests may be obtained from the Director of Student Activities Office or go to the link on the State College Port Arthur webpage at http://www.lamarpa.edu/Lamar/media/Lamar/Files/SPEAKER-REQUEST-FORM.pdf

3. A “Speaker Request” form, signed by the student organization advisor must be turned in to the Director of Student Activities at least four weeks in advance of the speaking engagement. Publicity regarding the event should not be done prior to approval, and will not be approved for posting on campus prior to approval.

4. Speakers to be paid from state funds to speak on campus shall speak in a facility that is open to the public. This Subsection does not apply to classes, seminars, symposia, and conferences intended for the use and benefit of students, faculty, staff, and invited guests. No person may obstruct or lessen in any way the opportunity for the audience to see and hear the speaker. The number of students, faculty, staff, and guests may be limited to prevent a hazard to the safety of the audience.

5. Off-campus speakers who have not been sponsored or invited by a registered student, faculty, or staff organization/group or by the College administration shall be prohibited from speaking to groups in campus facilities and buildings unless the speaker is speaking to an off-campus organization that has been authorized to meet on the campus. Off-campus speakers may conduct expressive activities in the Stillwell Plaza during normal college hours.

6. A person who has been convicted of a felony must be granted special approval by the Dean of Student Services to speak before a campus or group/organization.

7. The Dean of Student Services may, at his/her discretion, require that the meeting be chaired by a member of the administration or faculty, and may further require a statement to be made at the meeting that the views presented are not necessarily those of the institution or of the sponsoring group. By acceptance of the invitation to speak, the speaker shall assume full responsibility for any violation of the law committed by him/her while on campus.

8. The College reserves the right to assign facilities for all assemblies and demonstrations that are requested to be held in other campus locations besides the designated areas.

9. A request made by a group/organization may be denied for failure to comply with the policy or if it is determined that the proposed speech will constitute a clear and present danger to the institutions
orderly operation by the speaker’s advocacy of such action as:

a. The violent overthrow of the government of the United States, the State of Texas, or any political subdivision thereof; or,

b. The willful damage or destruction, or seizure and subversion, of the institution’s buildings or other property; or,

c. The forcible disruption or impairment of, or interference with the institutions regularly scheduled classes, or educational or service functions; or,

d. The physical harm, coercion, intimidation, or other invasion of legal rights, of the institution’s officials, faculty, staff, or students; or,

e. Other campus disorders of a violent nature.

In determining the existence of a clear and present danger, all relevant factors will be considered, including whether such speaker has incited violence resulting in bodily harm to individuals and/or in the destruction of property or has willfully caused the forcible disruption of institutions. Consideration may also be given the climate of the campus in making a determination of probability of advocacy prompting a group or individual to actions that may need to a violent nature.

10. If an organization’s request for an outside speaker is denied, the organization shall, upon written application to the President, obtain a hearing at the earliest possible time following the filing of its appeal. The President shall either concur or reverse the decision of the Dean of Student Services.

11. A “Speaker Request” form, signed by the student organization advisor must be turned in to the Director of Student Activities at least one week in advance of the speaking engagement. Publicity regarding the event should not be done prior to approval, and will not be approved for posting on campus prior to approval.

Social Events

All social events of college groups or organizations are subject to the following regulations:
A. General Policy Statements

1) For the purpose of this policy, “groups or organizations” shall be defined as those approved and registered in the Office of the Dean of Student Services and the Office of Student Activities.

2) For the purpose of this policy, “social events” shall be interpreted as dances, mixers, receptions, and banquets. Business and/or routine meetings are not considered social events unless such meetings in fact become so, as a result of the activity itself.

3) It is the responsibility of the officer(s) of an organization and/or leader(s) of a group to inform the faculty/staff advisor of organizational/group social events; one of the functions of an advisor is to advise the leadership and/or members of an organization/group of the acceptability of a planned course of action; the final responsibility, however, for an acceptable social function and the conduct of those attending an events rests with the group/organization, with the individual officers of the organization, and ultimately with the individual members and their guests.

4) Groups or organizations hosting dances or major social events must provide adequate security service at their own expense. It is the responsibility of the officers of the organization to advise the Campus Security or police officer(s) of their responsibilities and of special regulations which they are expected to enforce.
   a) A minimum of two officers are required for all dances/mixer-type events. If fewer than 200 are in attendance during the first hour of the dance or event, one officer may be dismissed; the sponsoring organization, however, must pay the dismissed officer the minimal “show up” fee.
   b) The Dean of Student Services is authorized to adjust to police/security requirements as contained in Section 4i above. All adjustments shall be communicated in writing to the officer and to the advisor and/or officers of the sponsoring organization.
   c) Organizational/group leaders and/or officers should report to an event thirty minutes prior to its beginning and remain thirty minutes after the end of the event.
   d) When a dance or event is held in any college facility or outdoors, the security/police policies governing events in that facility are to be enforced.

5) Dancer/mixer-type events are subject to the following regulations:
   a) Admission is by identification card and is restricted to members of the Lamar State College Port Arthur community.
   b) Admission may be permitted to non-Lamar State College community persons under the following conditions:
      1. a guest, eighteen (18) years of age or older, of a Lamar State College Port Arthur community member or
      2. one who presents an invitation/bid ticket from the group/organization sponsoring the function.

6) It is the responsibility of the sponsoring organization and its officers to assure that the social event complies with College regulations. Failure to enforce College rules and regulations subjects the sponsoring organization/group to disciplinary action by the College.

7) Hours of social events:
   a) Sunday through Thursday—Events must end by midnight.
   b) Friday through Saturday—Events must end by 2 a.m.
B. Procedure for Use of Campus Facilities
   1) A “Room Request” and/or “Event Approval” form must be signed by the groups’ or organizations’ faculty/staff advisor(s) or their faculty/staff designate.
   2) When a campus facility is to be used that requires a special set up, the “Room Request” and/or “Event Approval” form must be submitted at least one week in advance to the Director of Student Activities.
   3) If security is needed, contact the Office of Student Services at 409-984-6157.

C. Violations
   See “Student Conduct”.

Social Events with Alcohol

All social events where alcoholic beverages are to be served are subject to the following regulations in addition to the above:

A. Facility Reservations
   1) Use of college facilities where alcoholic beverages are to be served or consumed will be granted only to groups or organizations which have the prior written approval of the appropriate building coordinator and the campus president.
   2) An “Event Approval” form must be signed by the organization president and the college advisor for the organization and turned into the Director of Student Activities; a reservation requested by a college-related organization must be signed by an appropriate official of the group.
   3) Reservations for use of facilities on campus should be conducted through the campus events coordinator located in the Carl Parker Multipurpose Center, Office 101 (409-984-6291).
   4) Reservation forms must be submitted to the appropriate office at least one month prior to the scheduled event. Campus events must be approved by the Director of Student Activities before reservations are approved. The Director of Student Activities is located in the student center room 205 (409-984-6191).
      • Event approval forms can be found here: https://www.lamarpa.edu/Current-Students/Student-Activities/Forms

B. Stipulations regarding time and place
   1) Alcoholic beverages may be served Monday-Thursday, 5 p.m. until midnight; Friday- Saturday, 5 p.m. until 2 a.m. Sunday, noon until midnight. Ordinarily facilities are unavailable during holiday periods. Beverage and bartender service will be discontinued thirty minutes prior to the scheduled ending time of an event.
   2) No alcohol may be served, possessed or consumed in or near an area used for classroom instruction while classes are being held in such an area.
   3) Alcoholic beverages may be served in the following approved areas: Student Center building 4th floor meeting room, Gates Memorial Library, Vuylsteke Home, and Sam and Linda Monroe Performing Arts Center Lobby.
   4) Alcoholic beverages are restricted to the specific area designated on the reservation form.

C. Food Service
   1) Food must be served at all events with alcoholic beverages. Arrangements for food should be made in advance. When alcoholic beverages are served, each group/organization is responsible
for providing the alcoholic beverages in advance of the event. Time and place of delivery and pick-up will be designated by the building coordinator at the time the reservation is made. Alcoholic beverages must be delivered in bulk form by a representative of a sponsoring organization. Individual members or guests may not individually bring alcoholic beverages to a social function.

2) An admission fee cannot be charged at an event where alcohol is served unless an alcohol sales license has been provided for and permission has been given by appropriate college officials. The Dean of Student Services must have prior notification.

D. Responsibilities

1) The president of the organization is responsible for the delivery/pick-up of the bulk quantities of alcohol to the building coordinator or the president’s designate.

2) Signatures indicate full acceptance of responsibility for the organization’s use of the facilities and compliance with state regulations regarding the consumption and distribution of alcohol.

3) A minimum of two police officers are required at all dances/mixer-type events where alcohol is served or where the building coordinator, advisor, or Dean of Student Services deems necessary.

4) All adjustments to these regulations shall be communicated in writing to the advisor and/or officers of the sponsoring group or organization and have prior approval of the Dean of Student Services.

5) The group or organization reserving a facility is responsible for any charges for damages and clean-up which result from an organization’s function.

6) Any violation of these policies will be referred to the Dean of Student Services for disciplinary action. Violations may result in denial of the use of facilities and/or disciplinary action.

E. Legal Considerations

1) No state funds may be used to purchase alcoholic beverages or services connected with use of alcoholic beverages.

2) When alcoholic beverages are served, a fee may not be charged for the event except when provided for by license.

3) If alcoholic beverages are served or made available to minor(s), the one serving or the group providing the beverage is liable to a Class A misdemeanor punishable by a fine up to $4,000, and/or confinement up to a year in jail.

The Dean of Student Services or designate has the prerogative of adjusting policies in the best interest of the College.

Solicitation

Solicitation is selling, advertising, or obtaining contributions on campus through personal, telephone, and/or mail contact. Uncontrolled solicitation is not allowed. Any campus solicitation by private businesses or by students or student organizations acting as an agent of private business may be permitted by subject to
approval of the Dean of Student Services. Solicitors must register their request with the office of the Dean of Student Services and upon approval will be issued a solicitation permit.

At the discretion of the Dean of Student Services or designate, an "Itinerant Vendor's Permit" from the City of Port Arthur may be requested before a solicitation permit is issued.

**Procedure**

All applications must be filed in the office of the Dean of Student Services at least one week prior to the requested date(s) of solicitation. All applications will be reviewed, and applicants will be notified of the approval or disapproval within three business days after the application has been filed.

Solicitors may be held liable for any false advertising and fraudulent and/or illegal conduct as it relates to the sale of their merchandise.

**DISCIPLINE**

**Discipline Code**

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 which might require disciplinary action, a careful investigation of all facts is made and the student afforded every opportunity to assist in arriving at just and equitable decisions. A counseling conference 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.

**Violations of the Law**

By enrolling in a college, the individual gives up neither their rights nor their responsibilities as a citizen. Neither does the student acquire any sort of special status which exempts them from the requirement of all citizens to obey the laws. In fact, students place themselves in a position of also accepting the rules and regulations of the college in which they elect to enroll. Such rules and regulations as may be adopted by the college are for the benefit of an orderly academic community. There can be no conflict between college rules and regulations and law. A student who violates a law and at the same time is in violation of college rules and regulations may expect to be dealt with by both civil authority and the institution since each has its own jurisdiction and responsibilities.

**Delineation of Responsibilities**

1. By delegation of the President of the College, the Dean of Student Services is designated as the official who has primary responsibility for student conduct and discipline. This delegation does not exclude members of the teaching faculty and staff from assisting in the promotion and promulgation of acceptable student conduct, not only as interpreters of policy but also as examples of responsible college and community citizenship.

2. The chief college officer charged with responsibility for the cases of student’s conduct is the Dean of Student Services who is assisted by the Director of Student Activities in student conduct and disciplinary proceedings.

3. The campus Student/Faculty Relations Committee has authority for the disposition of cases involving infractions or breaches of conduct and violation of law which may properly come before it. The committee shall serve as an appellate body of the institution and shall convene when its deliberation may be required. When convened, the committee shall consist of up to seven (7) faculty members and three (3) student members. Refer to the Faculty Handbook for more information.

4. The Dean of Student Services may delegate jurisdiction to appropriate student judicial bodies. Judicial bodies recognized as having jurisdiction in disciplinary action proceedings are:
a. Student Supreme Court
b. Student Traffic Court, and
c. Departmental or committee

**Discretionary Review**

The Dean of Student Services, The President or the Board of Regents may on their initiative review any disciplinary case, then upon such review may approve, reject, or modify the lower decision, or may remand the decision to the hearing for presentation of additional evidence and reconsideration of the decision.

**Rights and Responsibilities**

Upon enrolling at Lamar State College Port Arthur, the student neither loses the right, nor escapes the duties and responsibilities of a citizen. As benefactor of great opportunities, partially at the expense of the State of Texas, students-citizens have a responsibility to themselves, to fellow students, to the laws of the land, and to the institution in which by choice, they have enrolled. The college holds the rights and responsibilities of students to include

1. **Rights**
   a. The right to expect an education of the highest quality,
   b. The right to develop their potential to the best of their abilities,
   c. The right to inquire about and to recommend improvement in policies, regulations, and procedures affecting the welfare of students. This right is best exercised through the use of appropriate channels provided by Student Government and college officials and
   d. The right to counsel, a fair hearing, and appeal when a disciplinary action is applied individually or as a group member.

2. **Responsibilities**
   a. The responsibility to be fully acquainted with regulations published in the official college publications and to comply with them in the interest of an orderly and productive academic community,
   b. The responsibility of knowing that a student’s conduct reflects not only upon the student, but also upon the institution and its citizenry,
   c. The responsibility to follow tenets of common decency and behavior expected of any citizen in a democratic society, particularly in view of the aspirations implied by a college education,
   d. The responsibility to respect the rights and property of others and
   e. The responsibility to accept full responsibility for the consequences of any action which might be detrimental to the student, to the institution and its students, and to society at large.

**Right to Challenge Impartiality**

The accused student may challenge the impartiality of the Hearing Officer of a member of the Hearing Committee at any time prior to the introduction of any evidence. The Hearing Officer or member of the
Committee shall by the sole judge of whether they can serve with fairness and objectivity. In the event the 
challenged Hearing Officer or member of the Hearing Committee chooses not to serve, a substitute will be 
chosen in accordance with procedures adopted by the College.

**Breach of Conduct**

Listed below are some examples of behavior that are unacceptable and not in keeping with the educational 
aims, purposes, and philosophy of the college and which subject student(s) to disciplinary action:

Breach of Conduct

a) Commission of an act which would constitute an offense under appropriate federal, state, or 
municipal law.

b) Violation of any Regent’s rule, regulation, or order of College policy, rule, or regulation.

c) Failure to comply with the direction of a College official 
acting in the performance of his or her duties.

d) Giving false testimony or other evidence at a campus 
disciplinary or other administrative proceeding.

e) Failure to meet financial obligations to the College.

f) Unauthorized throwing of any objects in or from College facilities.

g) Misuse of fire or other life-safety equipment on College property.

h) Unauthorized use of possession of ammunition, 
firearms, or other illegal weapons on College 
community or of visitors on the campus.

i) Stealing, destroying, defacing, damaging, or misuse of 
College property or property belonging to another.

j) Possession of or making use of College keys for unauthorized purposes.

k) Engaging in hazing or voluntarily submitting to hazing.

l) Using, without authorization according to the College policy, intoxicating beverages in a classroom 
building, laboratory, auditorium, library building, or faculty or administrative office, residence hall or 
apartment, intercollegiate and intramural athletic facility, or any other public campus area, or being 
intoxicated in any public area of the campus.

m) Gambling in any form on College property.

n) Illegal possession, use, sale, or distribution of any quantity, whether usable or not, of any drug, 
narcotic, or controlled substance.

o) Advocating or recommending either orally or in writing, the conscious and deliberate violation of any 
federal, state, or local law. Advocacy means addressing an individual or group from imminent action 
and stealing it to such action as opposed to the abstract espousal of the moral propriety of a course 
of action.

p) Forgery, alteration, or misuse of College documents, forms, records, or identifications cards.

q) Any attempt to commit these prohibited acts.

r) An initiation by an organization which includes any dangerous, harmful, or degrading act to a
s) Violation of any rule or regulation governing residential living in College-owned facilities or breach of a residential living contract.

t) Unauthorized possession, ignition, or detonation of any explosive device, fireworks, liquid, or object which is flammable or which could cause damage by fire or explosion to person or property on College property.

u) Unauthorized entry into or use of College building, facilities, equipment or resources.

v) Failure to heed an official summons to the office of an administrative officer within the designated time.

w) Failure to maintain a current official mailing address in the Registrar's office or giving false or fictitious address to such office.

x) False alarm or report where the person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that is known is false or baseless and that would ordinarily cause action by an official or volunteer agency organized to deal with emergencies; place a person in fear of imminent serious bodily injury; or prevent or interrupt the occupation of a building, room or aircraft, automobile, or other mode of conveyance.

y) Harassment where the individual intentionally threatens, in person, by telephone, in writing, or by other means, to take unlawful action against any person and by this action intentionally, knowingly, or recklessly annoys or alarms the recipient or intends to annoy or alarm the recipient.

z) Issuance of a check without sufficient funds.

aa) Academic dishonesty (see section of this Handbook dealing with Academic Dishonest).

bb) Campus disruptive activities (see section of this Handbook dealing with College Prohibiting Disruptive Activities).

c) Disorderly conduct on College-owned or controlled property or at a College sponsored or supervised function which inhibits or interferes with the educational responsibility of the college community or the college's social-educational activities shall include but not limited to: using abusive, indecent, profane, or vulgar language; making offensive gestures or displays, which tend to incite a breach of the peace; penetrating fights, assaults, abuse, or threats; or evincing some obviously offensive manner, or committing an act, that causes a person to feel threatened.

d) Using authority granted state law, by system rule, or by college policy, to deprive any person of his or her civil rights.

e) Violation of College policy relating to electronic network facilities such as local area networks and the Internet.

**Disruptive Activities**

The College reserves the right to take disciplinary action against individual students and/or groups who are involved in disruptive activities. Such disciplinary action may be taken independently of state or local prosecution and the penalties provided in Section 4.30, Texas Education code which provides:

A. No person or group of persons acting in concert may willfully engage in disruptive activity or disrupt a lawful assembly on the campus or property of any private or public school or institution of higher education or public vocational and technical school or institute.

B. For the purposes of this section, disruptive activity means:
1) Obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without the authorization of the administration of the school;

2) Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity;

3) Preventing or attempting to prevent by force or violence or the threat of force or violence any lawful assembly authorized by the school administration or in the designated free speech and expressive activities location (Stilwell Plaza);

4) Disrupting by force or violence or the threat of force or violence a lawful assembly in progress; or

5) Obstructing or restraining the passage of any person at an exit or entrance to said campus or property or preventing or attempting to prevent by force or violence or by threats thereof the ingress or egress of any person to or from said property or campus without the authorization of the administration of the school.

C. For the purpose of this section, a lawful assembly is disrupted when any person in attendance is rendered incapable of participation in the assembly due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur.

D. A person who violates any provision of this section, is guilty of a misdemeanor and upon conviction is punishable by a fine not to exceed $200.00 or by confinement in jail for not less than 10 days nor more than 6 months, or both.

E. Any person who is convicted the third time of violating this section shall not thereafter be eligible to attend any school, college or university receiving funds from the State of Texas for a period of two years from such third conviction.

F. Nothing herein shall be construed to infringe upon any right of free speech or expression guaranteed by the Constitutions of the United States or the State of Texas.

**Group Offenses**

A. Student societies, clubs, living groups, and other student organizations are responsible for conducting their affairs in a manner that reflects favorably upon themselves and the College. Such responsibilities include:

1) Compliance with college regulations,

2) Taking reasonable steps, as a group, to prevent violations of law or college regulations by its members and

3) A willingness to deal individually with those members of the group whose behavior reflects unfavorably upon the group or upon the College.

B. Failure to accept the responsibilities of group membership may subject the organization to permanent or temporary withdrawal or college recognition and/or support, social probation, denial of use of college facilities, or other appropriate action.

C. The Dean of Student Services or designate has responsibility for initiating the expediting disciplinary action in any group offense case.
In order to ensure the safety of persons and property and to prevent any disruption of the educational and service functions of the college, all assemblies, demonstrations, marches, rallies, sit-ins, or other events on the campus must be registered with the Dean of Student Services.

Sponsoring groups or organizations and their officers or spokesmen will be responsible for the conduct of such events, including arrangements for adequate safeguards. In the case of individual students not acting in the name of the organization, the student(s) registering and/or organizing the event will be held as primarily responsible for the activities of the event and for the behavior of participants. Additionally, individual students will bear responsibility for their own behavior. Failure to register for such events will result in disciplinary action hearings.

**Judicial Procedures**

A. Violations of law and of the standards of student conduct may be reported to the Office of Student Services for consideration and referral. This does not preclude direct referral of such matters to appropriate disciplinary agencies by faculty and students.

B. The college distinguishes its responsibility for student conduct which is in violation of law as cases of separate jurisdiction. When a student or group of students stand in violation of law, they may be subject to college disciplinary action.

C. The Office of Student Services shall insure that the best interests of any offending students are served by making use of appropriate college counseling and professional services and judicial agencies.

D. In those cases of student conduct involving psychological or mental disturbance or other unusual circumstances, the Office of Student Services may act other than the initiation of judicial proceedings.

E. If information indicates that an offense has occurred, the following procedures shall be initiated:

1. An official of the Office of Student Services will investigate the alleged offense and ascertain all pertinent facts. In the course of the investigation, the student shall be advised of the purpose of the investigation. Upon written request, students must report to the Student Services official investigating the alleged offense. Students will be afforded an opportunity to state their case informally or present information in support of their position, including mitigating circumstances. A determination may be made even if the student does not show for the meeting or hearing.

2. If it is determined that original jurisdiction should rest with other judicial bodies, the college official may refer the case directly to the proper agency for investigation.

3. If the college official determines that disciplinary action should be taken, the student shall be advised in writing of the charges against him/her and afforded the opportunity to offer information that might be relevant to the necessity for, and extent of, disciplinary action.

**Disciplinary Actions**

The following disciplinary actions may be imposed by the College:

A. Permanent expulsion from the College,
B. Suspension from the College for a definite period of time. Students under disciplinary suspension are required to disassociate themselves from the college except for counseling appointments.

C. Disciplinary probation with or without loss of designated privileges for a specific period of time. Violation of terms of disciplinary probation or any college rule during the period of such probation subjects a student to suspension and/or

D. Loss of privileges:
   1) Denial of the use of automobile on campus for a designated time.
   2) Removal from elective or appointive office.
   3) Removal from residence hall or other college housing.
   4) Loss of such other privileges as may be consistent with the offense committed and the rehabilitation of the student.

E. Written admonition and warning

F. Notification of parents.

G. Such other actions as may be approved officers with the Division of Student Services.

Appeal Procedures
The student shall have the right to appeal and to be represented by counsel at the appeal hearing.

A. The Student/Faculty Relations Committee shall serve as the appellate body to hear appeals from the college judicial agencies.
   1. If the student wishes to appeal, a student may do so within five (5) days from the date of disciplinary action by notifying the Dean of Student Services of their intention to appeal.
   2. The Student/Faculty Relations Committee shall meet as soon as practical to consider an appeal. Ordinarily, consideration shall be limited to review of the initial hearing and decision.
   3. The Student/Faculty Relations Committee may
      a. Affirm the action,
      b. Reduce or modify the action,
      c. Dismiss the charges if determination is made that action was taken on grounds not supported by substantial evidence and/or
      d. Return case to original judicial agency for further consideration
   4. The appellate decision of the Student/Faculty Relations Committee shall be final. However, the student may appeal the decision of the committee to the Dean of Student Services:
      a. A question concerning procedural due process and/or
      b. A desire on the part of the student to introduce new information
      c. A case heard initially by the Student/Faculty Relations committee as a matter of original jurisdiction may be appealed to the Dean of Student Services, whose decision is final.

Disciplinary Records
All records pertaining to disciplinary cases are maintained by the Student Services office. They are periodically reviewed and destroyed when it is evident that they are no longer relevant.

Except in cases of expulsion, records of disciplinary actions are never permanently attached to official
transcripts or other official documents attesting to the academic work of the student. Any transcript issued during a period of temporary suspension will carry the notation “Disciplinary Suspension until…” This notation is removed at the end of the suspension period. Notations of disciplinary probation are not attached to transcripts.

**Copyright Policy**

A. **Purpose.**

The purpose of the Lamar State College Port Arthur copyright policy is to outline the respective rights of the institution and the member of its faculty, staff, and student body have in copyrightable materials created by them while affiliated with LSCPA.

B. **Policy Statement.**

Copyright is the ownership and control of the intellectual property in original works of authorship that is subject to copyright law. It is the policy of State College Port Arthur that all rights in copyright shall remain with the creator of the work except as otherwise provided in Section X.C of the Faculty Handbook.

C. **Ownership of Copyright.**

Lamar State College Port Arthur has developed the following policy regarding the ownership of copyrighted materials.

1. The Texas State University System and Lamar State College Port Arthur claim no ownership of fiction, popular nonfiction, poetry, music compositions or other works of artistic imagination that are not institutional works. For other materials that are totally faculty generated with no college equipment or aid other than that routinely used by faculty in duties associated with teaching, the faculty member holds the copyright and complete intellectual property rights.

2. If the work is contracted in writing by the college of the employee on a work for hire basis, the college then owns the copyright and all benefits of the materials.

3. Copyright of materials (including software) that are developed with the significant use of funds, space, equipment, or facilities administered by the college, including but not limited to classroom and laboratory materials, but without any obligation by the college to others in connection with the support, shall be held by the college.

4. For the purpose of this policy, the provision of office or library space alone shall not be construed as constituting a significant use of funds, substantial resources, space, equipment, or facilities, except in those situations where the office or library facilities were provided specifically to support the development of the materials in question. Substantial resources shall include, but shall not be limited to, the purchase of new technology software or equipment not normally needed for the employee’s duties, and/or a substantial monetary award explicitly for the creation of the work.
5. Copyright ownership of all materials (including software) developed in the course of or pursuant to a sponsored research or support agreement (i.e., an agreement which provides funds, space, equipment, or facilities for research purposes), shall be determined in accordance with the terms of such agreement, or, in the absence of such terms, the copyright shall be held by the college. The agreement may grant an employee a non-exclusive educational license allowing the employee to share royalties from third parties using the materials.

D. Ownership of Copyright Mediated Courseware.

1. Mediated courseware includes, but is not necessarily limited to, instructional material delivered over the Internet, synchronous or asynchronous video or audio courses, components of courses, or instructional support materials.

2. Copyright of mediated courseware developed without specific direction or significant support of Lamar State College Port Arthur shall remain with the employee. No royalty, rent, or other consideration shall be paid to the employee or former employee when that mediated courseware or a modification thereof is used for instruction by the college. The employee or former employee shall take no action that limits the college's right to use the instructional materials and shall provide written notice on the courseware itself of the institution's right of use. See Chapter V, Paragraph 4.76 of the System Rules and Regulations and Section III of the Faculty Handbook for policies on noncompetitive use of employee-owned, mediated courseware.

3. Copyright of mediated courseware developed at the specific direction or with the substantial resources of the college shall be jointly held by the college and the employee, unless otherwise specified at the time commissioning of the work, and shall not be used without written consent of the college. The college shall have the right to modify the courseware and decide who will utilize it in instruction. Royalties or revenues generated from the licensing of such mediated courseware may be jointly shared with the employee as noted in Section III, Paragraph 11 of the System Rules and Regulations.

4. For the purpose of this policy, the provision of an office or library facilities alone shall not be construed as constituting substantial resources, space, equipment, or facilities, unless they were provided specifically to support the development of the material in question.

E. Distribution of Copyright Royalties

1. Creators of copyrightable material not owned by Lamar State College Port Arthur, or to which the college has relinquished any ownership claim, own the copyrights in their work and are free to publish them, register the copyright, and receive any revenues which may result therefrom.

2. Royalty income received by Lamar State College Port Arthur through the sale, licensing, leasing, or use of copyrightable material in which the college has a property interest will normally be shared with the author and the institution.

   a. The net royalties or other net income received by the college will, in most cases, be distributed under a formula of 50 percent to the author and 50 percent to the institution.

   b. Any distribution which grants the author more than 50 percent of net royalties requires the approval of the Board of Regents.

   c. In the event of multiple authors, the proper distribution of the 50 percent author’s share shall be determined by the President, as appropriate.

   d. Disposition of the 50 percent dedicated to the institution is within the President's discretion.

3. In the event that an author contributes a personal work to the college, a written agreement accepting such contribution shall be executed. The terms of the agreement shall include a...
statement governing the division of royalties between the institution and the author.

4. In cases of external funding, the terms of the funding agreement shall govern the division of any royalties that may result in commercialization of materials resulting therefrom. In the event that the funding agreement vests royalty rights in State College Port Arthur, the author shall be entitled to the same proportionate share he or she would have received if the work had not been extramurally funded. Such a royalty payment to the author, however, may not violate the terms of the funding agreement. Such share shall be a proportion of whatever share is owned by the college under the terms of the funding agreement and this policy.

F. Revision of Materials.

Materials owned by the college under the terms of this policy shall not be altered or revised without providing the author a reasonable opportunity to assume the responsibility for the revision. If the author declines the opportunity to revise such material, the President will make the assignment of responsibility for the revision.

G. Withdrawal of Materials.

Materials owned by the college shall be withdrawn from use when the college, in consultation with the author, deems such use to be obsolete or inappropriate.

H. Student Work

A student shall retain all rights to work created as part of a class or using college technology resources.
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